

Westside Family and Community Engagement Plan

School Name:

Westside Elementary School

Facilitator Name:

Brittany Bartley
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Plan Review/Revision Date:

April 12, 2023

District Level Reviewer, Title:

Emily Taylor, Cabot Family and Community Engagement
Coordinator and Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date:

May 15, 2023

Committee Members, Role:

Brittany Bartley, Westside Family and Community Engagement Coordinator
Frankie Glover, Principal
Stephanie Strunk, Assistant Principal/Instructional Facilitator
Jenica Swenson, Counselor
Jeff Strunk, Parent
Tiffanee Miller, Community Member
Candy Crumbly, ELL Achieve Teacher
Stacy Cook, Math Interventionist
Haven Tidwell, Special Education Teacher

1: Jointly Developed Expectations and Objectives

(Describe/List how parents will be involved in the development of the school family and community engagement plan and how parents will be involved in the planning, review, and improvement of family and community engagement programs.)

- ❖ Westside Elementary’s leadership committee will involve parents and community members on the development of Westside’s Family and Community Engagement plan. After the plan is developed and the staff of Westside give feedback, the committee will be asked to review and give feedback. The plan will help to accomplish collaboration by having teachers, parents, and community members all involved in the plan. Based on feedback, changes will be considered. The committee will review, update and evaluate the Family and Community Engagement plan at least annually. (Brittany Bartley, May 2023 - May 2024)
- ❖ Westside Elementary will also involve parents on school improvement planning by seeking feedback electronically throughout the school year, including opportunities for regular meetings at their request. A Parent Survey was sent in April and responses were considered for the 2023-2023 FACE plan. (Brittany Bartley, ongoing)
- ❖ Westside will enable a Parent-Teacher Organization to foster family and community involvement within the school (Brittany Bartley, ongoing)
- ❖ Parents may contact the District Family and Community Engagement Facilitator if the Title I plan is not satisfactory (Emily Taylor, ongoing)
- ❖ Westside Elementary will ask parents to complete a parent interest survey to obtain information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically and how to be represented in a variety of roles. Westside’s teachers completed a survey in the spring of 2023 and that will be used along with the parent survey to ensure a wide range of contributions to our family engagement efforts. (Brittany Bartley, Julia Ray and or Stacy Cook, October 2023)
- ❖ Westside Elementary will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during Open House, teacher emails, parent-teacher conferences, and DOJO School Story (Brittany Bartley, Stephanie Strunk, ongoing) Examples of types of volunteering might include (but is not limited to) working in the workroom, completing projects from home, assisting photographers on picture day, reading to classes, tutoring, and/or mentoring students. The opportunities will also be posted online. (Brittany Bartley, ongoing)

2: Communication

(Describe/List how the family and community engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

- ❖ The School Family and Community Engagement Coordinator, Mrs. Brittany Bartley, can be reached at 501-743-3566 or email Brittany.Bartley@cps.k12.ar.us

Westside

- ❖ Parent meetings will be scheduled at various times to accommodate both parents and teacher/faculty schedules. Parent meetings will be held in various formats to meet the needs of the parents. (Frankie Glover, ongoing)
- ❖ Westside Elementary will use the school signs, social media (Facebook, Twitter) and the Class DOJO app to publicize Westside news, school events, academic activities, as well as positive happenings in the school. (Stephanie Strunk and Brittany Bartley, ongoing)
- ❖ Westside Elementary will distribute a monthly Westside newsletter to parents that is developed with the participation of the administration, family and community engagement coordinator, PTO officers, librarian, and teachers. It will include a Westside newsletter, including a schedule of school wide activities and ways for families to be involved, volunteer opportunities and a survey of volunteer interests, parenting tips, academic tips, and other helpful information. The Westside newsletter will contain links to websites that are beneficial to parents and students. (Brittany Bartley and Julia Ray monthly throughout the school year).
- ❖ Parents and staff of Westside Elementary will use email, DOJO, phone calls, Remind 101 messages, and other means of communication. DOJO is the type of communication that parents prefer, based on an April 2023 Parent Survey. (Frankie Glover, ongoing)
- ❖ DOJO communications will keep parents up to date regularly and will translate into home languages. (Frankie Glover, various teachers, ongoing)
- ❖ Take home folders provide parents with school newsletter and academic information. At the beginning of the school year an informational packet will be sent home, which includes, but is not limited to: a family and community engagement plan description, as well as ways for families to be involved, a survey of volunteer interests, schedule of activities, and information on systems of two way communication will be included in each student's folder. This information will be mailed or sent electronically if parents are unable to receive the packet at Open House. A translation service is available upon request using Transperfect. (Julia Shoemake , Stephanie Strunk, ongoing)
- ❖ Parent and Teacher Conferences will be held in October 2023 and March 2024. Parent and Teacher Conferences may be held in person or by phone. (Frankie Glover, ongoing throughout school year)
- ❖ Report cards will be provided to parents every nine weeks with information regarding their child's academic progress.(Frankie Glover, ongoing)
- ❖ Westside Elementary will update the school marquee frequently with school events (Stephanie Strunk, ongoing)
- ❖ PTO meetings will be advertised through social media and take-home notes to offer parents opportunities to be involved. Meetings will be advertised on social media and PTO activities will also be posted. (Brittany Bartley, ongoing)
- ❖ Signatures will be collected electronically, as an acknowledgement of receiving Westside's family and community engagement plan, via the online registration platform during the new student and back to school registration. The Family and Community Engagement plan will also be placed on the Westside and Cabot Public Schools respective webpages. Printed copies will be available upon request. (Brittany Bartley, August 2023)
- ❖ Westside's Family and Community Engagement Plan will be uniform and written in an understandable language as requested by parents. (Brittany Bartley, August 2023)

