

AR
HARTFORD ELEMENTARY SCHOOL (Hackett School District)
512 LUDLOW STREET
HARTFORD AR 72938
479-639-2831

School Parent and Family Engagement Plan

This form was adapted from, *A Toolkit for Title I Parent Involvement.* Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement.* Austin, TX: SEDL.

Hint

District

Hartford Elementary School

Grade Levels

K - 6

Building Facilitator and District Coordinator

Gladys Rink-Building Facilitator; Vickie Webb-District Coordinator

Title I Status

- Schoolwide
- Targeted Assistance
- Non-Title I School

Percent of free and reduced lunch

88%

Parent and Family Engagement Committee Members

(Select "Repeat" to open more entry fields to add additional team members)

Enter committee members

First Name

David

Last Name

Lee

Position

Enter committee members

First Name

Gladys

Last Name

Rink

Position

Counselor, Parent and Family Engagement Coordinator

Enter committee members

First Name

Mandy

Last Name

VanVekoven

Position

Classroom Teacher

Enter committee members

First Name

Katy

Last Name

Gordon

Position

Media Specialist

Enter committee members

First Name

Rhonda

Last Name

Woods

Position

Classroom Teacher

Enter committee members

First Name

Nancy

Last Name

Hearron

Position

Parent

Enter committee members

First Name

Angela

Last Name

Gragg

Position

Parent

1. List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.

- **For all contacts on the Parent and Family Engagement Information, you may contact Gladys Rink, Parent Involvement Coordinator, Contact Number: 479-639-2900.**
- Hartford Elementary School will distribute a monthly newsletter to parents that is developed with the 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, organizational skills, and study skills. Contact Person: Teresa Wooten, Elementary Secretary; Contact Number: 479-639-2831.
- Teachers of grades K - 3 will send home a folder containing student papers and work samples each week.

Parents will be asked to sign the folder and send it back to school. Contact Person: Gladys Rink, Parent and Family Engagement, Contact Number 479-639-2831; Timeline: October - April.

- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. Contact Person: David Lee-Principal; Contact Number 479-639-2831; Timeline: October- April.
- The school will provide to parents progress reports three times a year with information regarding their child's academic progress and upcoming classroom and school events. Contact Person: David Lee - Principal; Contact Number: 479-639-2831; Timeline: September; November; April.
- The school will provide to parents reports/report cards each quarter term with information regarding their child's academic progress. Contact Person: David Lee - Principal; Contact Number: 479-639-2831; Timeline: October; January; March; May.
- The school will create a Web site (www.hackettschools.org) to house pertinent information for the administration, staff, school activities, school calendar, school statistics, and special programs. Parents may use e-mail to communicate with members of the school staff. Contact Person: Burl Spears, Technology; Contact Number, 479-639-2831.
- The school will use the school Web site, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request. Contact Person: Vickie Webb, Special Programs, Contact Number, 479-638-8822.
- The school will use the Automated School Messenger Phone Service and a School Mobile APP to provide information about school activities. Contact Person: David Lee, K-12 Principal; Contact Number: 479-639-2239; Timeline: As Needed

2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)

August 10	Open House; 7th Grade Orientation
	STAR Ice Cream Social
August 10	First Day of School
August 21	Hartford Livestock Show
Aug 31	Blood Drive
August 31	Senior pictures/school portraits
September 4	Labor Day Holiday
August 21	Hartford Livestock Show
August 23	Sebastian County Fair
Aug 31	Blood Drive
August 31	Senior pictures/Fall portraits
September 4	Labor Day Holiday (No School)
September 27	Ark/Ok State Fair/FFA Day
September 19	NO SCHOOL for Students
September 19	Parent-Teacher Conferences
October 9	Flu Clinic
October 13	End of 1 st Quarter
October 18.	ASVAB Test.
October 31	Picture Retake /Club Pictures
November 1	Blood Drive

