

**School Parent and Family Engagement Plan**

**King Elementary**

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**Facilitator  
Emilee Branscum**

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**Plan Review/Revision Date:**

**May 30, 2023**

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**District Level Reviewer, Title:  
Karen Allen, Assistant Superintendent**

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**District Level Approval Date:**

**July 1, 2023**

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**Committee Members, Role:**

Emilee Branscum, Parent Involvement Facilitator

Amy Williams, Principal

Linda Zamudio, Staff/Parent

Brittany Oakley, Teacher

Jodie Roberson, Teacher/Parent

Stefanie Lopez/Parent

## ***1: Jointly Developed Expectations and Objectives***

King Elementary School will involve parents in the development of the school parent and family engagement plan. It will consist of the school's parent coordinator, teachers, administrators, parents, and PTA.

The Parent and Family Engagement Committee will be responsible for the review, update and improvement of the parent and family engagement plan. The Committee will meet multiple times throughout the school year to address any changes or needs of parents and the school.

King Elementary will ensure adequate representation of parents by inviting and including parents who represent the student population and encouraging them to serve in a variety of roles.

Emilee Branscum, King Elementary School Parent Facilitator, will submit any parent comments to the District if the Title I Schoolwide Plan is not satisfactory to parents. Minutes from Parent and Family Engagement Committee meetings will be recorded and filed.

Regular Parent and Family Engagement Committee meetings will be held at different times to accommodate parents' diverse schedules. The school will utilize social media to include parent participation when needed or as appropriate.

Dates of School Parent Involvement Meetings:

- Thursday, September 21, 2023
- Thursday, November 9, 2023
- Thursday, March 7, 2024
- Thursday, May 16, 2024

## **2: Communication**

As the Parent Facilitator for King Elementary, Emilee Branscum ([emilee.branscum@vbsd.us](mailto:emilee.branscum@vbsd.us)) will be responsible for distributing the Parent and Family Engagement Plan and have copies located in the front office in order to be readily available to families and the local community.

The Family and Community Engagement plan will be distributed on the evenings of the fall parent/teacher conferences. A digital copy will be shared with parents across all King Elementary social media websites like Twitter, Facebook, and the King Elementary website.

Parents will receive communication through our school's monthly newsletter. Our monthly newsletter is also posted on our social media sites such as Facebook, Twitter, and our King Elementary website. Paper copies of our Parent and Family Engagement plan will be distributed on October 17, 2023 and October 19, 2023. During conferences parents will sign it to verify that they have received and read the King Elementary Parent and Family Engagement Plan.

A parent-friendly version of the Parent and Family Engagement plan will be provided to parents in a language that they can understand. The Parent and Family Engagement Plan will include; activities specific to King Elementary, the recommended roles of parents, teachers and students, ways for a family to get involved in their child's education both at home and at school, a schedule of activities planned throughout the school year, a regular two-way system for parents/teachers to communicate.

Volunteer surveys will be available to fill out during the Open House orientation in August and will be kept on file with the Parent Involvement Facilitator, Emilee Branscum. You may contact Emilee Branscum for volunteer survey information.

The school will also communicate with parents in a variety of ways:

- The school will distribute monthly newsletters that are developed with the participation of the parent-school organization, principal, and staff. The monthly newsletter includes school activities and parent tips related to homework, and any before or after school events/programs.
- The newsletter is sent out the first Friday of each month through teachers by email, ClassDojo, Blooms, and Remind to all parents. It will be posted on our school website and updated monthly.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress if there is an issue that needs to be addressed.
- The school will provide printed copies of progress reports/report cards every four weeks with information regarding their child's academic progress.

### ***3: Building Staff Capacity***

Teachers will participate in workshops and training sufficient to meet ADE requirements for professional development. These sessions will train teachers in the proper use of Foundations and the PLC Process.

Teachers will track parent contact and collaborate with parents and other teachers to meet the needs of struggling students. A record of parent contact will be maintained by the classroom teacher.

