

## **East End School District**

### **Family and Community Engagement Plan 2017-2018 Board Approved 9-11-17**

The Board of Directors of East End School District recognizes the need for Family and Community Engagement in the education of each student enrolled in our district. The staff, administration, and parents have established this plan. This plan is in compliance with Act 603 of 2003, of the Arkansas General Assembly. The objectives stated below are the objectives as stated in law.

- (1) That a child's education is a responsibility shared by the school and family during the entire time the child spends in school.
- (2) To support the goal of the schools to educate all students effectively, the school and parents must work as knowledgeable partners.
- (3) That although parents are diverse in culture, language, and needs they are an integral component of a school's ability to provide for the educational success of their children.
- (4) That engaging parents is essential to improve student achievement.
- (5) That schools should foster and support active Family and Community Engagement.

#### **East End School District's Family and Community Engagement Plan shall:**

- (1) Involve parents of students at all grade levels in a variety of roles.
- (2) Be comprehensive and coordinated in nature.
- (3) Recognize that a two-way communication between home and school should be regular, and meaningful communication.
- (4) Promote and support responsible parenting.
- (5) Acknowledge that parents play an integral role in assisting student learning.
- (6) Welcome parents in the school and seek parental support and assistance.
- (7) Recognize that a parent is a full partner in the decisions that affect his or her child and family.
- (8) Recognize that community resources strengthen school programs, family practices and student learning.
- (9) Support the development, implementation and regular evaluation of the program to involve parents in the decisions and practices of the school district.

#### **Goal 1: To involve parents of students at all grade levels in a variety of roles.**

Involvement must be two-way and meaningful. All parents are urged to establish and maintain a good relationship with the school. All parents are also urged to provide their expertise and share experiences with the school. Tutors, mentors, speakers and other services would be welcome. To attain a list of what services a parent wishes to provide,

we will provide a parent volunteer form to each parent. A record of that form will be placed in notebook form for references as services are needed by the school.

Parents will be provided opportunity to work in the parent center. Such work will include, but not be limited to, copying worksheets for classrooms, laminating items, making posters, working with die cuts and volunteering in the parent center. A variety of opportunities exist on each campus (i.e. help with elementary fall festival, volunteer to speak for Career Orientation, chaperone a high school dance).

We understand that parents have difficulty volunteering time during the school day. Therefore we wish to include grandparents and civic organizations to serve as volunteers.

**Goal 2: Be comprehensive and coordinated in nature to include preschool programs in the area. (Parent Facilitators):**

The East End School Family and Community Engagement Plan will be comprehensive and coordinated by design. A comprehensive program is one designed to meet the needs of all students, to ensure that each student receives the maximum benefit from our educational system, and to provide educational experiences designed to encourage growth toward maturity. A coordinated program is one designed to be managed by all parties involved, with regular up-dates. **The designated building parent facilitators will be responsible for making sure their school has a current Family and Community Engagement Plan.**

**Each school will develop and use a school parent compact (parent facilitators).**

We wish to coordinate our program using the building parental facilitators and the parent center coordinator, Parent Teacher Organizations, civic organizations, parents, and grandparents. The parent center facilitators shall help facilitate efforts and track the needs of both school personnel and parents. Quarterly meetings will be held with the parent center facilitators, the building principals, and the superintendent to evaluate the programs and discuss ways to improve. **Ongoing site visits will be conducted to observe Family and Community Engagement practices at each school. Building principals will be in charge of scheduling and facilitating ongoing site visits.**

**The East End School district Family and Community Engagement Plan will be disseminated to the parents and community via the school district's website address, <http://www.eastendpanthers.com>. A copy of the plan will also be placed in Parent Centers at all school locations.**

**Goal 3: Provide information to participating parents in such areas as national, state, and local educational goals including parents' rights as defined in Title I Part A (Heidi Wilson, Federal Coordinator). Recognize that two-way communication between home and school should be regular, and meaningful.**

Communication between the school and the home must be regular, two-way and meaningful. Communication activities will include, but are not limited to:

- (A) Family Kits
- (B) Parent-Teacher Conferences
- (C) Annual Public Meetings
- (D) PTO Meetings
- (E) Newsletters
- (F) "Parents Make a Difference Nights"
- (G) Teacher computer logs
- (H) Parent Advisory Committee Meetings

Family Kits, appropriate for the age and grade level of the child will be provided to every parent of students enrolled in the East End School District. These kits will include:

- (1) The school's Family and Community Engagement policy.
- (2) The recommended role of the parent, grandparent, student, teacher and school.
- (3) A volunteer survey on ways for the parents and grandparents to become involved in the school and his or her child's or grandchild's education.
- (4) Activities planned throughout the school year to encourage Family and Community Engagement.
- (5) A system to allow the parents and teachers to communicate in a regular two-way and meaningful manner with the child's teacher and the school principal.
- (6) A school calendar.
- (7) East End website address, *<http://www.eastendpanthers.com>*
- (8) School phone numbers and e-mail addresses of parent facilitators and administrators.
- (9) How to solve and identify problems.
- (10) Teacher conference periods.

