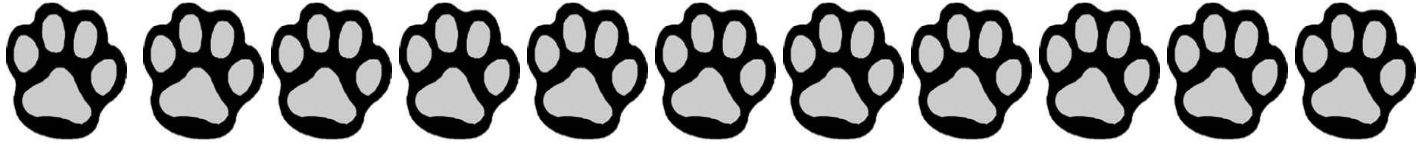


WESTSIDE ELEMENTARY SCHOOL

PARENT AND FAMILY ENGAGEMENT INFORMATIONAL PACKET

2022-2023



Contents:

- Ways for parents to become involved in school and their child's education
- Recommended role of parents, students, teachers, and school
- System for meaningful communication
- School year activities that promote parental engagement
- Partnership Place Parent Center details and information
- Parental Involvement Plan
- A survey for parents regarding interests and volunteering at the school

Please sign and return this page, or scan the QR code to read & complete the google form link to complete



Yes, I received a copy of Westside Elementary's *Parent and Family Engagement Packet*. I understand that if I have any questions or comments I can contact Kelley Krogman, Principal, or Reagan Harrell, Parental Engagement Facilitator, at 679-1029.

Parent Signature: _____ Date: _____

My Student(s): _____ Grade(s): _____

October 2022

WESTSIDE VOLUNTEER OPPORTUNITIES

We need you at Westside Elementary!! If you would like to share or volunteer at our school, please return the information below. We want to utilize your knowledge and time. If you have taken any interesting trips, have an interesting job, want to share any information, or just want to volunteer your valuable time, we encourage parent and family engagement! Our students can benefit from your expertise and we want to enable them in becoming adults with diverse expertise.

To fulfill requirements of ACT 603, each school is to assemble a Volunteer Resource Book. The information you provide will be compiled for our teachers and will be available to them through the office. Please complete the following survey and return it to school

Please return to school with your child.

Parent/Guardian

1. Last Name _____ First Name _____
2. Child's Name _____ Teacher _____

Job Description That Could Be Shared

Areas you would like to volunteer: (Please circle one of the areas and/or fill in the blank below for other).

Reading Books

Cut Lamination

Guest Speaker

Make Copies

Crafts

Other: _____

Day of the Week that is best for you:

Monday

Tuesday

Wednesday

Thursday

Friday

Crafts or hobbies you have and would like to share with students:

General Information

Role of Parents, Students, Teachers, & School

The recommended role of the parent, student, teacher, and school is to collaborate together as vital stakeholders in order to implement the best and most effective education possible for the student. Likewise, stakeholders are expected to maintain effective communication among themselves as well as take on their own specific responsibilities in order for the student to meet those student learning expectations and standards mandated by the state and federal government.

Communication Opportunities

Westside Elementary School strives for a communication system in which teachers, parents, and administrators communicate in a regular, two-way meaningful manner. Methods used to accomplish this include phone calls, personal conferences, email, daily or weekly student folders, classroom blogs, Westside Elementary website, Westside Elementary Facebook page, and Westside Elementary Instagram page. The school's phone number is 501-679-1029, and teacher/administration email addresses can be found on weekly newsletters.

Resolving Parental Concerns

Westside Elementary School strives to maintain effective processes in resolving parental concerns. When parents have a concern related to learning, instruction, behavior, etc, the parents should first contact the child's teacher. If the solution between the teacher and parent does not prove effective, the parent may contact the building administrator. The opinions and ideas of all stakeholders will be considered for the student's best interest.

Parent Knowledge of Curriculum

(To request hard copies of curriculum, please contact the school at 501-679-1029)

Arkansas State Frameworks are followed for Literacy, Math, and Social Studies instruction. The Next Generation Science Standards are followed for Science instruction. The following links offer more details on our curriculum:

- o *Greenbrier Public Schools Curriculum Information & Pacing Guides*
http://www.greenbrierschools.org/159996_2
- o *Arkansas State Frameworks*
<https://dese.ade.arkansas.gov/Offices/learning-services/curriculum-support/arkansas-academic-standards>

October 2022,

Dear Parent or Guardian:

Our school, Westside Elementary School, receives federal funds for Title I, Part A programs. Throughout the school year, we will be providing you with important information about this law as it relates to your child's education. This letter lets you know about your right to request information regarding the professional qualifications of the classroom staff working with your child. Our district or school will be able to provide you with the following information regarding the qualifications of your child's teacher(s):

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.

