

Arkansas Indistar

School Parent and Family Engagement Plan

Page 1 of 1

School Name:	Edward D. Trice Renaissance Elementary Magnet School 4505 Pinson Ave Texarkana, Arkansas 71854 (870) 772-8431
Facilitator Name:	Kathryn Cox
Plan Review/Revision Date:	10/8/2019
District Level Reviewer, Title:	Genia Bullock
District Level Approval Date:	10/16/2019

Committee Members, Role:*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position
Tracey	Boyles	Principal
JR	Arnold	Asst Principal
Tonya	Dunphy	Instructional Facilitator
Marci	Clinton	Counselor
Kathryn	Cox	VIP's Coordinator/Kindergarten Teacher
Jenny	McDonald	Substitute Teacher/Parent Representative

Committee Members, Role:*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position
Lisa	Stone	Parent Representative
Amy	Adcock	1st Grade Teacher
Maria	Moya	Interventionist/Bilingual Interpreter
Dixie	Durhan	2nd Grade Teacher
Megan	Briggs	3rd Grade Teacher
Shelton	Hill	Special Activity Teacher (drums)

Committee Members, Role:*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position
Maggie	Morgan	Administrative Assistant

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

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 office will distribute a monthly newsletter, Trice Told Tales, to parents that is developed with participation of the principal and staff members. It includes school news, a calendar of activities, and parenting tips relating to school achievement such as developing leadership qualities, homework tips, and study skills.
- Staff members will continue to update the Trice website with pertinent information regarding school performances and activities.
- Parents are encouraged to use e-mail in communicating with school staff.
- Parents are able to access and monitor their child's grades using the child's school ID number and a PIN number that was given to them at the beginning of school.
- 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.
- Parents will also be asked to sign and return any paper on which the student scored below a 70%. This is for our documentation and to ensure that parents are informed about their child's grades.
- Teachers will routinely contact parents on an individual basis to communicate about their child's academic progress and behavior.
- Parents will be updated on their child's academic progress every three weeks through progress reports and every nine weeks with report cards.
- Within the first quarter, teachers will share student test data results from previous spring testing with each student's parents/guardians.
- Trice will use the school website, student handbook, and parent orientation meetings to inform parents about the School-wide Title I Plan.
- "Boyles Blend" (coffee with principal monthly)
- Teacher DoJo/Remind/ClassTag classroom information app
- Trice Tech Tuesday on Facebook (keep parents informed on cyber issues)

2: 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 parent and family engagement policy.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

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.)

- Teachers will hold individual Parent Teacher Conferences, as well as two additional Parent Progress Reviews, on the following dates:
 - o Thursday, September 19, 2019 ~ 4 p.m.-7 p.m.
 - o Friday, September 20, 2019 ~ 10 a.m.-1 p.m.
 - o Thursday, February 13, 2020 ~ 4 p.m.-7 p.m.
 - o Friday, February 14, 2020 ~ 10 a.m.- 1 p.m.
- As listed above, the meetings will be held at various times during the day or evening to better accommodate parents.
- During these parent/teacher conferences, teachers will give suggestions for coordinating school and parent collaborative efforts, as well as explanations of homework and grading procedures.
- Teachers will also explain interventions they are using to assist the child in reaching achievement goals.
- Parents will be asked to engage in discussion and be given suggestions of how they can support these efforts in coordinating school-parent engagement.
- Trice will engage families and community members in the following types of roles and activities to increase their engagement and support for student learning:
 - o Volunteer roles (VIPS)
 - o Grandparents' Day
 - o Arty Party/Auction
 - o Book Fair helpers
 - o Trice or Treat
 - o Christmas Parties
 - o Field Trips
 - o Red Ribbon Week Activities
 - o Veteran's Day Program (TEAM performance)
 - o PBIS "Behavior/Attendance REWARD" Store
 - o PBL Project Showcase (presented by our Kindergartners, 1st graders, and 2nd graders)
 - o 3rd, 4th, and 5th Grade Performance (PBL Based)
 - o Parent Teacher Conferences (see dates listed above)
 - o Parent Progress Reviews (see dates listed above)
 - o Quarterly Award Ceremonies
 - o Field Day Volunteers
 - o Token Tower Rewards
 - o Student TEAMS

- o Valentine's Parties
- o Box Top Store
- o Science Fair Exhibits
- o Black History Program (TEAM performance)
- o Perot Performances (each grade participates)
- o Read Across America Week
- o "Boyles Blend" monthly meetings (3rd Thursday of each month at 7:15am, 3pm, 4:30pm)

3: Communications

(Describe/List how the parent and family 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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

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

- Anytime there is a volunteer opportunity or parent training/meeting available, the school will notify parents in one or more of the following ways:
 - o Phone call/all call (recorded message from Tracey Boyles, Principal)
 - o Remind App
 - o Posting on Trice website
 - o Posting on Trice social media (Facebook)
 - o Notes sent home via student folders
- Trice will provide opportunities for parents and community members to support the instructional program through such programs as mentoring, tutoring, and helping with clubs.
- Through the use of newsletters and other written materials, we will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning, and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- All staff members will complete the State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts requirement of the following:
 - o No fewer than two (2) hours of professional development for teachers designed to enhance the understanding of effective parent and family engagement strategies.
 - o 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.

- School staff and parents will help facilitate activities to help students transition to the middle school smoothly.
- o Fifth graders visit the middle school campus each spring. This helps lessen their anxiety in relation to the move.

4: School-Parent Compact

(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

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

- Parents, teachers, and students will sign the Parent/Teacher/Student/Principal Compact Statements within the first quarter of the school year.
- o School staff, parents, and students will develop a school-parent-student compact.
- o The compact will outline how parents, school staff, and students share responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the state's high academic standards.