**In order to meet the needs of all families, information that is sent home will be translated in a language and form that parents can understand. This will be ensured to the best extent possible by the District ESL Coordinator and the building parent facilitator.**

There will be two parent-teacher conferences per year. Attendance is strongly encouraged.

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An open house will be held in the fall of every school year to present the annual report to the public and provide classroom time for parents.

Parents may request a conference at anytime during the school year. If the conference is with a teacher it will be scheduled during the teacher's conference period. A parent may request a meeting with the building principal at any time.

#### Other Activities:

Other activities including "Parents Make A Difference" nights and informational nights will be planned throughout the year. These activities will provide parents, teachers and administrators with the opportunity to become better acquainted and provide useful information aimed at the betterment of the student's education and development.

**The East End School District will enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equals partners. In order to efficiently enhance this awareness, the designated parent facilitators at each building will provide staff training to all staff members at professional development opportunities before the first day of every school year.**

#### **Goal 4: Promote and support responsible parenting:**

Responsible parenting will be promoted and supported by the school through a variety of actions,

including:

#### Purchase of Materials:

Parenting books, magazines, and other informative age appropriate materials concerning responsible parenting will be purchased and placed in the parent centers on each campus. There will be a current list of selections available included in the Family Kits provided at the beginning of each school year. The parent center also has available parenting curriculum for parents K-12. These classes are held through -out the school year. Parents will have the opportunity to check out or borrow any of the parenting material for review, through the parent center.

#### Published Recognition:

Parents who attend both regular scheduled parent-teacher conferences will be recognized at the end of the school year.

#### Parent Centers:

The parent center will house appropriate materials for the various grade levels. Each parent center will contain a computer so that parents may access student grades on-line. Some of the grade levels will include items that will provide information such as those mentioned earlier. Other materials available in the parent center will provide information concerning resources available to the parents, homework assistance, folder games and math and reading activity packs for use at home. The parent center will also provide the parent volunteers a workplace to assist the instructional staff. The center will be operated by the parent center coordinator to take care of daily operations and needs of the staff and parents. The parent center coordinator will also facilitate the parenting classes, seasonal “make and take” workshops and adult computer classes to learn EdLine. In addition “educational prescriptions” forms are given to the K- 12 teachers to fill out for a student that needs help on a specific skill. In turn the teacher gives the form to parent, who brings it to the parent center to be filled with needed materials.

Activities will provide parents, teachers and administrators with the opportunity to become better acquainted, as well as provide useful information aimed at the betterment of the student's education and development.

#### **Goal 5: Acknowledging that parents play an integral role in assisting student learning.**

The "Open House", "Math & Science Night", "Literacy Night", and "Annual Meeting to the Public" will be scheduled at the beginning of each school year. Parents will be given a report on the state of the school, including the federal programs, guidance programs and other special programs. Staff members will provide the parents with an overview of:

- (1) What their child will be learning
- (2) How their child will be assessed.
- (3) What parents should expect for their child's education
- (4) How parents can assist and make a difference in their child's education

#### Other Activities:

**Parents will be asked by building parent facilitators and principals to serve on committees in the development of various school policies and programs.** Parents will be surveyed at the end of the school year to express their opinions of the parent center. **Surveys will also be distributed to parents in order to get feedback for the school review and improvement plan. A PTO meeting will be scheduled in February of each school year that will focus on compiling suggestions and comments for our school improvement plan. Building principals will serve as facilitators for this 5**

**process.** Other activities, including “Parents Make A Difference Nights”, PTO meetings, and informational nights will be planned throughout the year. The activities will provide parents, teachers, and administrators with the opportunity to become better acquainted, as well as provide useful information.

**Goal 6: Welcome parents in the school and seek Family and Community Engagement in student learning.** East End Schools always welcomes parents to the school campus. Parental support has been strong and hopefully it will continue to make our school district stronger every year.

