

School Parent and Family Engagement Plan

This form was adapted from, *A Toolkit for Title I Parent Involvement*. Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement*. Austin, TX: SEDL.

Hint

District

Hillcrest School District

Grade Levels

K-6

Building Facilitator and District Coordinator

Lana Doyle

Title I Status

- Schoolwide
- Targeted Assistance
- Non-Title I School

Percent of free and reduced lunch

Free 58% AND Reduced 12%

Parent and Family Engagement Committee Members

(Select "Repeat" to open more entry fields to add additional team members)

Enter committee members

First Name

Lana

Last Name

Doyle

Position

Parent Involvement Coordinator

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**Enter committee members**

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**First Name**

Belinda

---

**Last Name**

Glenn

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**Position**

Math Chairperson/Teacher

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**Enter committee members**

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**First Name**

Rachel

---

**Last Name**

Capps

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**Position**

Literacy Chairperson/Teacher

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**Enter committee members**

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**First Name**

Sherry

---

**Last Name**

Glenn

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**Position**

Community Leader

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**Enter committee members**

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**First Name**

Michelle

---

**Last Name**

Doyle

---

**Position**

Parent

---

**Enter committee members**

---

**First Name**

Lisa

---

**Last Name**

Howard

---

**Position**

PTSC President

---

**Enter committee members**

---

**First Name**

Jeanne

---

**Last Name**

Clem

---

**Position**

Parent Center Coordinator

---

**Enter committee members**

---

**First Name**

Christy

---

**Last Name**

Glenn

---

**Position**

Parent

---

**Enter committee members**

---

**First Name**

Serenity

---

**Last Name**

Davis

---

**Position**

Parent/School Secretary

---

**Enter committee members**

---

**First Name**

Karen

---

**Last Name**

Goodman

---

**Position**

Community Leader

---

**Enter committee members**

---

**First Name**

Shawn

---

**Last Name**

Rose

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**Position**

Principal

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**Enter committee members**

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**First Name**

Courtney

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**Last Name**

Turner

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**Position**

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**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.****Hint**

\*The school will continue to provide a website ([hillcrest.k12.ar.us](http://hillcrest.k12.ar.us)) that the District Parental Involvement Plan, Elementary School ACSIP, and other information will be housed. It provides parents with tips to help in their child's education

\*Teachers will routinely contact parents on an individual basis to communicate about their child's progress. This will be documented with communication logs.

\*The school will provide to parents progress reports every four weeks with information regarding their child's academic progress. Parents and students will have continual access to current grades and students' progress through e-school log-ins.

\*The school will send brochures home with students, post notices in school facilities and public buildings, and contact parents by School Reach about parent workshops and meetings.

\*The school will use multiple venues to notify parents how to obtain a copy on request of the school's ACSIP, for example: school's web site, parent center, and report to the public.

\*Parents can use e-mail to communicate with members of the school staff.

\*Weekly newsletters will be sent home by school principal to inform parents of upcoming activities.

\*Weekly newsletters will be sent home by teachers to inform parents of upcoming classroom activities, as well as standards to be covered and specific learning activities.

\*Weekly folders will be sent home by individual teachers that contain students' work for the week. Folders will be signed and sent back on Monday.

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**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.)****Hint**

- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
  - Reading buddy
  - Teacher assistant/Classroom Volunteer
  - Tutor
  - Special parent lunches
  - Book fair helpers
  - Grandparents Day
  - Awards day presentation
  - Field day volunteers
  - Family reading and Literacy Night
  - Family Math Night
  - Science Fair
  - Elementary Sports Activities
  - Parent education workshops
  - Open House

- Parent-school organization (PTSC)
- Red Ribbon week
- Music concerts
- G.T. Activities and Competitions
- Backpack for Kids
- Various Committees

The school will hold two mandated parent-teacher conferences, along with other meetings and activities, regularly throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts. 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.

\*These meetings can include parent-training sessions to help parents understand how to enhance their child's education. (Math, Literacy, and Science Fair Night) Teachers will give the parents the opportunity to be involved with standard-based activities integrated with current technology.

\*The meetings will be held at various times during the day or evening to better accommodate parents.

\*The school will have a Kindergarten registration day in which the parents and students will receive one-on-one information about the school.

\*Sixth Grade students and their parents will receive information and training regarding the responsible use of technology.

\*The school can have a parent meeting each year to provide an explanation of the statewide assessment systems, standards, and other accountability measures.

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

#### **Hint**

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.
- The school will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies and tutoring.
- The Preschool will work with Hillcrest Elementary to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities.
- The school will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment. This instruction will be given on an as needed basis and can include: 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.

- The school shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies. No fewer that three (3) hours of professional development for administrators 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.
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#### **4. How will your school work with parents to create a School-Parent-Compact?**

##### **Hint**

- 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.
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#### **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?**

##### **Hint**

- The school will 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.
  - The school will involve parents on school improvement planning committees. To support this process, the school will facilitate meetings in a way that both staff and parents can contribute to this process.
  - The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (PTSC)
  - The school has coordinated and integrated parental involvement strategies with parental involvement strategies under other programs, including Home Instruction Programs for Preschool Youngsters (HIPPY), and state-run pre school programs.
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#### **6. How will your school provide resources for parents?**

##### **Hint**

- The school has created a parent center. Parents may check out materials, use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan located in the parent resource center or media center. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to 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. These are available through the parent center.

- The school has promoted and supported 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. These resources will be purchased as funds are available.
  - The school has Included in the school'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.
  - The principal of Hillcrest Elementary School district has designated one certified staff member who is willing to serve as a parent center facilitator. This the currently the school's librarian/media teacher.
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### **7. How will your school engage parents in the evaluation of your parent and family engagement efforts?**

**Hint**

\*The school will engage parents in the annual evaluation of the parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents, and school staff. Parental involvement committee, made up of teachers, parents, and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted.

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### **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?**

**Hint**

- 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. The school will use the results of the parent interest survey to plan the parental involvement activities for the year. 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.
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### **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.)**

**Hint**

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. 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. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.
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***\*After completion of this form, the school should print and submit to district for review and***



**approval. Once approved, the school is required to post their School Parent Plan on their website.**

Save

Save and Preview

Close