

AR
WOODLAWN ELEMENTARY SCHOOL (WOODLAWN SCHOOL DISTRICT)
6760 HIGHWAY 63
RISON AR 71665
870-357-2211

School Parent and Family Engagement Plan

This form was adapted from, *A Toolkit for Title I Parent Involvement*.
Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement*. Austin, TX: SEDL.

District
Woodlawn School District

Grade Levels
Kindergarten - Sixth Grade

Building Facilitator and District Coordinator
Lori Green, Elementary Facilitator, Robin Young, District Coordinator

Title I Status
 Schoolwide
 Targeted Assistance
 Non-Title I School

Percent of free and reduced lunch
50.17%

Parent and Family Engagement Committee Members

Genell Davis, Principal
Penny Davis, Teacher
Heather White, Parent
Cammie Raney, Parent / Alumni
Susan Reynolds, Teacher

Lori Green, Counselor / Counselor
Diane Sowrheaver, Dyslexia Therapist
Hope Norton, Parent
Michelle McCoskey, Computer Lab Teacher
Laura Stanfield, Head Start Center Director / Alumni

- List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.
 - The Parent and Family Engagement Center will distribute the monthly newsletter, *Helping Children Learn*, for families that includes ideas related to school achievement such as homework tips, home activities, organizational skills and study skills. (Lori Green, 870.357.2211)
 - The classroom teachers will develop grade level monthly newsletters which will include standards being taught, school news, a calendar of activities and tips related to school achievement.
 - Parents / families may access and monitor their child's grades through the Home Access Center (HAC) in eSchool using a login and password received at the first parent teacher conference on Tuesday, September 11, 2018. (Lori Green, 870.357.2211)
 - Parents / families may use email to communicate with members of the school staff.
 - Teachers will utilize the app Remind 101 and grade level Facebook pages to communicate with parents / families about events in their child's classroom such as projects, homework assignments and various other information.

- Diane Sowrheaver, Dyslexia Therapist, and parent volunteers will create a pamphlet explaining the school's involvement with the state's reading initiative and how families can be involved in supporting its goals. It will be distributed to parents / families at the first parent teacher conference on Tuesday, September 11, 2018. (Diane Sowrheaver, 870.357.2211)
- Misty Davis, sixth grade teacher and parent, will utilize the SchoolWay app for the elementary to notify parents / families about school updates and information, instant safety notifications, parent / family nights and club and athletic events. (Misty Davis, 870.357.2211)
- Each teacher will send home a folder containing student papers and work samples weekly. Parents / families will be asked to sign the folder, return it to school and communicate with the teacher about any questions or concerns.
- The school will provide parents / families with progress reports / report cards every four to five weeks with information regarding their child's academic progress. (Lori Green, 870.357.2211)
- During the first parent teacher conference on Tuesday, September 11, 2018, teachers will notify parents / families of their child's reading level and standardized test scores.
- The school will send brochures home with students, post notices in school facilities and public buildings, and provide information for the local newspaper about parent / family workshops and meetings. The school's marquee will be utilized to post important events as well. (Lori Green, 870.357.2211)
- The school will use the student handbook, school website at whsbears.org, signage at the school entrance, and parent / family orientation meetings about the school-wide Title I Plan and how to receive a copy upon request. (Genell Davis, Principal 870.357.2211)

2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent / teacher conferences each year.)

- Literacy and Math Nights will include training sessions to help parents / families understand how to enhance their child's education. The meetings will be held at various times to best accommodate parents. The school will hold a Literacy Night, October or November 2018, and a Math Night, February or March 2019, both at 6:00 p.m., to provide parents / families with instruction and meaningful activities to help their child be successful academically in these areas.
- The school will hold an orientation for parents at each grade level to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the school Title I Plan on Thursday, August 9, 2018, at 6:00 p.m. (Genell Davis, 870.357.2211)
- Teachers will hold conferences individually with parents / families of children in their classrooms. Parents will be given a summary of their child's standardized test scores and an explanation of the interventions being used to assist their child in reaching achievement goals on Tuesday, September 11, 2017, 2:30 - 7:00 p.m. Parents / families will be engaged in discussing how they may support these efforts. Parents / families will also be given suggestions for coordinating school-parent-family efforts and explanations of homework and grading procedures. The parent teacher conferences are scheduled for Tuesday, September 11, 2018, and Thursday, March 14, 2019, from 2:30-7:00 p.m.
- The school will encourage parents / families in the following types of roles and activities to increase their involvement and support for student learning: library assistant, reading buddy, mentor, teacher assistant, tutor, book fair helpers (Library Book Fair, Monday - Friday, September 10-14, 2018), Awards Day (May 2019), Open House (Thursday, August 9, 2018, 6-8 p.m.), parent-family-teacher organization, choir concerts and various other committees. (Genell Davis and Lori Green, 870.357.2211)