School policy promoting parent visits in a positive way will enhance this relationship. Policies will not discourage a parent from visiting the school. The educational process cannot be interrupted; however, scheduled visits to the classroom during school events will be encouraged. Parents will also be able to pick up their child during the day by going through the principal's office and following the proper protocol. Parents and grandparents will be encouraged to volunteer their time, talents, and energy for the advancements of the students at East End School District. A volunteer resource book will be made available to the school staff. This book will be compiled based on information received on a parent survey regarding their interest and willingness to serve. Every parent will be asked if they would be willing to provide their services to our district. The volunteer resource book will then be used to match school needs with volunteer interests.

The East End School District will provide statements attesting to their commitment to Family and Community Engagement. These statements will be placed in each student handbook and placed in the family kit and posted in the parent center.

Other activities may include “Parents Make A Difference” Nights, and Informational Nights will be planned throughout the year. These activities will provide parents, Teachers and administrators with the opportunity to become better acquainted, as well as, provide useful information aimed at improving the student's education and development.

**Goal 7: East End School District recognizes that each parent is full partner in the decisions that affects his or her child and family. To encourage parents to participate as full partners, the school shall:**

- (A) Publish School Policies
- (B) Sponsor Seminars
- (C) Provide Other Activities

The school policy for resolving parental concerns will be published frequently.

Parents of high school students will be involved in the decisions affecting course selection, career planning and preparation for post-secondary opportunities. Annual seminars will cover financial aid options, college admissions requirements, graduation requirements and course selection decisions. Materials are available to be checked out by parents and students in the parent center. *Accelerator Reading* is implemented on the elementary, middle, and high school level. Parents currently serve on the Alumni, Health, ACSIP, Title I and vocational committees. More information can also be found on the school web site: <http://www.eastendpanthers.com>

Other activities including “Parents Make A Difference Nights”, and Informational Nights will be planned throughout the year.

***Goal 8: To take advantage of community resources the school shall:***

- (A) Utilize Alumni
- (B) Develop Tip/Paycheck Cards
- (C) Provide Other Activities
- (D) Utilize Local Civic Organization, Churches, Local and State Agencies

Alumni will be invited to serve on an advisory council to provide advice and guidance for school improvement. This council will meet at least once yearly to provide recommendations and comments, as they deem necessary.

Other activities, including “Parents Make A Difference Nights and Informational Nights will be planned throughout the year.

***Goal 9: Evaluate Programs***

The East End School District will support the development, implementation and regular evaluation of programs to involve parents in the decisions and practices of the school district. There will be certified staff members, willing to serve as a parent facilitator, designated by the principal of each campus in the district. This person will be responsible for organizing meaningful training for staff and parents, promoting and encouraging a welcoming atmosphere to parental participation, and recognized as an asset to the school.

In order to continually improve and involve more parents in the school process, regular evaluations of the Family and Community Engagement program will be conducted annually. **The annual review will occur during the month of May and will be facilitated by parent facilitators at both Title I schools, Anne Watson Elementary and Bigelow High School. Parents will be given the opportunity to assist in the development of the evaluation procedures at a scheduled PTO meeting. Surveys will be available for parents and staff members to give input. This survey will also**

**include questions that will identify barriers to better parent participation. The district superintendent will be responsible for distributing surveys via the school website and/or producing hard copies.**

An advisory committee will analyze the results and suggest improvements to the Family and Community Engagement program. **This will be a part of the ACSIP committee and reported to the parents and community at the annual public meeting by the district superintendent. An annual meeting will also be conducted every spring in order to update policies for next year's Title I program. Building parent facilitators and building principals will contact Family and Community Engagement team members every March to set-up the annual policy meeting.**

**Develop and disseminate an annual parent activity evaluation report to share with parents, staff, and the community (Building Parent Coordinators).**

## Parent Involvement Team/Committee

Dr. J. Doug Harris- Superintendent

Heidi Wilson– High School Principal, parent

Amy Jones – Elementary School Principal, parent

Damitra Crow – High School Parent Facilitator, parent and employee, Family and Community Engagement contact

Damitra Crow – Elementary School Parent Facilitator, parent and employee, Family and Community Engagement contact

Heather Fulmer – PTO President, parent

Sarah Gipson – PTO Officer, parent

Carla Alexander – PTO Member, parent

Laura Wiles – Parent Volunteer Coordinator, parent

Gina House – Teacher Appreciation Week Coordinator, parent

Brandon Akridge – Watch Dog Dads (Top Dog), parent

Eloise Morse – Elementary Volunteer, community member

## Alumni Advisory Committee

Heidi Wilson, Alum 1996 – Chair

Brett Johnson, Alum 1984

Dylan Anderson, Alum 2009

Kasey Reed, Alum 1994

Toni Lancaster, Alum 1995

Shane Hall, Alum 1995

Regina McKinney, Alum 1967