- ❖ Westside Family and Community Engagement plan will be posted to the school's website (Liz Massey, August 1, 2023)

3: Building Staff Capacity

(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for family and community engagement activities.)

- ❖ Westside Elementary will ensure professional development requirements are met for teachers and administrators. The yearly schedule of state required topics, including family and community engagement will be followed (Pam Wilson, ongoing)
- ❖ Teachers will participate in district-approved professional development as needed in areas including, but not limited to, parents' integral role in student learning, the value and utility of contributions of parents, how to communicate and work with parents as equal partners, implementing programs to increase the home and school connections, and welcoming parents into the school community. (Frankie Glover and Pam Wilson, ongoing)
- ❖ Westside Elementary faculty participates in weekly PLC meetings as well as team meetings with administration (Frankie Glover, Stephanie Strunk, weekly throughout the school year)
- ❖ Westside Elementary understands that parents play an integral role in student learning and value their assistance and contributions. In order to seek this assistance, all staff members are encouraged to build ties between home and school using classroom communication apps, parent-teacher emails, student take-home folders, school newsletters, Family Nights and parent-teacher conferences. Parent surveys will allow Westside to respond to family engagement opportunities and will seek parent assistance. (Frankie Glover, Brittany Bartley- ongoing)
- ❖ 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 and family engagement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective family and community engagement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Frankie Glover, August 2023- May 2024)
- ❖ Westside's staff will be trained on how to reach out to parents, communicate with and work with parents as equal partners (Frankie Glover, August, 2023)
- ❖ Parents will be welcomed into the school and parental support and assistance will be encouraged by all staff (Frankie Glover, ongoing throughout the 2023-2024 school year)
- ❖ All information will be provided in a format and language parents can understand (Candy Crumbly, ongoing throughout the 2023-2024 school year)
- ❖ Cabot Public School Districts handbook includes the school's process for resolving parental concerns, including how to define a problem, who to approach first, and how to develop solutions. (Michael Byrd, CAO, August 2023)

4: Building Parent Capacity

(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)

