

Westside Elementary School

PARENT AND FAMILY ENGAGEMENT INFORMATIONAL PACKET

2023-2024



Contents:

- Parent and Family Engagement Plan
- Parent's Right to Know Letter
- Recommended role of parents, student, teacher, and school
- Ways for parents to become involved in school and child's education
- School year activities that encourage parent and family involvement
- System for parents/teachers/principal to communicate regularly in a two-way, meaningful manner
- Process for resolving concerns
- Parent Center materials available for parent check-out
- Useful ideas, websites, Smartphone apps, and links per grade level

Please scan the QR Code below to acknowledge that you have received a copy of this packet. Thank you!



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, these stakeholders are expected to maintain effective communication among themselves as well as take on their own specific responsibilities in order for the student to learn 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)

The curriculum for Math and Literacy is based on the Arkansas Academic State Standards. The curriculum used for Science and Social Studies is based on the Arkansas Science Standards and Arkansas Social Studies Standards. These standards can be viewed at <http://www.arkansased.gov/divisions/learning-services/curriculum-and-instruction>.

Westside Elementary Volunteer Survey

We need you at Westside Elementary! If you would like to share or volunteer at our school, please scan the QR code 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 you to do so! Our students can benefit from your expertise and we want to provide them with information and experiences that enable them in becoming diverse adults.



**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.



September 12, 2023

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, please contact your child's school by phone at 501-679-1029 or by e-mail at krogmank@greenbrierschools.org

Should you have any other questions regarding your child's education, please do not hesitate to contact us at 501-679-1029.

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:

- Guided Reading Leveled Books and Parent Packs
- 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

Helpful Websites and Tips to Use at Home with Your Child

Kindergarten:

- Website: starfall.com
- Literacy Tip: Have your child find letters from functional text (newspapers, sale ads, etc.) to build letter recognition.
- Math Tip: Use dried pasta, cereal, etc to practice counting like objects from 1-100.

First Grade:

- Website: spellingcity.com, starfall.com
- Literacy Tip: Use decoding strategies “word helpers” to help your child decode unknown words.
- Math Tip: Practice addition and subtraction fluency facts 0-20.

Second Grade:

- Website: funbrain.com, learninggamesforkids.com, spellingcity.com
- Literacy Tip: After reading a book, ask your child questions to improve comprehension. (Who? What? Why?)
- Math Tip : Practice addition and subtraction fluency facts 0-20.

Third Grade:

- Website : readwritethink.org, 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 : internet4classrooms.com
- Literacy Tip : When preparing meals, have your child read the recipe.
- Math Tip : Use a restaurant menu to practice making change.

Fifth Grade:

- Website: bensguide.gpo.gov,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.

Do you have an idea of materials that would be beneficial in our *Parent Center*? To share your suggestions, please contact Kourtnie Bartolotta at bartolottak@greenbrierschools.org or Natalie Reynolds at reynoldsn@greenbrierschools.org

Westside Elementary School

PARENT AND FAMILY ENGAGEMENT PLAN 2023-2024

School Name:	Westside Elementary
Facilitator Name:	Kourtnie Bartolotta and Natalie Reynolds
Plan Review/Revision Date:	May 2023
District Level Reviewer, Title:	Bryce Bennett
District Level Approval Date:	May 2023

Committee Members, Role:

First Name	Last Name	Position
Kourtnie	Bartolotta	Parent and Family Engagement Facilitator
Natalie	Reynolds	Parent and Family Engagement Facilitator
Kelley	Krogman	Principal
Caroline	Baker	Assistant Principal
Maggie	Lyra	Teacher
Steven	Thorpe	SRO, Parent
Candance	Zachary	Parent

1: Jointly Developed

Westside Elementary School has a Parent & Family Engagement Committee, which includes parents and staff members. The parents represent a culturally 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 2023 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 2024, the committee will meet for an evaluation of the Parent and Family Engagement Program based on results from school wide surveys. These results will be used to review and update the Parent and Family Engagement Plan. If a parent finds the plan unsatisfactory, the parent's comments will go to the principal who will then address them with the district. 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: Annual Title I Meeting

