

**Ward Central Elementary
Parent and Family Engagement Plan
2017-2018**

Parent and Family Engagement Members:

- Emily Taylor - Parent Involvement Coordinator, School Counselor
- Andy Sullivan - Principal
- Kim Griffin - Assistant Principal
- Frankie Glover - Assistant Principal
- Stacy Ostrowski - Parent, PTO Co-President
- Kim Vctor - Parent, PTO Co-President
- Marcie Hill - Parent, PTO Member
- Megan Stricklin - Parent, PTO Member

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 will hold Science and Literacy Nights during which teachers will instruct parents on how to help their children at home, through the implementation of games and modeling of current Science and Literacy lessons. (A. Sullivan, 501-743-3569, February 6, 2018 & December 5, 2017)
- Each teacher will send home a folder containing student papers and work samples. Parents will be asked to go through folders with their child. (B. Griggs, 501-743-3569, ongoing on a daily basis, August 2017-May 2018)
- Some classroom teachers will communicate daily with parents using a program called Class DOJO. Parents will be notified when their child receives a positive or negative point in class, specifying the behavior of the student. Parents can also send messages to the teacher through this program. (J. Griffin, 501-743-3569, ongoing on a daily basis August 2017-May 2018)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (K. Holland, 501-743-3569, ongoing August 2017-May 2018)
- The school will maintain a website on the district's homepage. The website will be composed of information regarding the technology lab, calendar of events, Monday News, PTO, and faculty and staff contact information. (L. Massey, 501-743-3569, ongoing August 2017-May 2018)
- The school will offer parents a special workshop each year on the school's approach to school improvement. (A. Sullivan, K. Griffin, F. Glover, 501-743-3569, September 28, 2017)
- The school will distribute Informational packets each year. (A. Sullivan, 501-743-3569, August 2017)
- The school will distribute a monthly calendar to parents that is developed with participation of the principal, staff, and PTO. (J. Henard, 501-743-3569, September 2017-May 2018)
- The school will provide report cards to parents four times a year with information regarding their child's academic progress. (A. Sullivan, 501-743-3569, October 2017, December 2017, March 2018, & May 2018)

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.)

- Ward Central Open House - August 10, 2017 (A. Sullivan, K. Griffin, F. Glover, E. Taylor, 501-743-3569)
- Title I Meeting - September 28, 2017 (5:00 - 5:15 PM) (A. Sullivan, K. Griffin, F. Glover, 501-743-3569)
- Report to the Public - September 28, 2017 (5:15 - 5:30 PM) (A. Sullivan, K. Griffin, F. Glover, 501-743-3569)
- Family Track Night - September 28, 2017 (5:30 - 6:30 PM) (L. Stewart, 501-743-3569)
- Good Character Breakfast with parents - monthly (8:00 - 8:20 AM) (E. Taylor, W. Malham, 501-743-3569)
- Gifted and Talented Open House - October 3, 2017 (6:00 - 7:00 PM) (K. Thompson, 501-743-3569)
- Grandparent's Day - October 5 & 6 (11:00 AM - 12:50 PM) (A. Sullivan, 501-743-3569)
- Parent Teacher Conferences - October 17 & 19 (2:45 - 7:00 PM), March 13 & 15 (2:45 - 7:00 PM) (A. Sullivan, 501-743-3569)
- Veteran's Day Reception and Parade - November 10, 2017 (E. Taylor, W. Malham, 501-743-3569)
- PTO Meetings - ongoing on a monthly basis, August 2017 - May 2018 (9:00 AM or 6:00 PM, rotating times) (A. Sullivan, 501-743-3569)
- Science/Game Night - February 6, 2018 (A. Sullivan, K. Griffin, F. Glover, 501-743-3569)
- Literacy Night & Cookies with Santa- December 5, 2017 (A. Sullivan, K. Griffin, F. Glover, 501-743-3569)

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

- The school will hand out information for the district-wide initiative for encouraging parental involvement. The Cabot School District's designee facilitated an orientation meeting to educate and train parents on what volunteerism looks like in the Cabot Public Schools System. The program is called Hallway Heroes, and invites parents to greet students as they arrive at school, help with lunch and/or recess duties, monitor hallways, entryways, parking lots, and playgrounds; assist office personnel and teachers with daily support tasks; eating lunch or playing on the playground with a student, etc. (M. Byrd, 501-743-3569, August 2017)
- The school will provide opportunities for parents and community members to support the instructional program through such programs as Morning Meetings with guest speakers, Guest Readers, and Hallway Heroes. (A. Sullivan, K. Griffin, F. Glover, 501-743-3569)
- The school faculty will attend a district-wide two hour professional development training designed to enhance the understanding of effective parental involvement strategies following

the rotation from the Arkansas Department of Education. (L. Payne, 501-743-3569, ongoing August 2017-2018)

- 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 tools 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 Department of Education.

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 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. (A. Sullivan, K. Griffin, F. Glover; August 10, 2017)

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. (E. Taylor, 501-743-3569, ongoing August 2017-May 2018)
- 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. (A. Sullivan, 501-743-3569, ongoing August 2017-May 2018)
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (A. Sullivan, 501-743-3569, ongoing August 2017-May 2018)

6. How will your school provide resources for parents?

- A Parent Resource Center is located in the school with resources addressing social, emotional, and academic topics. Parents can check out materials to use with their children at home. It is located on the hallway to the left of the main office and is open to parents during regular school hours and at other announced special events. (E. Taylor, 501-743-3569, ongoing August 2016-May 2017)
- The school will distribute informational packets each year that include a copy of the school's parental and family engagement 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 and family engagement 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...). (E. Taylor, 501-743-3569, October 17 & 19, 2017)

- 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. (E. Taylor, 501-743-3569, ongoing August 2016-May 2017)
- In the district'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 can be found. (A. Sullivan, 501-743-3569, August 2017)
- The principal has designated (1) certified staff member who is willing to serve as a parent facilitator. (E. Taylor, 501-743-3569, August 2017-May 2018)

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 Title I, Part A Program's parent and family engagement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parent and family engagement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parent and family engagement 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. (A. Sullivan, K. Griffin, F. Glover, E. Taylor, 501-743-3569, ongoing August 2017-May 2018)

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 the end of the school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. (E. Taylor, 501-743-3569, May 2018)
- The school will use the results of the parent interest survey to plan the parental involvement activities for the following year. (E. Taylor, 501-743-3569, May 2018)

9. When will your school plan the Annual Title I Meeting?

- The school will conduct the Annual Title I Meeting for all parents on September 28, 2017 at 5:00 PM. (A. Sullivan, K. Griffin, F. Glover, 501-743-3569)