

Lowell Elementary Parent and Family Engagement Plan 2021-2022

Lowell Elementary recognizes the importance of involving parents in the education of our students. Our goal is to create a culture of care and academic excellence in which teachers and parents work together to meet the needs of all the students at our school. To achieve this goal, it is essential to communicate with parents and make it possible for families to be actively involved in the school. This parental involvement plan has been created to encourage parents and teachers to form strong partnerships to increase student achievement. Parents have been included in the development of the plan through Parent Advisory Committee and ACSIP committee meetings. This plan describes how the school will carry out the state and federal parental involvement requirements. Our plan includes the following components:

- Description of activities planned throughout the school year to encourage parental involvement (Meetings held at flexible times)
 - PTA- afternoon and evening meetings
 - Parent/Teacher Conferences- evening conferences
 - Response to Intervention Meetings
 - Special Education Conferences- (Scheduled according to parents' convenience)
 - Open House (Meet and Greet)- evening
 - Curriculum Nights
 - Evening music programs
 - Quarterly Assemblies- during the school day
 - Monday Morning Family Assemblies
 - Learning Walks for parents
 - Volunteer for Field Trips
 - Assist with homework
- Survey parents regarding his/her interests concerning volunteering at the school:
 - Teachers are surveyed regarding their need for volunteers and a survey is included in the Informational Packet for parents to indicate their interests. Some projects or activities can be done at home or in the evening. A volunteer resource list will be created and given to teachers listing the interests and availability of volunteers.
- Description of a system to allow for regular, two-way, and meaningful communication:
 - Weekly newsletters: Teachers are encouraged to send a weekly newsletter and communicate regularly with parents.
 - Communication folders/Tuesday Folders
 - Notices regarding events
 - Phone calls
 - Emails through Parent Link (please make sure the school has your correct email address)
 - Remind 101/texts

- Building administrators are available to parents as needed. Parents are informed of the times teachers are available for conferences and phone calls. If these times are not convenient to the parent, arrangements are made so the classroom teacher can be available to speak to the parent.
 - Timely information about programs or changes in policies is sent from the office in both English and Spanish.
 - Opportunities for parents to make suggestions for improvement of school procedures are provided. (Phone numbers and email addresses are provided on the website.)
 - A minimum of two parent teacher conferences are scheduled each year.
 - Special education or Section 504 conferences are scheduled in accordance with state and federal laws or upon parental request.
 - Upon request, daily communication via email or notes is provided.
- Have resources to parents on responsible parenting or how to help their child at home:
- Materials are available for check-out through the school library or counselor
 - Free materials are placed by the office
- Acknowledgement that parents play an integral role in assisting student learning:
- Schedule meetings to provide information regarding the school and how to help a parent assist in his/her child's learning.
 - Open House is held for teachers to communicate grade level procedures, proficiency expectations, assessments being used, and methods of reporting progress
 - Parental Involvement Night is held to provide a forum for a general report to the public. This presentation includes:
 - Vision and goals of the school
 - Curriculum and Instruction
 - Academic programs (Flexible grouping, Imagine Learning, Reading Recovery, Academic Facilitators)
 - Assessments (local and state)
 - Policies (attendance and dismissal)
 - Opportunities for involvement (PTA, classroom volunteer)
 - Strategies for monitoring a child's progress (weekly folders, mid-term reports, report cards)
 - Annual Title I Meeting is held to provide information regarding our school-wide Title I status. Information includes:
 - Overview of Title I
 - Components of a school-wide Title I program
 - Parent's rights under Title I

