

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

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**District**

Hillcrest School District

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**Grade Levels**

7-12

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**Building Facilitator and District Coordinator**

Beth Maxwell

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**Title I Status**

- Schoolwide
- Targeted Assistance
- Non-Title I School

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**Percent of free and reduced lunch**

Free 58.0%; Reduced 12.00%

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**Parent and Family Engagement Committee Members**

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

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**Enter committee members**

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**First Name**

Mickel

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**Last Name**

Smith

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**Position**

Principal

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**Enter committee members**

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**First Name**

Beth

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**Last Name**

Maxwell

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**Position**

Instructional Facilitator

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**Enter committee members**

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**First Name**

Sharon

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**Last Name**

Oliver

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**Position**

Librarian/Parent center coordinator

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**Enter committee members**

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**First Name**

Heather

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**Last Name**

Nunnally

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**Position**

Parent

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**Enter committee members**

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**First Name**

Rachael

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**Last Name**

Netrefa

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**Position**Parent

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**Enter committee members**

---

**First Name**Natasha

---

**Last Name**Turner

---

**Position**Teacher

---

**Enter committee members**

---

**First Name**Marnie

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**Last Name**Johnson

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**Position**Counselor

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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**

School staff will use a variety of communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

- 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.
- The school will provide to parents progress reports every four to five weeks with information regarding their child's academic progress.
- 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, meetings and events.
- 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.
- Parents can receive their own ECHO account and ESCHOOL account that gives them instant and live updates

**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 hold parent meetings, conferences, and activities regularly throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts.

- These meetings can include parent-training sessions to help parents understand how to enhance their child's education.
- The meetings will be held at various times during the day or evening to better accommodate parents.
- Presenters will provide parents with more information concerning the types of financial aid available and the application process as their child prepares for college.
- The school will include incoming 7<sup>th</sup> grade students and interested parents in the annual Spring Culture Day activities.
- All students and their parents will receive information and training regarding the responsible use of technology at the beginning of the school year.
- The school can have a parent meeting each year to provide an explanation of the statewide assessment systems, standards, and other accountability measures.
- The school will conduct 2 parent/teacher conferences throughout the year. Parents will be able to meet individually with their child's teacher regarding the academic progress of their student. Parents will be given a summary 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.
- The school will work in cooperation with the Parent Teacher Student Organization to coordinate activities for our students to participate in such as: Fall Fun Night, Culture Day, Screamin' Eagle Archery Shootout, Food for thought backback program.
- The school will engage parents in the following types of roles and activities to increase their involvement and support for student learning:
  1. Parent classroom volunteers
  2. Field trip volunteers
  3. Open house
  4. Copying or laminating
  5. Prepare copies
  6. Help tutor students one-on-one
  7. Various committees
  8. Parent, Teacher, Student Organization
  9. Help with Culture Day activities
  10. Provide expertise in a field as a guest speaker

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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 work with the elementary campus to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs such as Culture Day and Open House for parents and students to help with the transition.
- 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.

- 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 need 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.
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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. This compact will be given to all parties and also be included in the student handbook.
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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 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.
  - To 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 shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
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#### **6. How will your school provide resources for parents?**

Hint

- The School will maintain a parent center through which 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 distribute 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. This informational packet will also be available at the parent center.
  - The school will promote and support responsible parenting by making materials such as 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's policy handbook includes 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 the school has designated the high school library/media teacher to serve as a parent center facilitator.
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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 Title I, Part A Program's parental involvement efforts through an annual evaluation using a comprehensive needs assessments 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.
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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 an interest survey at the beginning of the school year. This will be included in the informational packets.
  - The school will evaluate the activities that were suggested and use the results of the parent survey to plan the parental involvement activities for the next year. This will be part of the annual parental involvement plan evaluation.
  - During the summer we will hold registration days for each grade level in which the students and their parents will be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.
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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 school. This meeting will be separate from any other meetings or activities. Agenda, Minutes and sign in sheet will document the topics discussed and level of parent participation.
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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

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