

**Southside Elementary  
Parent and Family Engagement Plan  
2017-2018**

Parent and Family Engagement Facilitator: Andrea Neville

Parent Involvement Committee Members:

Andrea Neville, Parent and Family Engagement Facilitator and 1<sup>st</sup> grade teacher

Julie Pritchett, 1<sup>st</sup> grade teacher

Rebecca Rehlendar, 3<sup>rd</sup> grade teacher

Amber Barnes, Speech Teacher

Sarah McNally, PTO President/Parent of 2<sup>nd</sup> grader

Ashley Scott, PTO member/Parent of Kindergarten student

Cassie Ungerank, PTO member/Parent of Kindergarten and 2<sup>nd</sup> grade student

Tracey Smith, PTO member/Parent of 4th grade student

Stacy Allen, Principal

Melissa Fureigh, Assistant Principal

1. 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 school principal will distribute a monthly newsletter (Smores) to parents that is developed with participation of the PTO, staff, and parent volunteers. It includes school news and a calendar of school activities. (Stacy Allen 501-743-3567)
- Parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff. (Theresa Mitchell 501-743-3567)
- Each teacher will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school. (Stacy Allen 501-743-3567)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Stacy Allen 501-743-3567)
- The school will provide to parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (Stacy Allen 501-743-3567)
- The school will send parents their child's test results and standardized test scores before their first nine weeks report card. (Kera Gross 501-743-3567)
- Teachers will send weekly newsletters home containing skills to be taught and upcoming class events. (Stacy Allen 501-743-3567)
- The Parent Center will be available Monday through Friday from 7:30 am to 4:00 pm for parents to check out materials and manipulatives to enhance their child's education and support their classroom instruction. (Andrea Neville 501-743-3567)

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.)

- Annual Title 1 Public Meeting includes a report to the public on Southside's progress, as well as Parental Involvement events and resources available to parents. (Stacy Allen 501-743-3567)
- Southside's Annual Title 1 Public Meeting was August 28<sup>th</sup>, 2017 at 7pm. (Stacy Allen 501-743-3567)

- Parent Teacher Conferences Fall Dates: October 17th and 19thth 2:45 to 7:00 pm and Spring Dates March 13th and 15th 2:45 to 7:00 pm. (Stacy Allen 501-743-3567)
- These meetings will include parent training sessions to help parents understand how to enhance their child’s education. (Melissa Fureigh 501-743-3567)
- The meetings will be held at various times during the day or evening to better accommodate parents.(Stacy Allen 501-743-3567)
- Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student’s test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. (Stacy Allen 501-743-3567)
- The school will offer parents a Parent Night/Annual Title 1 Public Meeting each year to provide an explanation of the statewide assessment system, standards, and other accountability measures. (Stacy Allen 501-743-3567)
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: (Andrea Neville 501-743-3567)
  - Special parent lunches
  - Book fair helpers
  - Grandparents Day
  - Field day volunteers
  - Visiting the Parent Center
  - Open House
  - Volunteering in the Work Room
  - Coming to Class Parties
  - Parent-Teacher Organization (PTO) Meetings
  - Red Ribbon week
  - Muffins for Moms/Donuts with Dads
  - Book Fair
  - Various committees

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

When all beginning of the year parent information papers are assembled and distributed in Red Parent Communication Folders at Open House, Parental Involvement Opportunity Flyers will also be distributed. Parents at Southside will all receive information of ways they can become involved through this flyer. This flyer will also be posted in the Southside Elementary Parent Center. The flyer includes the following volunteer opportunities: (Stacy Allen, Andrea Neville 501-743-3567)

1. Special parent lunches
2. Book fair helpers
3. Grandparents Day
4. Field day volunteers
5. Visiting the Parent Center

6. Open House
7. Volunteering in the Work Room
8. Coming to Class Parties
9. Parent-Teacher Organization (PTO) Meetings
10. Red Ribbon week
11. Muffins for Moms/Donuts with Dads
12. Book Fair
13. Various committees

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful. (Andrea Neville, 501-743-3567)
- The school will work with Middle School South to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transition. (Kera Gross, 501-743-3567)

STATE REQUIREMENT (Staff Development) 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 understand 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

#### 4. How will your school work with parents to create a School-Parent-Compact?

School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student 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. (Melissa Fureigh, 501-743-3567)

#### 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 on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.

- The school will ask parents to serve on curricular and instructional review committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.(Stacy Allen, 501-743-3567)
- STATE REQUIREMENT – To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. (Andrea Neville, 501-743-3567)
- STATE REQUIREMENT - The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (Stacy Allen, 501-743-3567)

#### 6. How will your school provide resources for parents?

- Parents may check out materials in the Parent Center, use the computer to check grades, and visit educational Web sites. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents. Monday through Friday 7:30 am to 4:00 pm (Andrea Neville, 501-743-3567)
- Southside will provide an Online Parent Center available for parents of children in our school.(Andrea Neville, 501-743-3567)
- STATE REQUIREMENT - The school will distribute informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents 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, e-mail...). (Andrea Neville, 501-743-3567)
- STATE REQUIREMENT - To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting 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. (Andrea Neville, 501-743-3567)
- Provide and maintain a parent center with resources available for checkout. (Andrea Neville, 501-743-3567)
- STATE REQUIREMENT – Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. (Stacy Allen, 501-743-3567)
- STATE REQUIREMENT – The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. (Stacy Allen, 501-743-3567)
- Parental Involvement Coordinator for the 2017-2018 School Year is Andrea Neville, 1st grade teacher

#### 7. How will your school engage parents in the evaluation of your parent and family engagement efforts?

The school will engage parents in the annual evaluation of the parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The committee, made up of teachers, parents 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 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. (Andrea Neville, 501-743-3567)

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 fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. (Andrea Neville 501-743-3567)
- The school will use the results of the parent interest survey will be used to plan the parental involvement activities for the year. (Andrea Neville 501-743-3567)
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation. (Andrea Neville 501-743-3567)

9. When will your school plan the Annual Title I Meeting that must be conducted separately?

The Annual Title I Public Meeting was held on August 28<sup>th</sup>, 2017 at 6:30 p.m. (Stacy Allen, 501-743-3567)