Teachers will work together to meet the needs of struggling students. This will be shown school wide, teachers are working to target small groups and create interventions using common formative assessments. The training will be ongoing throughout the school year and teachers will be trained in meeting these expectations for additional parent and family engagement support.

During parent and family engagement meetings, parents will be asked to evaluate the effectiveness of communication. Teachers will be trained based on ongoing parent input throughout the year. In addition, teachers will work with parents in communicating and providing parent and family engagement activities that could be used at home.

Teachers will be encouraged to join the King Elementary School PTA and to participate in their activities in order to build a stronger parent/teacher/community bond. A teacher representative will be present at each PTA meeting throughout the school year and will help coordinate PTA activities with the school principal and staff. (Emilee Branscum)

All parents are welcome at King Elementary School to volunteer, observe instruction, and provide curriculum support if applicable. Teachers will be trained in how to welcome parents into their classroom and how to encourage them to volunteer throughout the school year.

Any parent concerns should be taken first to the teacher directly affected by the concern and then to Mrs. Williams, our principal, if a resolution is not reached. Specific details for resolving parent concerns can be found in our school handbook.

### ***4: Building Parent Capacity***

Parent and Family engagement meetings will be held throughout the year in order to involve parents in the education process of King Elementary School.

- Thursday, September 21, 2023
- Thursday, November 9, 2023
- Thursday, March 7, 2024
- Thursday, May 16, 2024

Parent Teacher conferences will also be held on October 17 and 19, 2023 and March 12 and 14, 2024. During conferences, curriculum will be discussed and explained. Teachers will role-play and give examples of how parents might help students with their specific curriculum and address any needs that parents might be experiencing. It will also be an opportunity for parents to communicate with parents over their child's needs and ask any questions.

We will show and explain current test scores in math. In reading, we may suggest a way to improve students' reading ability. Students not performing on grade level may require intervention involving parents, teachers, and students and should be addressed quickly.

The school will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies and PTA volunteers. The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during the 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.

Teachers will send home a weekly newsletter to provide parents with a way of staying up to date with the school's curriculum and specific learning activities. Parents will also receive a monthly school newsletter, stay up to date on our social media and school website. (King Elementary School and Emilee Branscum, Parent Involvement Facilitator)

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 a trained volunteer, the use of and access to the Department of Education website [<http://www.arkansased.gov>] 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 Assistance with nutrition and meal planning will be provided to students through our Food Corps program.

This will especially be emphasized before standardized testing as part of our encouragement to eat a healthy breakfast. In addition, parents are informed through the parent newsletter that free breakfast is available to all students. The newsletter, social media and school counselor will also provide students in need with information about our school's Impact Program which provides free meals to students at critical times.

## ***5: Coordination***

King Elementary School will coordinate with a variety of community resources throughout the school year as follows:

- The Van Buren Fire Department comes to King Elementary School to do a demonstration with Preschool through third grade. They will speak about fire safety and where to go in the event you have to evacuate the house. The Van Buren Fire Department will send home information and activities to do with parents and family members at home.
- A local dentistry team that is part of the Van Buren Community comes to King Elementary every fall and does a demonstration for preschool through fifth grade on topics such as good dental hygiene, how to brush your teeth and floss. They will also send students home with a toothbrush and provide information to parents on what was spoken about and how they can make sure their children have good dental habits.
- The Parent and Family Facilitator will be working with the Parent Teacher Association at King Elementary to engage in activities that will use community resources and strengthen school practices, programs, and learning.
- King Elementary will promote parent participation with the support of the Strong Fathers Program.
- King Elementary will offer additional after school activities for students to participate in:
  - Archery Club
  - Running Club
  - Sprout Scouts
  - Recycling Club
  - Honor Choir
  - Literacy and Math tutoring

The school will coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs (ABC Preschool Program - Mrs. Williams), parent resource centers, or other programs that encourage and support parents in fully participating while promoting and supporting responsible parenting.