5: Reservation of Funds

(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family 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 parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

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?

- Trice will use the school website, student handbook, and parent orientation meetings to inform parents about the School-wide Title I Plan.
- The principal and leadership team will share the school improvement plan with interested patrons during a publicized meeting held at 5:30 p.m. on Thursday, November 7, 2019.
- o The school will engage parents in decisions about the allocation of its Title I, Part A funds for parental involvement.
- Trice will ask parents to serve on curricular and instructional review committees. Parents also serve on the district/school handbook committees addressing student behavior expectations.

- Trice will engage in a Volunteers in Public Schools (VIPS) model that will foster family and community engagement with the school.
- At the end of the year, we will send out a survey to all parents asking for feedback on how to improve the school.
- Trice will coordinate and integrate parent and family engagement strategies with parent and family engagement strategies under other programs, such as the Head Start Program.

6: Coordination of Services

(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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

6. How will your school provide resources for parents?

- Trice provides a parent resource center where parents may check out materials, use the computer to check grades, and visit educational websites.
- Trice Tech Thursday
- Trice As Nice (Parent/Staff newsletter)
- Remind App (teachers/principal)
- Parents will be encouraged to view the Title I Plan located in the parent resource center or media center.
- A suggestion box will also be available for parental input.
- The resource center (Library/Librarian/Instructional Facilitators) is open at hours that are convenient for parents.
- Trice will distribute an informational packet to all students that includes:
 - o a copy of the school's parent and family engagement plan
 - o a survey for volunteer interests
 - o flyers in student daily folders
 - o a list of recommended roles for parents/teachers/students and school
 - o suggestions of ways parents can become involved in their child's education
 - o a schedule of parent and family engagement activities planned for the current school year
 - o a list of ways that parents and teachers can communicate for the current school year (notes, phone calls, e-mail...)
- To promote and support responsible parenting, Trice will purchase the following materials as funds are available:
 - o parenting books
 - o magazines
 - o other informative materials regarding responsible parenting
- Trice will advertise the current selection and give parents the opportunity to borrow the materials for review.

- The Trice Handbook states the process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- Tracey Boyles, principal, has designated Kathryn Cox, Kindergarten Teacher, to serve as a parent facilitator for our campus, Trice, during the 2019-20 school year.

7: Building Capacity of Parents

(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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

7. How will your school engage parents in the evaluation of your parent and family engagement efforts?

- Trice will engage parents in the annual evaluation of the Title I, Part A Program's parental engagement efforts through an annual evaluation using a comprehension needs assessment filled out by teachers, parents, and school staff.
- The Title I Committee at Trice is made up of teachers, parents, and school staff, who will determine the effectiveness of the Family and Community Engagement plan and make changes if warranted.
- Trice will participate in this year's ADE High Reliability Schools parent survey.
- Trice will utilize the Leader In Me parent surveys.
- While collecting evidence about satisfaction with the program and the school's efforts to increase parental engagement, the survey will also collect specific information on the following:
 - growth in numbers of parents participating in workshops and meetings
 - specific needs of parents
 - effectiveness of specific strategies
 - engagement of parents in activities to support student academic growth

8: Building Capacity of School Staff

(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 parent and family engagement activities.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

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?

- Trice will ask parents to fill out a parent interest survey within the first quarter of the school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
- Trice will use the results of the parent interest survey to plan the family engagement activities for the year.
- Trice will evaluate the activities that were suggested by the parents as part of the annual parent and family engagement plan evaluation.

9: Building Capacity - Discretionary

(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)

Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?

Hint

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.)

- Trice will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.
- The meeting will be held for parents at 5:30 p.m. on Thursday, November 7, 2019 to inform them of the school's participation in the Title I Program and encourage them to be involved with reviewing and revising of the school's Title I Plan.
- This meeting is scheduled separate from any other meetings or activities to ensure that we have ample time to provide a description/explanation of school curriculum and information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
- For each Title 1, Part A School, an Annual Title 1 Meeting must be conducted.
 - o 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.

Persons responsible for helping carry out all of the above actions are:

Parent and Family Engagement Committee Members

All Certified and Non-Certified Campus Employees including:

Principal

Assistant Principals

Instructional Facilitators

Counselors

Secretaries/Assistances

Nurse

- Paras/Interventionist
- Librarian
- Special Education Teachers
- Classroom Teachers
- Activity Teachers

(See complete [Arkansas Guide for School Parent and Family Engagement Plan](http://www.arkansased.gov/public/userfiles/Public_School_Accountability/Federal_Programs/Arkansas_Guide_and_Sample_Template_for_references) (http://www.arkansased.gov/public/userfiles/Public_School_Accountability/Federal_Programs/Arkansas_Guide_and_Sample_Template_for_references) for references)

District Feedback:

	Attention: Changes Needed!	In Compliance	Comments	Date of Feedback
1: Jointly Developed:	<input type="checkbox"/>	<input type="checkbox"/>		
2: Annual Title I Meeting:	<input type="checkbox"/>	<input type="checkbox"/>		
3: Communications:	<input type="checkbox"/>	<input type="checkbox"/>		
4: School-Parent Compact:	<input type="checkbox"/>	<input type="checkbox"/>		
5: Reservation of Funds:	<input type="checkbox"/>	<input type="checkbox"/>		
6: Coordination of Services:	<input type="checkbox"/>	<input type="checkbox"/>		
7: Building Capacity of Parents:	<input type="checkbox"/>	<input type="checkbox"/>		
8: Building Capacity of School Staff:	<input type="checkbox"/>	<input type="checkbox"/>		
9: Building Capacity - Discretionary:	<input type="checkbox"/>	<input type="checkbox"/>		

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