3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate's degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

To request this information, or should you have any other questions, please contact your child's school by phone at 501-679-1029 or by e-mail at krogmank@greenbrierschools.org

WESTSIDE PARENT CENTER:

The Westside Parent Center is located on the bookshelves in the school lobby. It contains learning materials, games, and other resources available for parents and guardians to use at home with their child. If you would like to check out any materials, please sign these out through the front office in the white binder. Below is a list of some materials that are available in our parent center:

Literacy:

- Phonics book sets
- **Games:** Pop for Letters, Pop for Sight Words, Snap it Up Phonics, Bingo Games
- **Hands-On Learning Mats:** Letters, Sight Words, Vowels
- **Flash Cards:** Alphabet, Word Families, Reading Comprehension card sets
- **Hot Dots:** Alphabet, Consonants, Vowels, Word Families, Beginning Phonics

Math:

- **Flash Cards:** Numbers, Counting, Addition, Subtraction, Multiplication, Division, Money, Time
- **Games:** FlipChex: Telling Time, Making Cents Money Game, See and Solve Tens Frames Centers, Money Bags Coin Game, Multiplication and Division Board Games
- **Hot Dots:** Numbers and Counting, Addition, Subtraction, Multiplication, Telling Time

Do you have an idea of materials that would be beneficial in our *Westside Parent Center*? To share your suggestions, please contact Mrs. Harrell at harrellr@greenbrierschools.org or by calling 501-679-1029.

USEFUL LEARNING WEBSITES AND TIPS FOR PARENTS AND FAMILIES:

Kindergarten:

- Website: www.starfall.com and www.abcyq.com
- **Literacy Tip:** Have your child practice letter and sound recognition by writing in shaving cream.
- **Math Tip:** Use dried pasta, cereal, etc to practice counting like objects from 1-100.

First Grade:

- Website: www.spellingcity.com and www.starfall.com
- **Literacy Tip:** Use decoding strategies based on the science of reading to help your child decode unknown words.
- **Math Tip:** Practice addition and subtraction fluency facts 0-20.

Second Grade:

- Website: www.spellingcity.com and www.starfall.com
- **Literacy Tip:** After reading a book, ask your child questions to improve comprehension. (Who? What? Why?)
- **Math Tip:** Practice finding 10 more, 10 less, 100 more, and 100 less to any given 3 digit number.

Third Grade:

- Website : www.readwritethink.org and www.multiplication.com
- **Literacy Tip :** Read a variety of text-nonfiction, fiction, practical/functional (menu, recipe, brochures, directions, etc.)
- **Math Tip:** Practice multiplication facts 0-12 (skip-counting, repeated addition, arrays, etc.)

Fourth Grade:

- Website : www.readwritethink.org
- **Literacy Tip :** Have your child summarize a fiction text after reading it.
- **Math Tip :** Use a restaurant menu to practice making change.

Fifth Grade:

- Website: bensguide.gpo.gov and www.aaamath.com
- **Literacy Tip:** Have your child read recipes to improve reading and vocabulary.
- **Math Tip:** Use recipes to teach math skills-fractions, measuring, etc.

Westside Elementary School PARENT AND FAMILY ENGAGEMENT PLAN 2022-2023

1: Jointly Developed

Westside Elementary School has a Parent & Family Engagement Committee, which includes parents and staff members. The parents represent a diverse group with students in multiple grade levels. The committee was formed at the beginning of the school year, and will meet in September of 2022 to revise the Parent and Family Engagement Plan. During the meeting, the committee will focus on Westside's strengths and improving weak areas, as well as discuss Title 1 funding. The committee will meet quarterly, as well as additional occasions if requested by parents. In April of 2023, the committee will meet for an evaluation of the Parent and Family Engagement Program based on results from school wide surveys. These surveys will be sent out twice throughout the school year to provide parent input. These results will be used to review and update the Parent and Family Engagement Plan for the following year, and make necessary adjustments for the current school year. If a parent finds the plan unsatisfactory, the parent's comments will go to the principal who will then address them at the district level. Parents can contribute to implementation through active involvement in volunteering at school events, participating in training on how to contribute to the process in a meaningful way, assisting in coordinating Parent and Family Engagement programs/strategies, curricular/instructional reviews to analyze test data, and utilizing parent center resources. To help our parents in assisting their children, our school will schedule Parent & Family Engagement Meetings to discuss the intent of the school wide program in which parents are given a report on the state of the school and an overview of: A. what students will be learning. B. How students will be assessed. C. What parents should expect for their child's education. D. How a parent can assist and make a difference in his/her child's education.