To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory committee to provide advice and guidance for school improvement. The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (Mrs. Williams, Mr. Dean)

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. (Parent Resource center – located by the office)

The school will work with Butterfield Trail Middle School and Northridge Middle School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers at the end of the school year. (5th-grade teachers, administrators, counselors, transportation)

The school will distribute Informational packets each year that includes a copy of the school's parent and family engagement plan, a survey for volunteer interests, roles for parents/teachers/students and the 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, email) (Emilee Branscum– school website)

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. (Lori Hamilton, Media Specialist)

## ***6: Annual Title I Meeting***

King Elementary Principal Amy Williams, will meet with parents for the annual Title I parent meeting on September 21, 2023 at King Elementary. Parents are going to be informed of the requirements of Title I and of our school's participation.

The purpose of this meeting is to disseminate information and distribute copies of the revised Parent and Family Engagement policy.

In addition, they will view a PowerPoint presentation with details including their rights as parents in a Title I school. Parents who are unable to attend the meeting can find a copy of the Title I presentation PowerPoint on our school's website.

<https://docs.google.com/presentation/d/1hrddIBWULI9TABztZVQ08NDO9icVi06F/edit?usp=sharing&oid=114619505067109625073&rtpof=true&sd=true>

## ***7: School-Parent Compact***

The School-Parent Compact will be jointly developed at a designated Parent Involvement meeting by receiving input from the teachers, parents, and students in attendance. The School-Parent Compact will be distributing a parent-friendly letter and the School-Parent Compact is going to be signed and a copy go home during Parent Teacher Conferences on October 17 & 19, 2023. The School-Parent Compact will be posted online and sent digitally via email by the Parent Involvement Facilitator.

The School-Parent Compact outlines how parents and teachers will work together to have a continuous two-way communication to have the best outcome for the students' academic achievement. These forms of communication include: email, parent teacher conferences, phone calls, progress reports, one on one conferences to address specific parental or teacher concerns, messaging through Classdojo, Blooms, or Remind.

Parents, school staff, and students will share the responsibility for improved student academic success by allowing all students access to one to one technology (IPad's for K-1 and 2-5 Chromebooks) for Kindergarten through fifth grade students.

The Parent Involvement Facilitator will ensure the school's Parent Involvement Committee meets at least four times a year. The purpose of the meetings will be to discuss and evaluate goals. The committee will also provide training for volunteers and provide materials to help parents work with their child(ren). The committee will also help in the development of the School-Parent Compact. Teachers will hold bi-annual conferences with parents individually. Parents will be given explanations of homework and grading procedures. To increase parent engagement, parents are encouraged to become involved in our King Elementary Parent Teacher Association for volunteer opportunities throughout the school year and are presented with a volunteer survey as part of the Parent and Family Engagement Plan Summary online through a Google Form. The information gained from the volunteer survey will be gathered and made available to teachers so that parents can be involved in a variety of roles throughout the school.

<https://drive.google.com/file/d/1J8stpyflpt8KW44UItApg5wzOHJ5s6AA/view?usp=sharing>

## ***8: Reservation of Funds***

King Elementary School provides a variety of opportunities for parents to be involved in activities supporting our school. We believe teachers have a responsibility to provide the needed framework for parents to nurture their child's formal instruction at home. We, King Elementary School will provide materials that can successfully be used at home to reinforce

the academic success of children. The district will reserve a minimum of 1% of the Title I, part A allocation for parental involvement. It is our goal to provide an atmosphere where parents are able to express their views and to assist in problem-solving. We, the teachers at King Elementary, want parents to understand that they have a role in determining the plan for spending the budget King Elementary School allowed for the Parent and Family Engagement Title I funds \$5,000.00 for the 2023-2024 school year.

For the 2023-24 school year, we have purchased the following:

- Smore Newsletter program to promote digital resources for parents.
- Strong Father- Bring Your Dad to School Day and Science Night