

UNION ELEMENTARY SCHOOL

Parent and Family Engagement Plan

Parents and the staff of Union Elementary will work together to create a partnership. Union promotes positive communication between parents and students. The school provides a variety of opportunities for parents to be involved. We believe the teachers at Union Elementary have a responsibility to provide the needed frameworks for parents to nurture their child's formal instruction at home. We provide the necessary tools that can be used at home successfully to reinforce the academic success of our students. It is Union's goal to provide an atmosphere where parents are able to express their views and assist in problem solving. We want parents to understand that we view them as joint policy and decision makers. We plan to emphasize their roles as advocates.

The title 1 Parental Involvement Committee consisting of teachers, administrators, parents, and community members, met to analyze data from surveys and discussions with teachers, administrators, parents and community members. Using this information, the committee led a process to develop the following list of service and activities to promote parental involvement and provide additional support to student learning:

1. 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 distribute a periodic 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 activities, a brand new parent center, parenting tips related to school achievement such as homework tips, organizational skills, and study skills

- Parents will receive monthly copies of Union's Newsletter. This information keeps them well informed of upcoming student events, as well as, opportunities for parental involvement.
- The school will have teacher web pages for parents to check for homework assignments, and other pertinent school information.
- 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 are asked to sign the folder and send it back to school.
- Parents will be updated on their child's academic progress every 4 ½ weeks through progress reports.
- Teachers will contact parents on an individual basis to communicate about their child's progress.
- The school will use the school website, Student handbook, and Java with Jones to inform parents about the School-Wide Title 1 Plan (Arkansas Consolidated School Improvement Plan- ACSIP). Parents will sign these plans and be told how to get a copy.
- During the first parent teacher conference night, teacher will share student test results from the previous spring testing.
- Parents will have many opportunities throughout the school year to participate in the development and implementation of our school improvement plan.

- Parent surveys will be sent home at the beginning of the school year to survey the needs and wants of the parents and find out the overall rating they assign the school.

Persons responsible for carrying out the above actions are: Lekia Jones- Principal; Darla Thompson – Secretary; Trish Brown – Librarian; Denise Howorth – Instructional facilitator; Michelle Newman – Dyslexia Teacher; Veida Starks – Counselor and 504 and Parent Coordinator; Katie Lasagna – Broadcasting Teacher; Natalie Cox –Kindergarten Teacher; Juanita Harris – Kindergarten Teacher; Gwenda Davidson – First Grade Teacher; Evelyn Matthews – First Grade Teacher; Darla Posey – Second Grade Teacher; Alisa Vincent – Second Grade Teacher; Cashanda Murphy – Third Grade Teacher; Jay Kennedy – Third Grade Teacher; Melissa Estes – Third Grade Teacher; Cassandra Reed – Fourth Grade Teacher; Melissa Mitchell – Fourth Grade Teacher; Beverly Ward – Fourth Grade Teacher; Karen McDowell – Fifth Grade Teacher; Sandra Stone – Fifth Grade Teacher; Rebecca Diaz – Fifth Grade Teacher.

2. 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 will include parent-training sessions to help parents Understand how to enhance their child’s education.
- These meetings will include family nights that provide opportunities 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.

- These meetings will be held at various times during the day or evening to better accommodate parents or guardians.
- The school will hold an orientation for parents informing them of the school's participation in the Title 1 Program and encourage them to be involved with reviewing and revising of Union's Title on Plan.
- Teachers will hold parent conferences. Parents will receive a summary of their child's test scores and an explanation of the interventions they are using to assist their child in reaching their highest achievement goal. Parents will be included in the developing of this plan. Parents and teachers will work together to coordinate a plan for homework and grading procedures.
- Union Elementary School will engage parents and/or guardians in the following types of roles and activities to increase their involvement and support for learning:

*Teacher assistance

*Grandparents Day

*Open House

*Parent/Teacher Conferences

*Book Fair Helpers

*Field Day Volunteers

*Family Night

*Red Ribbon Week

Kennedy – Third Grade Teacher; Melissa Estes – Third Grade Teacher; Cassandra Reed – Fourth Grade Teacher; Melissa Mitchell – Fourth Grade Teacher; Beverly Ward – Fourth Grade Teacher; Karen McDowell – Fifth Grade Teacher; Sandra Stone – Fifth Grade Teacher; Rebecca Diaz – Fifth Grade Teacher.

3. The school will provide information to parents about volunteer opportunities.

- Union will provide opportunities for parents and community members to support the instructional program through our monthly newsletters and school events
- Parents and former students will help facilitate trainings to help with students' transition to the next grade level. They will share positive highlights of the middle school lessening the anxiety of the movement.

Persons responsible for carrying out the above actions: Lekia Jones – Principal; Denise Howorth – Instructional Facilitator; Michelle Newman – Dyslexia; Trish Brown – Media Specialist; Veida Starks – Counselor and Parent Coordinator.