3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

- The school will provide opportunities for parents / families and community members to support the instructional program through such programs as Reading Buddies, tutoring, mentoring and special friends.
- The school will provide a survey for parents to list volunteer opportunities and solicit ideas for other types of volunteer efforts during parent orientation/ Open House on Thursday, August 9, 2018. Teachers will explain the requirements to parents / families to encourage them to be involved in the school. Brief training sessions will be provided as necessary to parents and community members with the information needed to participate as school volunteers in order to make the experience pleasant and successful. (Lori Green, 870.357.2211)

- The Woodlawn Elementary will work with the Woodlawn High School to help provide a smooth transition from one school to the next by raising parent / family awareness of procedures and related activities. The high school will host a special orientation program for parents / families of seventh grade students to help with the transition. Parents / families and students will have the opportunity to meet the middle and high school teachers at the beginning of the students' seventh grades school year. (Lori Green, Elementary Counselor 870.357.2211, Karen Talent, High School Counselor and Jeff Wylie, High School Principal, 870.357.8171)
 - The Parent and Family Engagement Center, teachers, nurse and staff will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tool for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Arkansas Department of Education. (Genell Davis, Principal, Lori Green, Counselor, India Ashcraft, Nurse, Tammy Rauls, Cafeteria Manager 870.357.2211)
 - The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understanding of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. The parental involvement professional development requirement shall rotate every fourth year for teachers. (Genell Davis, Principal 870.357.2211)
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4. How will your school work with parents to create a School-Parent-Compact?

- School staff, parents / families and students will develop a school-parent-student compact. This compact will outline how parents / families, school staff, and students share the responsibility for improving academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact. Parents / families and students will receive this compact in the student packet provided upon enrollment. (Genell Davis, Principal 870.357.2211)
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5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school-wide school improvement plan, and the Annual Title I meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?

- The school will involve parents / families on school improvement committees. To support this process, the school will offer both school staff and parents / families training on how to contribute to this process in a meaningful way.
 - The school will engage parents / families in decision-making about the allocation of its Title I, Part A funds for parental involvement.
 - To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory committee to provide advice and guidance for school improvement.
 - The school shall enable the formation of a Parents Teacher Association or organization that will foster parental / family and community involvement within the school.
 - Coordinate and integrate parental / family involvement strategies with other programs, such as the Head Start Program, Reading First Program and Home Instruction Programs for Preschool Youngsters, and state-run preschool programs.
 - Contact person: Genell Davis, Principal 870.357.2211
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6. How will your school provide resources for parents?

- Parents / families may check out materials, use computers to check grades, and visit educational websites in the computer lab. Parents / families will be encouraged to view the Title I Plan located on the school's website. A suggestion box will be available in the Family and Community Engagement Center for parent input. The school will open the resource center at convenient hours for access. (Lori Green, 870.357.2211)

- The school will distribute informational packets each year that include a copy of the school's parental / family involvement plan, survey for volunteer interests, recommended roles for parents, teachers, students and school, suggestions of ways parents / families can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, email, etc.). (Genell Davis, 870.357.2211)
 - To promote and support responsible parenting, the school shall, as funds are available: purchase books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review. (Robin Young, Librarian 870.357.2211)
 - Create a parent center for both the elementary and middle / high school. (Genell, Davis and Jeff Wylie)
 - Include in the school's policy handbook the school's process for resolving concerns, including how to define a problem, whom to approach first, and how to develop solutions. (Genell Davis, 870.357.2211)
 - The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. The elementary designee is Lori Green and the middle / high school designee is Robin Young.
 - Contact person: Genell Davis, Principal 870.357.2211
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7. How will your school engage parents / families in the evaluation of your parent and family engagement efforts?

- The school will engage parents / families in the annual evaluation of the Title I, Part A Program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment completed by teachers, parents / families and school staff. The Title I committee, made up of teachers, parents / families and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental / family involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.
 - Contact person: Genell Davis, Principal 870.357.2211
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8. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?

- The school will ask parents to complete an interest survey at registration, Open House (Thursday, August 9, 2018) or at the beginning of each school year to obtain information concerning the activities they feel will be most beneficial in the efforts to support their child academically. (Lori Green, 870.357.2211)
 - The school will use the results of the parent interest survey to plan the parent and family engagement activities for the year as part of the annual parental involvement plan evaluation. (Family and Community Engagement Committee, 870.357.2211)
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9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)

- The school will conduct an Annual Title I Meeting for parents / families of the students who participate in the Title I, Part A Program.
- The school shall hold its annual Title I Meeting separately from any other meetings or activities to ensure ample time to provide a description / explanation of school curriculum, information or forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
- Contact person: Genell Davis, Principal 870.357.2211