

## **Ward Central Elementary Family and Community Engagement Plan**

### **School Name:**

Ward Central Elementary

### **Facilitator:**

Allan West  
allan.west@cps.k12.ar.us  
501-743-3569

### **Plan Review/Revision Date:**

May 17th, 2024

### **District Level Reviewer, Title:**

Emily Taylor, Director of Counseling  
Jordan Boris, District Social Worker

### **District Level Approval Date:**

7/30/2024

### **Committee Members, Role:**

Allan West, Facilitator, Assistant Principal  
Tobie Sprawls, Principal  
Taylor Smith, Counselor  
Jenie James, Counselor  
Cara Loe, Teacher  
Kaycee Ford, Teacher  
Brooke Moore, Teacher  
Tara Burke, Teacher  
McKala Barnett, Teacher  
John McReynolds, PTO Member  
Zachary Page, Parent  
Charles Gastineau, Committee Member

### **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.)*

- Families are involved in the development of the Family and Community Engagement Plan (FACE). (Allan West, Spring 2025)
- Families will be involved in the review, evaluation, update, and improvement of the FACE plan annually to meet the changing needs of the school community. Our FACE Plan will be reviewed as needed by the committee members. Results from the Marzano's High Reliability Survey will be considered in updating and improving the FACE plan. (Allan West, ongoing)
- Ward Central Elementary will ensure that parents are adequately represented in a variety of roles: (Tobie Sprawls, ongoing)
  - Parent Teacher Organization
  - School Improvement Committees
  - School Leadership Team
  - Field trip chaperones
  - Volunteer opportunities to help during family events including: Back to School Bash, Book Fair, Lunch with Loved Ones Day, Milk and Cookies with Santa, Lattes with Ladies, Donuts with Dudes
  - Volunteer opportunities for classroom holiday and birthday parties
  - Volunteer opportunities daily to help open car doors at drop off and make copies and other administrative tasks in our work room.
  - Library assistant, reading buddy, Book Fair helpers, Field Day volunteers
- Ward Central Elementary will provide opportunities for regular meetings as requested. (Tobie Sprawls, ongoing)
- As a Purple Star School District, Cabot Public Schools is committed to supporting military families. The district will run a report of military connected families monthly to identify any families new to the district in order to better welcome and support them during this transition. (Emily Taylor, Jordan Boris, monthly)
- Ward Central Elementary will enable and support a parent teacher organization (PTO). (Tobie Sprawls, John McReynolds, 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 FACE facilitator and contact information is:  
Allan West  
Allan.West@cps.k12.ar.us  
501-743-3569
- Ward Central Elementary will make the FACE plan available to families and the local community electronically on the school website and on the Ward Central Elementary online parent resource center by August 1. Printed copies are available as requested. (Allan West, August 2024)
- The plan is written in an understandable and uniform format in a language families can understand. A translation service, Transperfect, is available. (Melanie Duerkop, August 2024)
- Ward Central Elementary will distribute information annually that includes the following:
  - A description of FACE plans in the Student Handbook (Allan West, August 2024)
  - Building specific FACE plans can be found on our district website by clicking the “Departments” tab and then finding “Counseling.” Allan West, August 2024)
  - Recommended roles of families (as listed in section 1 of this plan)
  - Ways for families to be involved in a variety of roles (as listed in section 1 of this plan)
  - A survey of volunteer interests
  - A schedule of planned activities throughout the school year
  - A system of regular, two-way communication for families and teachers including phone calls, emails, Class Dojo, remind, and social media pages and groups
- Ward Central Elementary will obtain signatures from families acknowledging receipt and location of the District FACE plan through back to school and new student registration using the online registration platform. (Allan West, October 2024)
- Family meetings will be offered at various times. (Tobie Sprawls, ongoing)
- Parent meetings will be offered in various formats including Google Meet. (Tobie Sprawls, ongoing)
- The school will distribute a digital weekly newsletter to families developed by the principal. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Tobie Sprawls and Allan West, ongoing)
- Each child will receive a communications folder to encourage regular two-way communication between home and school. It will be sent home daily by the teacher with important communications and is expected to be returned to school each day. (Allan West, ongoing)
- Parents may contact the District Family and Community Engagement Facilitator if the Title I plan is not satisfactory (Emily Taylor, ongoing)