- Opportunities for parental involvement (process for parental input in making decisions)
 - School goals (AMO explanation, current test scores, information regarding our status of Alert, school-wide reform strategies)
 - Smart Core Curriculum
 - State and Local Resources (website information for district, school, Arkansas Department of Education, Jones Center for Families)
- Procedures to welcome parents into the school and ways to seek parental support and assistance:
- Meet and Greet: In August before school begins, the school hosts an informal meeting for parents and students to meet the teachers.
 - Parents are welcome in the school or classroom for observation or volunteer activities. For safety reasons, the school does require that visitors sign-in and receive a visitor's pass.
 - Parent/Teacher Conferences are held during the fall and spring semesters.
- Systems for recognizing that parents are full partners in decisions affecting their children and families:
- Parents are encouraged to review the Parent and Family Engagement Plan and offer suggestions for parental involvement opportunities.
 - If a problem exists in the classroom, parents are encouraged to communicate directly with the teacher. If necessary, a building administrator will meet with the parent and/or teacher to resolve the issue.
 - Each committee has a parent member and is invited to attend any committee meetings.
 - Concerns are discussed at staffing meetings of the building administrators and other appropriate staff. If needed, a Parent Advisory Committee meeting will be held to address school wide concerns.
 - Students identified as not meeting the expectation for success may be referred to the Response to Intervention Team. Parents are requested to be a part of this process.
 - Parents of students who are identified as not demonstrating proficiency are included in the development of the Academic Improvement Plan.
 - The building administrators work with parents to enable the formation of an active PTA, provide a meeting place, and support any fund raising efforts.
- Recognition that community resources strengthen school programs, family practices, and student learning:
- The Arvest Bank, Nestle, First Baptist Church, Lowell Fire and Police Departments, and Lowell Kiwanis Club sponsor programs at our school and volunteer when possible.

- The City of Lowell works with the school to provide a safe playground and gym for school and community use.
 - Fire and Police Department employees are available for training and the Police Department provides assistance with safe arrival and dismissal. A school resource officer is assigned to us by the Lowell Police Department.

- Plans that support the development, implementation, and evaluation of the program to involve parents in the decisions and practices of the school and district:
 - Parents are selected to serve on a Parent Advisory Committee to assist with planning and decision making.
 - Parents are selected to serve on committees to provide input on the development of our annual school improvement plan and parental involvement plan.
 - Parents from our PTA participate in district level Parent Council Meetings.
 - Building administrators nominate parents to serve on district committees.

- Training
 - A certified staff member is designated and receives supplemental pay to fulfill the specified duties as required by law. The Parent and Family Engagement Facilitator at Lowell Elementary is Shawn Johnston.
 - New volunteers will receive orientation to the building, suggestions on working with children, the importance of confidentiality, and the process for reporting any concerns they have after their time in our building.

- Federal Requirements
 - Title I School/Parent Compact:
 - There will be an annual review and update of the written agreement between the school and the parents of the children served under our school-wide program.
 - The goal of the compact is to engage school personnel and parents as partners in the education of our children. The mutual responsibilities are designed to support children in attaining high standards.

- Build parental capacity for involvement:
 - Provide assistance to parents in understanding content, how to monitor a child's progress, standards, and academic assessments. (Parent Involvement Meeting, Open House (Meet and Greet), parent teacher conferences, special education conferences, student learning expectations sent home quarterly)
 - Provide materials and training to help parents work with their children to improve academic achievement. (Free parent brochures, tips provided in

newsletters, materials available for check-out through the school library or counselor's office, Family Curriculum Nights, ESOL monthly newsletters)

- Coordinate and integrate parent involvement programs and activities including: community volunteers, parent involvement meetings, PTA special events, book fairs, literacy and math nights, grade level musical performances, field day, and other programs scheduled during the year.
- Ensure that information related to school and parent programs is sent to parents, to the extent practical, in a language parents can understand. (All notices, student handbooks, school and district policies, and letters from building administrators are translated into Spanish. Special education and Section 504 services due process forms are translated into Spanish. The school's AmeriCorps member is available to assist with phone calls, conferences, or interpretation at evening events. Additional interpreters are hired for school-wide parent teacher conferences.)
- Provide other reasonable support for parental involvement activities as parents may request. Lowell Elementary's parent and family involvement plan is comprehensive and coordinated in nature. The program involves parents at all grade levels in a variety of roles. The plan includes, but is not limited to, the following:
 - Communication between home and school is regular, two-way, and meaningful.
 - Responsible parenting is promoted and supported.
 - Parents play an integral role in assisting student learning.
 - Parents are welcome in the school and their support and assistance are sought.
 - Parents are full partners in the decisions that affect children and families.
 - Parents are encouraged to provide suggestions on ways to improve or increase the parental engagement in the education of our children.