

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

**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 distribute bi-monthly newsletters to parents that are developed with participation of the parent-school organization, principal, staff and parent volunteers. It will include school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (*Sherri Jennings, Michelle Atherton: May 2018 501-743-3566*)
- The school will have a Website with contact information and calendar of school events. Pertinent classroom information will be available on Website. Also, parents can access their child's attendance 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. (*Sherri Jennings, Liz Massy: August 2017 501-743-3566*)
- The school will provide to parents report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (*Sherri Jennings, Michelle Atherton, Classroom Teachers: May 2018 501-743-3566* )

**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.)**

- The meetings will include a series of family reading, math and science nights that provide an opportunity for parents and their child to experience the school situation in a positive and helpful manner. School staff may provide any needed assistance or encouragement. (*Sherri Jennings, Michelle Atherton: April 2018 501-743-3566*)
- The school will hold an orientation to inform parents about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I Plan. (*Sherri Jennings, Virginia Brown: October 4, 2017 501-743-3566*)
- 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. (*Sherri Jennings, Michelle Atherton, Classroom Teachers: October 17 & 19, 2017, March 13 & 15, 2018 501-743-3566*)
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
  - Open House (*Sherri Jennings, Michelle Atherton: August 10, 2017 501-743-3566*)
  - Dinner with the Teacher (*Sherri Jennings, Michelle Atherton: September 5 & 7, 2017 501-743-3566*)
  - Room Parents (*Sherri Jennings: September 2017 501-743-3566*)
  - Field Trip Volunteers (*Sherri Jennings: May 2018 501-743-3566*)
  - Book Fair Helpers (*Amanda Taylor: September 2017, March 2018 501-743-3566*)
  - Grandparents Day (*Brenda Phillips: September 27 & 28, 2017 501-743-3566*)
  - Awards Day Presentation (*Sherri Jennings: May 2018 501-743-3566*)
  - Fitness Frenzy Volunteers (*Lisa Park: May, 2018 501-743-3566*)
  - PTO/PTO Meetings (*Sherri Jennings, Michelle Atherton: May 2018 501-743-3566*)
  - Red Ribbon Week (*Brenda Phillips: October 23-27, 2017 501-743-3566*)
  - Career Week (*Brenda Phillips: May 2018 501-743-3566*)
  - Veterans Day Celebration (*Jennie Brown: November 7, 2017 501-743-3566*)
  - Music Programs (*Jennie Brown: March 2018 501-743-3566*)
  - Talent Show (*Sherri Jennings, Jennie Brown: May 2018 501-743-3566*)
  - Toolkit for Parent Night (*Sherri Jennings, Michelle Atherton: January 22, 2018 501-743-3566*)

- Table Talk Math (*Cindy Wilson, Sherri Jennings May 2018 501-743-3566*)

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

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. (*Sherri Jennings: September 2017 501-743-3566*)
- The school will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer. (*Sherri Jennings, Brenda Phillips: May 2018 501-743-3566*)
- Teachers will participate in no fewer than two (2) hours of professional development designed to enhance the understand of effective parental involvement strategies as required by the State Board of Education's Standards for Accreditation of Arkansas Public Schools and Cabot School District. Administrators will attend no fewer than two (2) hours of professional development 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. (*Sherri Jennings, Michelle Atherton: August 2019 501-743-3566*)

**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. (*Sherri Jennings, Michelle Atherton: August 2017 501-743-3566*)

**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 engage the parents in decision making about the allocation of its Title I, Part A funds for parental involvement. (*Sherri Jennings, Virginia Brown: May 2018 501-743-3566*)
- The school will take advantage of community resources by recruiting community stakeholders to create an advisory commission to provide advice and guidance for school improvement. (*Sherri Jennings, Virginia Brown: October 2017 501-743-3566*)
- The school will enable the formation of a Parent Teacher Organization that will foster parental and community involvement within the school. (*Sherri Jennings: September 2017 501-743-3566*)

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

- The school will distributed 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...). (*Sherri Jennings, Michelle Atherton: August 2017 501-743-3566*)
- To promote and support responsible parenting, the school will, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through school library, and give parents the opportunity to borrow materials for review. (*Sherri Jennings, Virginia Brown: May 2018 501-743-3566*)
- The school will create a parent center. (*Virginia Brown: August 2017 501-743-3566*)

- The school will include in the school's policy handbook the process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. (*Sherri Jennings: August 2017 501-743-3566*)
- The principal will designate (1) certified staff member who is willing to serve as a parent facilitator. (*Sherri Jennings: August 2017 501-743-3566*)

**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 parental involvement 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 parental involvement plan and make changes if warranted. (*Virginia Brown: May 2018 501-743-3566*)

**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. (*Sherri Jennings, Michelle Atherton: August 2017 501-743-3566*)
- The school will use the results of the parent interest survey will be used to plan the parental involvement activities for the year. (*Sherri Jennings: August 2017 ) 501-743-3566*)
- 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. (*Sherri Jennings, Virginia Brown: May 2018 501-743-3566*)

**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 of the students who participate in the Title I, Part A Program. (*Virginia Brown: October 4, 2017 501-743-3566 )*
- The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet. (*Virginia Brown: October 4, 2017 501-743-3566 )*
- An Annual Title I Meeting will be conducted. The agenda, the sign-in sheet and the minutes for the Annual Title I Meeting will be generated separately from any other events and kept on file in the school's office. (*Virginia Brown: October 4, 2017 501-743-3566*)