- ❖ Westside Elementary supports parents in helping their students succeed academically. Parent-teacher conferences are held twice a year in October and March. Meaningful communication through Class DOJO, emails, phone calls, texts, etc will be maintained by all teachers (Frankie Glover, October 2023 and March 2024 for conferences and ongoing)
- ❖ Westside has an active parent-teacher organization and family and community engagement opportunities are always encouraged and publicized through social media and notes sent home (Brittany Bartley, ongoing)
- ❖ Family and community engagement meetings will be regularly scheduled each nine weeks as a report on the state of the school and an overview of student learning, assessments, expectations, and how parents can make a difference. (Frankie Glover, Brittany Bartley, ongoing)
- ❖ Descriptions and explanations of the curriculum and individual student assessments and interpretations, and Arkansas Academic Standards will be provided to parents with the parent education nights during the fall semester so that they can measure their students progress to support student achievement. (Stephanie Strunk, August 2023-December 2023)
- ❖ Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Westside will assist parents in understanding the requirements of Title I, Part A during the Title I meeting (Frankie Glover, September 2023)
- ❖ The monthly school-wide newsletter provides helpful tips and websites parents may use. (Brittany Bartley, Julia Ray and/or Stacy Cook, Frankie Glover, monthly)
- ❖ During the fall semester, each grade level will schedule an activity with parents to discuss how the parents can help their children at home. According to a survey of teachers and staff, the following topics will be covered:
 - DESE website and tools for parents
 - growth mindset and positive affirmations
 - kindergarten expectations and curriculum
 - tools for students to transition to the next grade level
 - number talks and phonics lessons
 - State and local assessments
- ❖ These family nights are conducted to highlight skills and provide developmentally appropriate learning activities. During the spring semester, parents will continue to be involved in additional learning. (Brittany Bartley and various teachers, ongoing throughout the 2023-2024 school year)

- ❖ All Westside students are issued a Chromebook. (Frankie Glover, August 2023 -May 2024)
- ❖ Classroom DOJO communications provide tips for student success and allow parents to understand their child’s current curriculum. (Frankie Glover, ongoing)
- ❖ Descriptions of individual student assessments and results and family reports are distributed and contain information needed for student growth. (Stephanie Strunk, ongoing)
- ❖ Take home folders are distributed during Open House and given to new students which contain transportation information and forms, PTO membership information, volunteer forms, and volunteer opportunities, social media information, letter from the principal, and other information for parents. (Stephanie Strunk, August 2023)
- ❖ Information will be sent to parents with tips on how to partner with their child’s teacher to support achievement (Jenica Swenson, August, 2023)
- ❖ Hallway Hero training (Michael Byrd, September 2023)
- ❖ Westside Elementary will provide assistance and instruction to facilitate parents understanding of the following topics:
 - Arkansas Academic Standards
 - State and local academic assessments, including alternate assessments
 - Strategies parents can use to support the student’s academic progress and achievement
 - Incorporating developmentally appropriate learning activities
 - Use of DESE website and tools for parents
 - Assistance with nutritional meal planning and preparation
 - Including role play and demonstration by trained volunteersThe information will be shared at parent meetings, as well as electronically. (Frankie Glover, Brittany Bartley; ongoing throughout 2023 -2024 school year)
- ❖ Westside will provide materials and training to parents to help them improve their child’s achievement, to foster family and community engagement, and to promote and support responsible parenting. (Brittany Bartley, Stacy Cook, Jenica Swenson, ongoing)
- ❖ Westside’s Parent Resource Center will be open 7:50-3:40 each weekday. The Parent Resource Center is located in the front lobby by the office and is easily accessible. (Brittany Bartley, August, 2023-May, 2024)

5: Coordination

(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional support and resources to families.)

- ❖ Westside will engage in activities that will utilize community resources to strengthen school programs, such as the Fall Festival with Fellowship Bible Church where STEM activities will be included. (Brittany Bartley, Stephanie Strunk, October 2023 and ongoing.)
- ❖ Westside Elementary will work with Cabot Middle School South and Cabot Middle School North to help provide a smooth transition from one school to the next by raising parental awareness. Westside, Cabot Middle School South, and Cabot Middle School North will

work together to allow 4th grade students to visit and attend an orientation. Pre-K students will visit kindergarten classrooms to ensure a smooth transition. (Jenica Swenson, May 2024)