### **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. )*

- Ward Central 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)
- The Cabot School District will provide Bullying Prevention professional development to teachers and administrators. (Pam Wilson, Summer 2024)
- Teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents, will participate in district-approved professional development in areas including, but not limited to:
  - Parents playing an integral role in assisting student learning
  - The value and utility of the contributions of parents
  - How to reach out to, communicate with, and work with parents as equal partners
  - Implementing and coordinating parent programs and building ties between home and school
  - Welcoming parents into the school and seeking parental support and assistance
- Ward Central Elementary will provide information in a format, to the extent practicable, in a language the parents can understand. (Melanie Duerkop, ongoing)
- Ward Central Elementary will respond to parent requests for family and community engagement activities. (Tobie Sprawls, ongoing)
- Parents are recognized as a full partner and the process for resolving conflicts is included in the school handbook. (Michael Byrd, ongoing)

### **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.)*

- Ward Central Elementary will schedule regular family and community engagement meetings. These meetings will provide information to help parents enhance their child's education as well as to provide opportunities to volunteer or help support their child's school. (Tobie Sprawls, Allan West, ongoing)

- Open House in August
- Parent Teacher Conferences October and March
- Monthly PTO meetings
- Family Reading, Math, and Science Nights
- Ward Central Elementary will provide descriptions of the student curriculum on the district website. (Liz Massey, ongoing)
- Ward Central Elementary will provide families with individual student academic assessment results and interpretation of those results upon request. (Tobie Sprawls, Taylor Smith, ongoing)
- Ward Central Elementary will provide families with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards. (Tobie Sprawls, Taylor Smith, Ongoing )
- Ward Central Elementary will provide assistance and instruction to parents of children served by the school in understanding these topics:
  - Arkansas Academic Standards
  - State and local academic assessments
  - Strategies parents can use to support their child's academic achievement
  - Partnering with teachers to support their child's academic achievements
  - Incorporating developmentally appropriate learning activities
  - Use of DESE website and tools for parents
  - Assistance with nutritional meal planning and preparation
  - Role play and demonstration(Tobie Sprawls, Taylor Smith, Jenie James, Allan West, ongoing)
- 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. Ward Central Elementary will assist parents in understanding the requirements of Title I, Part A during the Title I meeting. (Tobie Sprawls, September 2024)
- Ward Central Elementary will promote and support responsible parenting by maintaining a Parent Resource Center that provides materials and training to help families work with their children to improve academic achievement. (Allan West, ongoing)

## **5: Coordination**

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

- Ward Central Elementary will utilize community resources to benefit students and families. (Tobie Sprawls, ongoing)

- A local dentist provides second graders hygiene tips and tools including a toothbrush.
  - The local 4-H organization will provide hands-on experiences for our fourth grade students to learn by doing.
  - Stephen Davis at Ahillen Acres donates plants for third and fourth grade students.
  - Junior Auxiliary of Cabot provides a picture book to each first grade student.
- Ward Central Elementary will coordinate and integrate family and community engagement activities to include early childhood programs and/or college & career readiness resources as appropriate. (Allan West, classroom teachers, ongoing)
  - My Future Story program during the month of May
  - Ward Central Elementary will coordinate 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. Schools will work together to allow 4<sup>th</sup> grade students to visit and attend an orientation. (Tobie Sprawls, Allan West, May 2025)
- Ward Central Elementary will promote and support responsible parenting. (Allan West, ongoing)
- Ward Central Elementary will consider recruiting alumni to create an alumni advisory commission. (Tobie Sprawls, ongoing)
- Ward Central Elementary will enable and support the formation of a parent teacher organization and utilize the leaders in appropriate decisions. (John McReynolds, August 2024)
- Ward Central Elementary will engage in activities that will use community resources to strengthen school programs. (Allan West, ongoing)
  - Local churches help donate items for our food and clothing pantry
  - Junior Auxiliary provides bill assistance, picture books, clothing and lice kits.
- Ward Central Elementary will ensure that the FACE plan is comprehensive and coordinated. (Allan West, ongoing)
- The FACE plan and the School Improvement Plan will be aligned. (Allan West, 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.)*