4. The school will work with parents to create a School-Parent Student Compact.

- School staff, parents, and students will develop a school-parent-student compact. 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 build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact.
- School staff will provide instruction to parents on how incorporate developmentally appropriate learning activities in the home environment and provide assistance to parents in understanding content and how to monitor a child's progress, standards, and academic assessments.

Persons responsible for carrying out the above actions are: Lekia Jones- Principal; Darla Thompson – Secretary; Trish Brown – Librarian; Denise Howorth – Instructional facilitator; Michelle Newman – Dyslexia Teacher; Veida Starks – Counselor and 504 and Parent Coordinator; Katie Lasagna – Broadcasting Teacher; Natalie Cox –Kindergarten Teacher; Juanita Harris – Kindergarten Teacher; Gwenda Davidson – First Grade Teacher; Evelyn Matthews – First Grade Teacher; Darla Posey – Second Grade Teacher; Alisa Vincent – Second Grade Teacher; Cashanda Murphy – Third Grade Teacher; Jay Kennedy – Third Grade Teacher; Melissa Estes – Third Grade Teacher; Cassandra Reed – Fourth Grade Teacher; Melissa Mitchell – Fourth Grade Teacher; Beverly Ward – Fourth Grade Teacher; Karen McDowell – Fifth Grade Teacher; Sandra Stone – Fifth Grade Teacher; Rebecca Diaz – Fifth Grade Teacher.

5. The school will provide opportunities for parents to be involved in the developments, implementation, and evaluation of the school wide school improvement plan, and the Annual Title 1 Meeting to engage them in the decision-making processes regarding the school’s Title 1, Part A Program.

- Union will involve parents on school improvement planning committees. The principal and leadership team will share the school improvement plan with interested patrons during multiple publicized meetings.
- The school will ask parents to serve on curricular and instructional review committees. Parents also serve on the district/school handbook committees addressing student behavior expectations.
- The school will engage parents in decisions about the allocation of its Title 1, Part A funds for parental involvement.

- The school will send out a survey to all parents asking for feedback on how to improve the school.

Persons who are responsible for carrying out the above actions: Lekia Jones – Principal; Denise Howorth – Instructional Facilitator; Michelle Newman – Dyslexia Teacher; Trish Brown – Media Specialist; Veida Starks – Counselor and Parent Coordinator.

6. The school will provide a parent resource center 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 1 Plan located in the parent resource center. The resource center is open during school so that the parent coordinator may assist them if needed.

Persons responsible for carrying out the above actions are: Lekia Jones – Principal; Veida Starks – Counselor and Parent Coordinator.

7. The school will engage parents in an evaluation of parental involvement efforts.

- The school will engage parents in the annual evaluation of the Title 1, 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 1 Committee made up of teachers, parents, the school staff, will determine the effectiveness of the parental involvement 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 numbers of parents participation 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.

Persons responsible for carrying out the above actions are: Lekia Jones- Principal; Darla Thompson – Secretary; Trish Brown – Librarian; Denise Howorth – Instructional facilitator; Michelle Newman – Dyslexia Teacher; Veida Starks – Counselor and 504 and Parent Coordinator; Katie Lasagna – Broadcasting Teacher; Natalie Cox –Kindergarten Teacher; Juanita Harris – Kindergarten Teacher; Gwenda Davidson – First Grade Teacher; Evelyn Matthews – First Grade Teacher; Darla Posey – Second Grade Teacher; Alisa Vincent – Second Grade Teacher; Cashanda Murphy – Third Grade Teacher; Jay Kennedy – Third Grade Teacher; Melissa Estes – Third Grade Teacher; Cassandra Reed – Fourth Grade Teacher; Melissa Mitchell – Fourth Grade Teacher; Beverly Ward – Fourth Grade Teacher; Karen McDowell – Fifth Grade Teacher; Sandra Stone – Fifth Grade Teacher; Rebecca Diaz – Fifth Grade Teacher.

8. The school will use the parent interest surveys to select, plan, and implement parental involvement 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 parental involvement activities for the year.
- The school will evaluate the activities that were suggested by the parents at the end of the annual parental involvement plan evaluation.

Persons responsible for carrying out the above actions are: Lekia Jones – Principal; Denise Howorth – Instructional Facilitator; Michelle Newman – Dyslexia Teacher; Trish Brown, Media Specialist; Veida Starks – Counselor and Parent Coordinator.

9. The school will plan the Annual Title 1 Meeting separately from any other meetings or activities.

- The school will conduct an Annual Title 1 Meeting for parents of the students who participate in the Title 1, Part A Program.
- The school will hold their annual Title 1 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.
- For each Title 1, Part A School, an annual Title 1 meeting must be conducted. 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.

We will hold the meeting (Annual Title 1 Meeting) on October 9, 2018. Miss Lekia Jones, Principal will be this year's meeting coordinator. Union Elementary School's phone number is (870) 772-7341.