2: Communication

Westside Elementary School's Parent and Family Engagement Plan will be posted on the school's website and revised annually by the Parent and Family Engagement committee. If parents have questions or concerns about the plan, they can contact Reagan Harrell, Westside's Family Engagement

facilitator, at 501-679-1029.

Westside Elementary will prepare and distribute informational packets in October of 2022 that are understandable and written in a uniform format that is appropriate for the age, home language, and grade of each child to initiate and encourage communication with parents. These packets will describe the school's Parent and Family Engagement program/plan; the recommended role of the parent, student, teacher, and school; ways for parents to become involved in the school and their child's education; A survey for the parent regarding their interests concerning volunteering at the school; A schedule of activities planned throughout the school year to encourage Parent and Family Engagement; A system to allow the parents and teachers to communicate in a regular, two-way meaningful manner with the child's teacher and principal; Process for resolving Parent and Family Engagement concerns, including how to define a problem, who to approach first, and how to develop solutions. Signatures will be obtained from each parent, acknowledging receipt of the Westside Parent and Family Engagement Informational Packet.

A parent-friendly summary/explanation of the Parent and Family Engagement Plan will be posted online for parents and community members to access.

Meetings will be offered at various times in order to provide all parents with the opportunity to participate. Meetings will also be offered in various formats such as in person and online. Home visits or individual meetings will be available as needed. To help prevent barriers to parent and family engagement, transportation, child care, or home visits will be offered.

3: Building Staff Capacity

Westside Elementary School ensures professional development requirements are met for teachers and administrators. A signed copy of each teacher's professional development plan is given to administrators to review. All teachers must be proficient within the following year at implementing instruction that follows the Science of Reading. Teachers are provided with extensive professional development in the Science of Reading.

Building Administrator will designate one certified staff member (Reagan Harrell) who is willing to serve as a parent facilitator in order to help organize meaningful training for staff and parents; promote and encourage a welcoming atmosphere to foster Parent and Family Engagement within the school; awareness of importance for effective communication skills; value and inclusion of parent contributions as equal partners; and to undertake efforts to ensure that parental participation is recognized as an asset to the school, implement and coordinate parent programs and build ties between home and school, provide information in a format, to the extent practicable, in a language that parents can understand, and to recognize that a parent is a full partner by including in the school handbook the school's process for resolving parent concerns. In addition, ongoing professional development will include no fewer than two hours of professional development for teachers designed to enhance the understanding of effective Parent and Family Engagement strategies. No fewer than three 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.

Westside Elementary School Teachers will routinely contact parents on an individual basis to communicate about their child's progress through email, notes, conferences, and/or phone calls. Also, in order to begin a foundation of positive rapport, each classroom teacher will contact every parent of their current students at the beginning of each school year to initiate a home and school connection.

Westside Elementary School will ensure that information related to school and parent programs is sent to parents, including disabled parents, in a practical, understandable format. (i.e., Eschool, weekly newsletters, communication folders, daily e-mails, etc.) as well as provide information for all parents in their requested native language. Teachers will work with the trained staff to provide communication in written form as well as request an interpreter if one is needed for a conference. Our school obtains home language information through completed parent surveys at the beginning of each school year.

Parents are encouraged to contact their child's teacher or the Parent and Family Engagement facilitator (Reagan Harrell) to request activities from the Parent Center.

The student handbook states the school's process for resolving parent concerns. Parent's signatures are obtained as evidence of distribution.

4: Building Parent Capacity

A description and explanation of the curriculum in use is provided on the district website under the academics tab. Parents are encouraged to reach out to their child's teacher for more information regarding the curriculum if needed.

Westside Elementary School will send home a parent-friendly letter that explains their child's assessment results and standardized test scores, as well as expected scores in terms of achievement, throughout the school year. This assessment data is provided to parents through quarterly progress reports, as well as end of 9 weeks report cards. Parents of students in grades 3-5 also have access to their child's grades on the Home Access Center. Updated information regarding a child's academic standing and performance will be provided to parents upon request.

