

NEMO VISTA ELEMENTARY SCHOOL (NEMO VISTA SCHOOL DISTRICT)  
5690 HIGHWAY 9  
CENTER RIDGE AR 72027  
501-893-2435

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.

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District  
Nemo Vista

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Grade Levels  
K-5

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Building Facilitator and District Coordinator  
Regina Tilley

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Title I Status  
 Schoolwide  
 Targeted Assistance  
 Non-Title I School

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Percent of free and reduced lunch  
74%

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Parent and Family Engagement Committee Members

Erica Desalvo – Parent	Becky Barnhardt – Counselor
Cassie Bradshaw – ParaPro	Jennifer Stark – Food service/Parent
Lindsey Ketchum – Parent Involvement Facilitator	
Mary Jean Paladino – PraPro	Regina Poteete – Teacher
Tina Bryant – Community	Reginal Tilley – Elem Facilitator
Paige Condray – Parent	Phyllis Sims – Community/Grandparent
Deborah DuBose – Parent	Candace McKinney – Parent
April Andrews – Parent	Janie Howell - Parent

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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.**

- The school will distribute a monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff and parent volunteers. 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.
  - The school will create a Web site to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom Web sites. Also, parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff.
  - Each teacher will send home a folder containing student papers and work samples each week. 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.
  - The school will provide to parents reports/report cards every 4.5 weeks with information regarding their child's academic progress and upcoming classroom and school events.
  - The school will hold an informational meeting to explain their child's test results and standardized test scores.
  - The school will post notices in school facilities and provide information for local newspapers and radio stations about parent workshops and meetings.
  - The school will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request.
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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.)**

- These meetings will include parent training sessions to help parents understand how to enhance their child's education.
- These meetings will include a series of family nights that provide an opportunity for parent and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.
- The school will hold an orientation for parents 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. 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.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
  - Library assistant
  - Teacher assistant
  - Special parent lunches
  - Book fair helpers

- Grandparents Day
- Awards day presentation
- Field day volunteers
- Family Night
- Parent education workshops
- Open House
- Parent-school organization
- Red Ribbon week
- Various Committees

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

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteers.

STATE REQUIREMENT – Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: 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.

- STATE REQUIREMENT (Staff Development) The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts 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 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.

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### **4. How will your school work with parents to create a School-Parent-Compact?**

- School staff, parents, and students have developed a school-parent-student compact. This compact outlines 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?

- The school will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
  - The school will ask parents to serve on curricular and instructional review committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
  - The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
  - STATE REQUIREMENT – 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.
  - STATE REQUIREMENT - The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
  - Coordinate and integrate parent and family engagement strategies with parent and family engagement strategies under other programs, such as the Head Start Program, Reading First Program, Early Reading First Program, Even Start Program, Parents as Teachers Program and, Home Instruction Programs for Preschool Youngsters, and state-run pre-school programs.
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## 6. How will your school provide resources for parents?

Parents may check out materials, use the computer to check grades, and visit educational websites. 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.

- STATE REQUIREMENT - 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...).
  - STATE REQUIREMENT - 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.
  - STATE REQUIREMENT – Include 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.
  - STATE REQUIREMENT – The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.
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## 7. How will your school engage parents in the evaluation of your parent and family engagement efforts?

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 assessment 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 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 parental involvement 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.

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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?**

- The school will ask parents to fill out a parent interest survey 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 parent and family engagement 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 parent and family engagement plan evaluation.
- STATE REQUIREMENT – Sponsor seminars to inform the parents of high school students about how to 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.)**

• The school conducted an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program on August 8, 2017.

- The school held their annual Title I meeting separate from any other meetings or activities to ensure that they had 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.
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting were 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.*