

Arkansas

**School Parent and Family Engagement Plan**

<b>District Name:</b>	Hoxie Public Schools
<b>Grades Levels:</b>	K-6
<b>Building Facilitator:</b>	Kim Washburn
<b>District Coordinator:</b>	Jennifer Huff
<b>Percent Free and Reduced Lunch:</b>	100%

**Title I Status**

- Schoolwide
- Targeted Assistance
- Non-Title I School

**Parent and Family Engagement Committee Members**

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

First Name	Last Name	Position
Tracy	Gates	Elementary Principal
Kim	Washburn	Facilitator & Teacher
Stephanie	Greer	Parent and Teacher
Chelsea	Flemon	Teacher
Erika	Bruce	Teacher
Katherine	Prentice	Parent

**Parent and Family Engagement Committee Members**

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

First Name	Last Name	Position
Britney	Huskey	Parent
Beth	Stowers	Parent
Amy	Deckard	Parent
Val	Orrick	Parent
Bridgett	Lewis	Parent
Missy	Evans	Parent

**Parent and Family Engagement Committee Members**

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

First Name	Last Name	Position
Jennifer	Huff	District Coordinator & Curriculum Director/Fed Prog
Tanya	Morris	Teacher

**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 counselor, Katie French, will distribute a monthly newsletter to parents about school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills that are developed with the participation of the principal, staff and parent volunteers.
- The school's reading specialists, Lynn Guntharp & Lisa VanKirk, and parent volunteers will create a pamphlet explaining the school's involvement with the state's reading initiative & how parents can be involved in supporting this initiative which will be distributed at parent meetings.
- The school will have Web sites for each teacher located at [www.hoxieschools.com](http://www.hoxieschools.com), the general school Web site. Homework assignments, classroom information, & educational resources will be available on the school & classroom Web sites. Also, parents can access all of their children's grades using the Home Access Center with the same password received at the beginning of the school year.
- Each teacher will send home a Daily Communication folder containing informational notes, work samples each week, &/or planner page for daily assignments. Parents will be asked to sign the folder and send it back to school.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress by email, upcoming classroom & school events on a weekly newsletter, Remind communication app or Class Dojo, or Daily Communication folder.
- The school will provide parents progress reports & report cards four times a year with information regarding their child's academic progress.
- The school will send parents a parent-friendly letter that explains their child's test results and standardized test scores.
- The school will offer parents a special meeting(s) each year on the school's approach to school improvement.
- The school will send notes home with students & post notices in school buildings & on social media sites about parent meetings.
- The school will use the student handbook, school Web site, and parent orientation meetings to inform parents about the Schoolwide Title I Plan and how to get a copy upon request.

**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**

- "Walk a Day in My Shoes" family nights to include parent/family training sessions to help parents understand how to enhance their child's education.
- Author visit to include a family reading night (6:00-7:00 pm) that provides an opportunity for parents and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.
- Outside speakers will provide parents with more information concerning ways to make their child's academic life more successful.
- The school will hold an orientation for parents at each grade level to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I Plan.
- Teachers will hold conferences individually with parents of children in their classrooms on the afternoons of Thursday, October 18, 2018, & Thursday, February 7, 2019. Parents will be given a summary of their student's progress, a report of their student's grades, & an explanation of the interventions teachers are using to assist the

child in reaching achievement goals. Families & teachers will engage in discussion of how these efforts can be supported by family involvement & explanations of homework/grading procedures will be given to families.

- The school will offer parents a "Testing Night" meeting each year to provide an explanation of the statewide assessment system, standards, and other accountability measures.
- The school will encourage parents to participate in the following roles & activities to increase their involvement and support for student learning:
  - o Library assistant/Book Fair helpers
  - o Monthly Lunch Date Day (per grade level lunch times ranging from 10:15-11:40)
  - o Educational Field trips with parents
  - o 2nd Grade Christmas Breakfast @ 8:15
  - o Veterans Day Program – with a special guest speaker
  - o Special Snack @ 2:15– Grandparents Day (9/7/18), Christmas (12/20/18), & Super Hero (5/3/19)
  - o Quarterly Pony Power Awards presentation
  - o Track & Field Day – May
  - o Quarterly Family Nights – STEAM (Science, Technology, Engineering, Arts, & Math), Literacy, & Movie
  - o Art Show
  - o Kindergarten & 6th Grade Promotion
  - o Back to school meeting (8/9/18 @ 5:30)
  - o Open House (8/9/18 from 6:00 – 7:30)
  - o Red Ribbon week
  - o Choir & Band concerts

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

#### **Hint**

- The school will provide opportunities for parents & community members to support the instructional program through such programs as WBC Reading Buddy Day & Junior Auxiliary Special Friends.
- 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 the following instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment: role play and demonstration by trained volunteer (H.I.P.P.Y. presentation), the use of and access to the Department of Education website tools for parents, & Lawrence County FACS agent with nutritional meal planning and preparation.
- Hoxie School District will provide staff development as mandated by The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts of no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parent and family engagement strategies & no fewer than 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.

#### 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. The compact will be updated yearly & all parties involved will sign the compact at the beginning of the school year.

#### 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 & on the Parent & Family Engagement Committee.
- The school will ask parents to serve on curricular and instructional review committees.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parent and family engagement.
- The school will take advantage of community resources & recruit alumni from the school to be members of the Parent & Family Engagement Committee.
- The school shall enable the formation of a Parent Teacher Association or organization to foster parental and community involvement within the school.
- The school will coordinate and integrate parent and family engagement strategies with the Head Start Program, Home Instruction Programs for Preschool Youngsters (H.I.P.P.Y.), and ABC preschool programs.

#### 6. How will your school provide resources for parents?

##### Hint

- Parents may check out materials, use the computer to check grades, and visit educational Web sites in the school library. Parents will be encouraged to view the Title I Plan located in the parent resource center/media center. A suggestion box is 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 parent and family engagement 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, parent and family engagement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).
- To promote and support 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.
- Create a parent center.
- The school's policy handbook will include the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- Elementary School Building parent facilitator/contact person is Kim Washburn, Elementary Classroom Teacher.

**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 parent and family engagement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents, school staff, & alumni will determine the effectiveness of the parent and family engagement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parent and family engagement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.

**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 the beginning of each school year to assess parent needs & ideas concerning the activities they feel will be most beneficial in the efforts to support their child academically.

**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 have the Annual Title I Meeting on Monday, September 10, 2018, to inform parents & families of Title 1, Part A program benefits. The meeting will be separate from any other meetings or activities to ensure that ample time is provided to describe/explain school curriculum, inform on types of academic assessments used to measure student progress, and on proficiency level students are expected to meet.

***\*After completion of this form, the school should to the district for review, feedback, and approval. Once approved, the school is required to post their School Parent Plan on their website.***

**District Feedback:**

	Attention: Changes Needed!	In Compliance	Comments	Date of Feedback
<b>1. Communication Strategies:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>2. Annual Schedule:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>3. Volunteer Opportunities:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>4. School-Parent-Compact:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>5. Involvement/Schoolwide Planning:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>6. Resources for Parents:</b>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>7. Evaluation of Efforts:</b>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>8. Parent Survey:</b>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

<b>9. Annual Title I Meeting:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
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