Westside Elementary School will conduct an annual, stand alone, Title I Meeting (Part A, Act 397) in October 2023 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: a. Parents Right to Know (a requirement letting parents know the qualifications of individual teachers posted on the Westside Elementary School's website), b. 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), c. Individual Student's Assessment Report (state assessment results and report cards for their children), d. Progress Review, e. Written State Complaint Procedures (distributed in the parental information packets), f. Parental Communication (parents and the school/staff can communicate by: in person, contact by phone, emails, letters, flyers, Facebook, etc), g. Disabled parents to ensure meaningful participation in Title I, Part A Programs (The communication with disabled parents will be as effective as communication with all other parents. Westside Elementary School will furnish appropriate auxiliary aids and services when necessary to afford parents with disabilities an equal opportunity to participate in and enjoy the benefits of Title I, Part A programs, services, activities, including Parent and Family Engagement provisions), h. description of the curriculum, i. information on forms of academic assessment used to measure student progress as well as the information on the proficiency level students are expected to meet, j. right to request a meeting (parents can request a meeting if they want to formulate suggestions and/or participate in decisions to be made about their child's education).

3: Communications

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.

Westside Elementary will prepare and distribute informational packets in September of 2023 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.

Meetings will be offered at various times and online as needed.

4: School-Parent Compact

School staff, parents, and students developed a school-parent-student compact by collaborating with parents 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 signed and returned 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.

5: Reservation of Funds

Westside Elementary is allocated \$1000 for Title I funding. During a parent meeting, we will discuss how the money will be spent. In a weekly newsletter sent out by the Assistant Principal, parents will be asked to contribute ideas for how the \$1000 will be spent to improve the parent center.

6: Coordination of Services

Teachers utilize and yearly document guest speakers from the community in their instruction. 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.

Parents and families will be encouraged to participate in field trips, classroom activities, Literacy night, Math/Science/Wellness night, family night, 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.

In the weekly newsletter sent out by the assistant principal, as well as newsletters sent out by teachers, parents will be given tips to support responsible parenting. Parenting books are available to be checked out in the parent center as well.

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 accessibility 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.

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.

7: Building Capacity of Parents

A description and explanation of the curriculum in use is provided on the district website under the academics tab.

Westside Elementary School will send parents a parent-friendly letter that explains their child's test results and standardized test scores from the previous school year.

Westside Elementary School will conduct two Parent/Teacher conferences held October 2023 during flexible scheduling of 2:00-7:00 and February 2024 from 2:00-7:00 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.

Westside Elementary School will distribute with every student a weekly newsletter to parents that is developed with participation of the parent-school organization (PTO), principal, staff and parent volunteers. 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.

Westside Elementary School will provide all parents the opportunity to receive weekly e-mail announcements. Facebook and Twitter notifications, as well as Remind 101 and Alert Now phone calls are also used in order to give information concerning upcoming school events and opportunities to be involved in the education of his/her child.

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 2020. 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 a parent 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: 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.

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

8: Building Capacity of School Staff

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 the administrators to review.

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. This designee will attend the state Parent and Family Engagement conference to acquire skills to increase involvement of low socioeconomic parents. 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.

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.

9: Building Capacity - Discretionary

Parents and community members were invited to attend staff training during back to school professional development to obtain input on our core beliefs, promises, mission, and shared vision.

Literacy training is provided for teachers and paid for by the district to improve instructional strategies in the classroom as well as share best practices with families.

Parental involvement activities such as literacy night, math/science/wellness night, and family nights are funded by the school so that parents can attend. Purchases include advertising, food, drinks, door prizes, and educational supplies. Childcare is also provided for educational nights so parents can focus on the content being taught.

Elected officials of the PTO are trained in ways to enhance the involvement of other parents.

School meetings, such as parent-teacher conferences, are offered at a variety of times (2:00-7:00 pm). If parents are unable to attend at those times, teachers work collaboratively with parents to schedule a better time. When parents are unable to come up to the school for a conference, administrators and teachers will conduct in-home conferences to maximize parental involvement and participation in their children's education.

Westside Elementary will adopt and implement model approaches to improving parent and family engagement.

A district-wide parent advisory council will be developed by Stephanie Worthey, district Parent and Family Engagement Coordinator, to provide advice on all matters related to parental involvement in Title 1, Part A programs.

Community-based organizations and businesses will be involved in parent and family engagement activities through the use of donations as well as attendance in events.