November 10	Veteran's Day Program	
November 20-24	Thanksgiving Break	
December 14	Star Luncheon	
December 12	Elem/ HS Christmas Program	
December 18-19	Semester Tests	
Dec 19	End of 2 nd Quarter	
Dec. 20-Jan. 2	Christmas Break	
January 4	Classes resume	
January 15	Martin Luther King Holiday NO SCHOOL	
January 19	Homecoming	
February 14	Blood Drive	
February 19	President's Day Holiday NO SCHOOL	
February 27	11 th Grade Free ACT Testing	
March 9	End of 3 rd Quarter	
March 15	Parent-Teacher Conferences	
March 16	NO SCHOOL	
March 19-23	Spring Break	
April 12	Elementary Music Concert	
April 17	Senior Servitude Auction	
April 19	Senior Servitude Day	
April 19	Blood Drive	
April 20	Proficiency Reward Day	
April 21	Prom	
April 24-25	ACT Aspire 7-8th grade	
April 26-27	ACT Aspire 9-10th grade	
April 27-28	Trap Team Regionals	
May 3 & 4	Senior Finals	
May 4	Last Day for seniors	
May 5-6	Senior Trip	
May 7	Graduation Practice/Senior Sidewalk	
May 8	Baccalaureate	
May 11	AP US History Testing	
May 10	Living Museum-Elementary	
May 10	FFA Cookout	7:00 PM
May 12	Graduation	8:00 PM

May 15	Athletic Banquet	7:00 PM
May 16	AP Language & Composition Testing	
May 17	National Honor Society Ceremony	7:00 PM
May 18	High School Awards Assembly	2:40 PM
May 23-25	Semester Finals	
May 24	Kindergarten Graduation	8:30 AM
May 24	Elementary Awards Assembly	9:30 AM
May 24	6 th Grade Graduation	1:30 PM
May 25	Last Day of School	

3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

- Hartford Elementary will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during Meet the Teacher Night. Teacher will explain the requirements to parents and encourage them to become involved in the school. A brief training session 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.
- Parents will be provided with the information to access the Department of Education website tools for parents and given opportunity for assistance from the school to access this site. On the volunteer sheet of opportunities, we will also ask parent to list subjects that they need help with such as helping their child read, etc.
- The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understanding of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent and family engagement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- 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.
- (Staff Development) The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parent and family engagement strategies. No fewer that three (3) 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.

4. How will your school work with parents to create a School-Parent-Compact?

- School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students 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. All stakeholders will sign the compact.

5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title

I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?

- The school will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
 - The Hartford Alumni will serve in an advisory capacity for the school improvement process. They will continue to meet each year and encourage Hartford students to continue their education by awarding scholarships to one or more graduates each year.
 - The school will enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
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6. How will your school provide resources for parents?

- The teachers will distribute Informational packets at Meet the Teacher Night, Curriculum Night, or Parent Teacher Conferences each year that includes a copy of the school's Parent and Family Engagement plan, survey for volunteer interests, recommended roles, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (school mobil app, notes, phone calls, email...)
 - 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.
 - The school will create a parent center.
 - The school will include in the student handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
 - The principal will designate a certified staff member who is willing to serve as a parent facilitator.
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7. How will your school engage parents in the evaluation of your parent and family engagement efforts?

- The school will engage parents in the annual evaluation of the Title I, Part A Program's parent and family engagement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.
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8. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?

- The school will ask parents to fill out a parent interest survey at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
 - The school will use the results of the parent interest survey will be used to plan the parent and family engagement activities for the year.
 - The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parent and family engagement plan evaluation.
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9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)

- Hartford Elementary will conduct the Annual Title I Meeting during the first semester. The agenda, the sign-in sheet and the minutes for this meeting Will be generated separately from any other events and kept on file in the Federal Coordinators office.

****After completion of this form, the school should print and submit to district for review and approval. Once approved, the school is required to post their School Parent Plan on their website.***