

Westside Elementary Family and Community Engagement Plan

School Name:

Westside Elementary

Facilitator:

Stephanie Strunk
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501-743-3566

Plan Review/Revision Date:

May 22, 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:

Stephanie Strunk, Facilitator and Assistant Principal
Frankie Glover, Principal
Jenica Swenson, Counselor
Tiffanee Miller, Community Member
Jeff Strunk, Parent

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). (Stephanie Strunk, 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 Capturing Kids' Heart Survey will be considered in updating and improving the FACE plan. (Your Name, ongoing)
- Westside Elementary will ensure that parents are adequately represented in a variety of roles: (Frankie Glover, ongoing)
 - Parent Teacher Organization
 - School Improvement Committees
 - Guiding Coalition
 - School Leadership Team
 - Field trip chaperones
 - Volunteer opportunities to help during family events including: Open House, Book Fair, Fall Fest, Grandpeople Day, 50th Day of School, Veterans Day, Winter Extravaganza, Track and Field Day, Dapper Days of Summer
 - Volunteer opportunities for classroom holidays 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
- Westside Elementary will provide opportunities for regular meetings as requested. (Frankie Glover, 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)
- Westside Elementary will enable and support a parent teacher organization (PTO). (Frankie Glover, [PTO Member], 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:
Stephanie Strunk
stephanie.strunk@cps.k12.ar.us
501-743-3566
- Westside Elementary will make the FACE plan available to families and the local community electronically on the school website and on the Westside Elementary online parent resource website by August 1. Printed copies are available as requested. (Stephanie Strunk, 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)
- Westside Elementary will distribute information annually that includes the following:
 - A description of FACE plans in the Student Handbook (Stephanie Strunk, August 2024)
 - Building specific FACE plans will be available on the “Parent” tab of the district website. (Stephanie Strunk, 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, and social media pages and groups
- Westside 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. (Stephanie Strunk, October 2024)
- Family meetings will be offered at various times. (Frankie Glover, ongoing)
- Parent meetings will be offered in various formats including Google Meet. (Frankie Glover, ongoing)
- The school will distribute a monthly 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. (Frankie Glover and Jenica Swenson, 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. (Stephanie Strunk, 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.)

- 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)
- 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
- Westside Elementary will provide information in a format, to the extent practicable, in a language the parents can understand. (Melanie Duerkop, ongoing)
- Westside Elementary will respond to parent requests for family and community engagement activities. (Frankie Glover, 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.)

- Westside 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. (Frankie Glover, Stephanie Strunk, ongoing)

- Open House in August
- Parent Teacher Conferences October and March
- PTO meetings
- Family Reading, Math, and Science Nights
- Westside Elementary will provide descriptions of the student curriculum on the district website. (Liz Massey, ongoing)
- Westside Elementary will provide families with individual student academic assessment results and interpretation of those results upon request. (Frankie Glover, ongoing)
- Westside 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. (Frankie Glover, Ongoing)
- Westside 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(Frankie Glover, Stephanie Strunk, 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. Westside Elementary will assist parents in understanding the requirements of Title I, Part A during the Title I meeting. (Frankie Glover, September 2024)
- Westside 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. (Stephanie Strunk, 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.)

- Westside Elementary will utilize community resources to benefit students and families. (Frankie Glover, ongoing)

- Junior Auxiliary of Cabot provides a picture book to each first grade student.
 - A local dentist provides Kindergarten with dental hygiene tips and tools including a toothbrush.
- Westside Elementary will coordinate and integrate family and community engagement activities to include early childhood programs and/or college & career readiness resources as appropriate. (Jenica Swenson, classroom teachers, ongoing)
 - My Future Story program during the month of May
 - ESOL Family Night
 - Westside 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 4th grade students to visit and attend an orientation. (Frankie Glover, Jenica Swenson, May 2025)
- Westside Elementary will promote and support responsible parenting. (Jenica Swenson, ongoing)
- Westside Elementary will consider recruiting alumni to create an alumni advisory commission. (Frankie Glover, ongoing)
- Westside Elementary will enable and support the formation of a parent teacher organization and utilize the leaders in appropriate decisions. ([PTO Member], August 2024)
- Westside Elementary will engage in activities that will use community resources to strengthen school programs. (Jenica Swenson, ongoing)
 - Local churches help donate items for our food and clothing pantry
 - Junior Auxiliary provides bill assistance, picture books, clothing, food and lice kits as requested
- Westside Elementary will ensure that the FACE plan is comprehensive and coordinated. (Stephanie Strunk, ongoing)
- The FACE plan and the School Improvement Plan will be aligned. (Stephanie Strunk, 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 Elementary’s Facebook page and the Westside Elementary Family Engagement Website 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 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. (Frankie Glover, Stephanie Strunk, September 2024)
- The School-Parent Compact for Westside Elementary will be a portion of developing a partnership to help students achieve state standards. (Frankie Glover, August 2024)
- Westside 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. 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)
- 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, station leaders at events. (August 2024-May 2025)

- A volunteer resource digitally document is available for staff to sign up for committees and events throughout the school year. (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 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. (Frankie Glover, 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>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>
<input checked="" type="checkbox"/>	<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

	<ul style="list-style-type: none"> • 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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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 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>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>
<input checked="" type="checkbox"/>	<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>

<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>

	<i>[A.C.A. § 6-15-1702(b)(6)(B)]</i>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>