Westside Elementary School will distribute a weekly newsletter to parents that is developed with participation of the principal, staff, and parent volunteers as needed. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, parent center resources, health tips, and other helpful information for parents on ways to help their children succeed in the classroom. The weekly parent newsletter sent through e-notes also includes a link to the state RISE parent newsletter, which includes ideas and suggestions for ways in which parents can support their child at home through methods following the Science of Reading. Facebook and Instagram notifications, as well as Alert Now phone calls are also used in order to provide information concerning upcoming school events and opportunities to be involved in the education of his/her child.

Westside Elementary School will conduct two Parent/Teacher conferences held October 2022 during flexible scheduling of 2:00-7:00 and February 2023 from 10:00am-6:00pm to discuss students' progress, address the concerns of parents and teachers, and provide assistance to parents in understanding content on how to monitor their child's progress, standards, an explanation of the interventions teachers are using to assist the child in reaching achievement goals, and academic assessments, as well as provide each student with a copy of his/her report card in order to improve academic achievement. Parents will be asked to engage in discussion on how they can support these efforts. During these conferences, parents are offered a

description and explanation of the assessments used to measure student progress and achievement levels of challenging State academic standards.

In addition, parents, as a full educational partner, may request a meeting to discuss and formulate suggestions as well as participate in decisions about the education of their children and family.

Greenbrier Public Schools (www.greenbrierschools.org) will create a Home Access Center for each student in order to provide parents with online access to their child's weekly grades and absences that are updated weekly. Blogging and emails provide two-way communication as well as weekly lesson plans and newsletter information. Parents can access their child's Home Access Center account using a PIN number they received at the beginning of the school year from his/her teacher.

Westside Elementary School will provide the opportunity to understand the student handbook, volunteer training, and Eschool website with a scheduled meeting in September of 2023. Questions or concerns about the school wide Title I Plan as well as how to get a copy upon request will also be addressed.

Greenbrier Public Schools will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website 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.

Parents will be welcomed to visit the school through opportunities for service through innovative volunteer engagement programs. Volunteer sign-in sheets and daily volunteer logs will be maintained throughout the school year. To help our parents in assisting their children our school will schedule Parent and Family Engagement Meetings to discuss the intent of the school wide program at which parents are given a report on the state of the school and an overview of:

- What students will be learning
- How students will be assessed
- What parents should expect for their child's education.
- How a parent can assist and make a difference in his/her child's education.

To promote and support responsible parenting, a Parent Center, located at the front lobby of Westside Elementary School and open during school operating hours allowing opportunity to browse and check-out materials. Materials will be purchased for the parent center to assist, as requested and approved by Parent and Family Engagement committee, with parenting ideas and practices and to help parents at home in helping their children achieve academic success. Check-out is on the honor system with a sign-out folder as well as a suggestion sheet will also be available for parental input. In addition, Reagan Harrell (Parent and Family Engagement facilitator), will collaborate with parents/teachers to provide specific materials to be used in the classroom or sent home from the parent center if parents are unable to visit the school using "prescriptions." Example materials include:

- Title I Plan
- Literacy and math learning games
- Technology
- Student and parent reading materials/Bilingual materials available on numerous topics
- Parenting books/magazines for real-world application.

In the 2021-2022 school year, district and school level employees will utilize Screencastify to explain teacher resources and technology to parents. The district also plans to provide parents access to GoGuardian as a way for parents to monitor their child's internet usage at home.

5: Coordination

Teachers utilize and yearly document guest speakers from the community in their instruction. During the 2021-2022 school year, teachers incorporated guest speakers virtually due to COVID restrictions as well as in-person. Kindergarten students at Westside Elementary go on a yearly community helpers field trip where local community members assist in providing knowledge of the community to students. Teachers have access to a list of parents and family members who have volunteered to present as guest speakers. Teachers are encouraged to utilize this list when planning curriculum in order to engage students while utilizing community members.

Parents and families will be encouraged to participate in field trips, classroom activities, Literacy night, Math/Science/Wellness night, family nights, various volunteer opportunities, and home-based learning such as HIPPY and the use of parent center materials. Our district has ABC preschools that service low socioeconomic families throughout the district. During the 2021-2022 school year, a majority of awards assemblies, school spirit days, celebrations such as book character day and Dr. Seuss Day, our school talent show, and various other school-wide events were recorded using Zoom and Google Meet. Parents were provided with the video link in order to watch these celebrations since they were unable to attend in person due to COVID restrictions. This school year, we will continue to incorporate the utilization of Zoom and Google Meet recordings during special events as a way to include all parents in their child's learning and celebrations.

In the weekly newsletter sent out by the school's principal, as well as newsletters sent out by teachers weekly, parents will be given tips to support responsible parenting. Parenting books are available to be checked out in the parent center as well. Our school counselor also includes a section called "Counselor's Corner" in the weekly newsletter that provides tips and parenting suggestions to address their child's Social and Emotional needs.