- ❖ Westside Elementary will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment. This will help promote and support responsible parenting. These instructions will be posted in the monthly Westside newsletter and on social media. (Stacy Cook, Julia Ray and Brittany Bartley, ongoing throughout the 2023- 2024 school year, as requested)
- ❖ Westside Elementary will coordinate and integrate family and community engagement activities to include early childhood programs and/or college and career readiness resources as appropriate. (Stephanie Strunk, ongoing throughout the 2023-2024 school year, as requested)
- ❖ Westside Elementary utilizes many community resources to support our students. Examples of coordination efforts include (but are not limited to):
 - Mt. Carmel Baptist Church (weekly food bags and Christmas Alliance)
 - Fellowship Bible (student and teacher supplies as needed)
 - Faith Baptist Church (paid supply fee for students in need)
 - Centennial Bank (donated money for backpack food program)
 - Cornerstone Church (provides monthly birthday cakes for teachers)
 - Centennial and First Community Banks (provided academic planners)
 - Red River Ford (food and prizes for teachers during conferences, sponsor for Christmas Extravaganza)(Brittany Bartley, Ongoing throughout the 2023-2024 school year)
- ❖ Westside Elementary will provide helpful website information for parents in the monthly Westside newsletter (Brittany Bartley and Julia Ray or Stacy Cook, monthly throughout the school year)
- ❖ Westside Elementary will enable and support a parent teacher organization.(Frankie Glover, ongoing)
- ❖ Westside Elementary will consider recruiting alumni to create an alumni advisory committee if there is an interest. (Brittany Bartley, ongoing)
- ❖ Westside will coordinate and integrate family and community engagement activities to include, but are not limited to
 - Career Day (guest speakers) (Jenica Swenson, May 2024)
 - Veterans Day (music program and parade) (Amy Burns, November 2023)
 - Unity Day (anti-bullying speaker) (Jenica Swenson, October 2023)
 - Fall Festival (Stephanie Strunk, October 2023)
 - STEM Week demonstrations and challenges (Stephanie Strunk, November 2023)
 - Christmas Drive Thru Extravaganza (Stephanie Strunk, December 2024)
 - Kindness Week (daily challenges) (Jenica Swenson, January 2024)
 - Living Wax Museum (Biography study and display Amanda Taylor and Brittany Bartley, May 2024)
 - “Purple Up Day”- Month of the Military Child recognition (Jenica Swenson, April 2024)
 - Academic Celebrations “A Celebration Day” (Frankie Glover, April 2024)

- “Staycation” -end of the year celebration (Stephanie Strunk, Brittany Bartley, May 2024)

- ❖ Westside Elementary will ensure that the Family and Community Engagement Plan is comprehensive, coordinated, and aligned with the school improvement plan. (Stephanie Strunk, ongoing)

6: Annual Title I Meeting

(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school’s participation as well as the parents’ rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised family and community engagement policy.)

- ❖ Westside Elementary will conduct an annual parent meeting in September. At this meeting, the building principal provides parents with a school compact that outlines the steps that parents, school staff, and students will take to ensure academic success as a shared responsibility. Also during this meeting, the building principal updates the parents on the “state of the school.” She will go over achievement data, school curriculum, and explanation of Title I and its benefits, and family and community engagement opportunities. Parents will be provided with an electronic link to a survey allowing them to request assistance in helping their student be successful. The link to the survey will also be posted on Westside’s Facebook page to keep all parents well informed. (Frankie Glover, September 2024)

7: School-Parent Compact

(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)

- ❖ Westside Elementary acknowledges the importance of all parties in developing a School-Parent Compact. The compact emphasizes the responsibility of parents, staff, and students for student achievement. The compact consists of “I will” statements listing the responsibilities of parents, students, teachers, and the principal. After the initial development of the compact by Westside teachers, the leadership committee, which includes parents and community members, will give feedback and suggestions will be carefully considered. The School-Parent Compact will be introduced at the Title I meeting and will be sent home with students for signatures the next school day. (Brittany Bartley and Frankie Glover, September 2023)
- ❖ The School-Parent Compact for Westside Elementary will be a portion of developing a partnership to help students achieve state standards. (Frankie Glover, August, 2023)
- ❖ Westside Elementary will establish meaningful communication with parents by making themselves available via phone, email, and through Parent Teacher Conferences minimum of twice a year. Parents can also communicate with teachers through apps like Classroom DOJO and HAC (Home Access Center) for updates on their child’s progress and information about class activities. These applications also give teachers access to inform parents of volunteer opportunities and other needed parent roles as well. Westside Elementary also has a Parent Resource Center that parents can use to learn about these

roles and opportunities. Progress reports are sent home at the end of each nine week period. (Frankie Glover, ongoing)

- ❖ Reasonable access to staff is provided via conferences, phone calls, Class DOJO app, emails, texts, and other forms of communication. Classroom observations could be available if arrangements are made through the principal and classroom teacher (Frankie Glover, ongoing throughout the 2023-2024 school year)
- ❖ Westside Elementary will involve parents in a variety of roles including, but not limited to, volunteers in the workroom, mentors, reading buddies, and lunch buddies. (August 2023-May 2024)
- ❖ A volunteer resource book is digitally available for staff to sign up for committees and events throughout the school year. (Brittany Bartley, Stephanie Strunk, ongoing)

8: Reservation of Funds

(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for family and community engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for family and community engagement activities and programs and how parents will be involved in providing input into how the funds are used.)