- Ward Central 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 Ward Central Elementary’s Facebook page to keep all parents well informed. (Tobie Sprawls, September 2024)

### **7: School-Parent Compact**

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

- Ward Central 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 Ward Central Elementary 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. (Tobie Sprawls, Allan West, September 2024)
- The School-Parent Compact for Ward Central Elementary will be a portion of developing a partnership to help students achieve state standards. (Tobie Sprawls, August 2024)
- Ward Central Elementary will establish meaningful communication with parents by making themselves available via phone, email, and through Parent Teacher Conferences a minimum of twice a year. Parents can also communicate with teachers through apps like Remind, 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. Ward Central 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. (Tobie Sprawls, 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 (Tobie Sprawls, ongoing)
- Ward Central Elementary will involve parents in a variety of roles including, but not limited to, volunteers in the workroom, mentors, reading buddies, and lunch buddies. (Tobie Sprawls, August 2024-May 2025)



- A volunteer resource book is digitally available for staff to sign up for committees and events throughout the school year. (Allan West, 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.)*

- Ward Central Elementary will conduct an annual parent meeting in September 2024. 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. (Tobie Sprawls, September 2024)

### **9: Checklist of Assurances**

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

<input checked="" type="checkbox"/>	<p><b>A.1:</b>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>
<input checked="" type="checkbox"/>	<p><b>A.2:</b>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"> <li>• The School Engagement Plan</li> <li>• A parent-friendly explanation of the School and District’s Engagement Plan</li> </ul>



	<ul style="list-style-type: none"> <li>• The informational packet</li> <li>• Contact information for the parent facilitator designated by the School.</li> </ul> <p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.3:</b>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>
<input checked="" type="checkbox"/>	<p><b>A.4:</b>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 2024 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>
<input checked="" type="checkbox"/>	<p><b>A.5:</b>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>
<input checked="" type="checkbox"/>	<p><b>A.6:</b>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"> <li>• to help organize meaningful training for staff and parents,</li> <li>• to promote and encourage a welcoming atmosphere, and</li> <li>• to undertake efforts to ensure that engagement is recognized as an asset to the School.</li> </ul> <p><i>[A.C.A. § 6-15-1702(c)(1)]</i></p>

<input checked="" type="checkbox"/>	<p><b>A.7:</b>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>
<input checked="" type="checkbox"/>	<p><b>A.8:</b>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>
<input checked="" type="checkbox"/>	<p><b>A.9:</b>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>
<input checked="" type="checkbox"/>	<p><b>A.10:</b>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"> <li>• what students will be learning</li> <li>• how students will be assessed</li> <li>• The informational packet</li> <li>• what a parent should expect for his or her child's education</li> <li>• how a parent can assist and make a difference in his or her child's education.</li> </ul> <p><i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.11:</b>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>
<input checked="" type="checkbox"/>	<p><b>A.12:</b>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>

	<i>[A.C.A. § 6-15-1702(b)(6)(B)]</i>
<input checked="" type="checkbox"/>	<p><b>A.13:</b>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>
<input checked="" type="checkbox"/>	<p><b>A.14:</b>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 <a href="mailto:ade.engagementmatters@ade.arkansas.gov">ade.engagementmatters@ade.arkansas.gov</a></p> <p><i>[ESSA § 1116(b)(4)]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.15:</b>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>