To take advantage of community resources, the Greenbrier Public School District will consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. Alumni Organizations are represented by former High School students and accessible to all Greenbrier graduates.

In order to take advantage of community resources, Westside Elementary School will continue to support our Parent Teacher Organization (PTO), which fosters parental and community involvement within the school. Elected officers lead this organization and collaboratively make decisions affecting the children and families in our school. The leaders of this organization will also be utilized in making appropriate decisions regarding school policies..

Community resources will be utilized to strengthen school programs such as the following:

- Westside Elementary sends home weekly backpacks with food for students in low socioeconomic families. Food is provided by local churches and businesses.
- Local businesses donate food and prizes for drawings for literacy night, math/science/wellness night, and family night.
- VIP (Very Important Panthers), an after-school program for low socioeconomic students, is provided with resources to help students become productive citizens in our community. Local cosmetologists, musicians, and businesses provide their services to benefit the students' learning and growth.
- Fun Friday Clubs utilize community members to teach skills and specific trades to students.

All stakeholders are engaged throughout the year in creating, advising, and amending the plan to provide a comprehensive and coordinated parent and family engagement vision. This plan will be included in the school's improvement plan.

6: Annual Title 1 Meeting

Westside Elementary School will conduct an annual, stand alone, Title I Meeting (Part A, Act 397) in October 2022 to inform parents about their rights to be involved in the planning, review, improvement of parental programs, as well as their benefits, the schoolwide program authority, and the ability of the school to consolidate funds from federal, state, and local sources. Westside Elementary School will provide parents of students receiving Title I services information about the following components:

- Parents Right to Know (a requirement letting parents know the qualifications of individual teachers posted on the Westside Elementary School's website),
- Annual Report Card (this is the report card for the district, which tells how all schools performed on state assessments such as NWEA MAP testing, ACT Aspire, etc. If a parent wants the annual report card specifically for Greenbrier Public Schools, this will be provided for them),
- Individual Student's Assessment Report (state assessment results and report cards for their children),
- Written State Complaint Procedures (distributed in the parental information packets),
- Parental Communication (parents and the school/staff can communicate by: in person, contact by phone, emails, letters, flyers, Facebook, etc)
- Disabled parents to ensure meaningful participation in Title I, Part A Programs. Communication with disabled parents will be as effective as communication with all other parents

7: School Parent Compact

School staff, parents, and students developed a school-parent-student compact by collaborating with parents, students, and staff to develop how all stakeholders share the responsibility for improving 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. There will be an annual review and update of our School/Parent Compact each school year, which will be included in the Student Handbook. All stakeholders will sign and return a handbook signature page as evidence of distribution at orientation.

Parents will be distributed a Parental Engagement Survey in order to welcome parents into our school. Westside Elementary School will use the compiled surveys to create an ongoing Volunteer Resource Book listing the interests, preferences, and availability of volunteers so that school staff may determine how frequently a volunteer would like to participate. The Resource Book is easily accessible and located in the Westside Elementary School Parent Center, which will also include options for those who are available to help at home and help match school needs with volunteer interests. Parents will be involved in a variety of roles.

Westside Elementary School will conduct two Parent/Teacher conferences held October 2022 during flexible scheduling of 2:00-7:00 and February 2023 from 10:00am-6:00pm to discuss students' progress, address the concerns of parents and teachers, and provide assistance to parents in understanding content on how to monitor their child's progress, standards, an explanation of the interventions teachers are using to assist the child in reaching achievement goals, and academic assessments, as well as provide each student with a copy of his/her report card in order to improve academic achievement. Parents will be asked to engage in discussion on how they can support these efforts. During these conferences, parents are offered a description and explanation of the assessments used to measure student progress and achievement levels of challenging State academic standards.

In addition, parents, as a full educational partner, may request a meeting to discuss and formulate suggestions as well as participate in decisions about the education of their children and family. Parents may also request a time to observe their child's learning environment.

8: Reservation of Funds

Westside Elementary is allocated \$2,000 for Title 1 funding. During a parent meeting, we will discuss how the \$2,000 will be spent in order to increase opportunities for parent and family engagement. During the 2021-2022 school year, various literacy resources were purchased for our school parent center. These resources primarily focused on literacy activities such as phonics and word building games. A book was also purchased for every Westside student in order to promote literacy at home. Based on survey results, more literacy games and resources that are based on the Science of Reading will be purchased this school year.