- ❖ Westside Elementary will conduct an annual parent meeting in September 2023. At the meeting, the building principal provides parents with a school compact that outlines the steps that parents, school staff, and students will take to ensure academic success as a shared responsibility. Also during this meeting, the principal updates the parents on the “state of the school.” She will go over achievement data, school curriculum, an explanation of Title I and its benefits, and family and community engagement opportunities. During this meeting, parents will complete the Title I survey. Parents will be given the opportunity to suggest decisions regarding the allotted reserved funds for family and community engagement. (Frankie Glover, September 2023)

10: Checklist of Assurances

(Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.)

•	<p>A.1:The School understands that annually by August 1, the public School’s Engagement Plan shall be developed, or reviewed and updated.</p> <p><i>[ADE Rules Governing Parental Involvement Section 3.02.3]</i></p>
•	<p>A.2:The School understands that the following must be made available to families and the local community on the School or District website no later than August 1st:</p> <ul style="list-style-type: none"> • The School Engagement Plan • A parent-friendly explanation of the School and District’s Engagement Plan • The informational packet • Contact information for the parent facilitator designated by the School. <p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]</i></p>
•	<p>A.3:The School understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.</p> <p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]</i></p>
•	<p>A.4:The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly. (2 hours every 4 years with 2023 being a required year)</p> <p><i>[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709; Standards for Accreditation of Arkansas Public Schools and School Districts July 2020 Standard 4-G.1 Professional Development (D/C)]</i></p>
•	<p>A.5:The School understands its obligation to obtain signatures for each parent acknowledging receipt of the District’s Engagement Plan summary/explanation.</p> <p><i>[A.C.A. § 6-15-1704(a)(3)(B)]</i></p>

•	<p>A.6:The School Principal understands their obligation to designate and pay a licensed staff member to serve as Parent Facilitator:</p> <ul style="list-style-type: none"> • to help organize meaningful training for staff and parents, • to promote and encourage a welcoming atmosphere, and • to undertake efforts to ensure that engagement is recognized as an asset to the School. <p><i>[A.C.A. § 6-15-1702(c)(1)]</i></p>
•	<p>A.7:The School understands its obligation to encourage school staff to use volunteer surveys to compile a volunteer resource book.</p> <p><i>[A.C.A. § 6-15-1702(b)(6)(B)(ii)]</i></p>
•	<p>A.8:The School understands its obligation to conduct no fewer than two parent-teacher conferences per school year.</p> <p><i>[A.C.A. § 6-15-1702(b)(3)(B)(ii)]</i></p>
•	<p>A.9:The School understands its obligation to incorporate the Engagement Plan into the School Improvement Plan.</p> <p><i>[ADE Rules Governing Parental Involvement Section 3.02.2]</i></p>
•	<p>A.10:The School understands its obligation to schedule regular parent involvement meetings at which parents are given a report on the state of the School and an overview of:</p> <ul style="list-style-type: none"> • what students will be learning • how students will be assessed • The informational packet • what a parent should expect for his or her child’s education • how a parent can assist and make a difference in his or her child’s education. <p><i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i></p>

Commented [1]: this part was highlighted. Just wanted to make sure you saw it in case you had it highlighted as an action item for yourself.
 @brittany.zulpo@cps.k12.ar.us (we are working on uploading yours to Indistar as an example one to make sure we have our process rolling correctly with the state.)
 Assigned to Brittany Zulpo

Commented [2]: I am not sure why I is highlighted...I do not think I did that.

•	<p>A.11:Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.</p> <p><i>[A.C.A. § 6-15-1702(b)(7)(B)(ii)]</i></p>
•	<p>A.12:The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage a parent from visiting the School or from visiting a child's classrooms.</p> <p><i>[A.C.A. § 6-15-1702(b)(6)(B)]</i></p>
•	<p>A.13:The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.</p> <p><i>[ESSA § 1116(a)(3)(D)]</i></p>
•	<p>A.14:The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to ade.engagementmatters@ade.arkansas.gov</p> <p><i>[ESSA § 1116(b)(4)]</i></p>
•	<p>A.15:The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.</p> <p><i>[ESSA § 1116(c)(4)(C)]</i></p>