Booker T. Washington Elementary School
2023-24 Parent & Family Engagement Plan

Committee Members
Aleta Posey, Principal
Michelle Moore, Asst. Principal
Tonya Sproles, School Counselor/Parent Facilitator
Teffine Green-Craig, Parent Coordinator
Angelia Johnson, Community School Site Coordinator
Tamela Holmes, PTA President
Ermalene Coleman, Parent
Kelly Holmes, Special Education
Yinka Stuckey, Teacher
Samuel Morales, Student
Morris Williams, Community
Lamonda Corder, School Nurse

Jointly Developed

Washington Elementary School will communicate with our parents to support classroom instruction by distributing a monthly Wildcat monthly calendar of events and news developed by the Parents and Family Engagement Committee, students, principal, teachers and parent volunteers to increase parents and family engagement. Michelle Moore is responsible for getting out the calendar of events. (501) 447-6700 Parents will be able to access their child’s grades and progress on a weekly basis using HAC (Home Access Center). Martha Bryant, EAST Lab Teacher, will assist you with HAC Passwords. (501) 447-6750. Each teacher can be contacted via e-mail or telephone. (501) 447-6700.
The Student Handbook is available online at English/Spanish https://www.lrsd.org/domain/422. Parents are given a form to sign and return regarding the School-Parent Compact. The stakeholders will meet and discuss the compact. The committee will invite parents, staff and the community partners to be involved in a variety of ways and provide information about improving student achievement.
Regular and meaningful two-way communication will be addressed through conferences, progress reports, ClassDojo, Schoology, Social Media and volunteering. Aleta Posey (501) 447-6702 and Michelle Moore (501) 447-6795.

Our family information packet, which includes the Washington’s Parents and Family Engagement Plan, contains a list of activities, a list of teachers and the grades they teach, along with the school contact information and will be included in the Parent and Family Engagement Information Packet. Hard copies of the information packet will also be available in the Washington Parent Center. Parents will be notified that the Parent Information Packets are posted on our school website via our monthly “Wildcat Chat” calendar of events and news, ClassDojo, Schoology and ParentLink. Tonya Sproles (501) 447-6763 and Teffine Green-Craig (501) 447-6740 are responsible for disseminating the Parent and Family Engagement Information Packets.

The Washington Parent and Family Engagement Plan will be developed by the collaboration between individuals on the Parent Involvement Committee which will include parents and other stakeholders. An invitation will be extended to all parents via email, ClassDojo and Washington’s social media and various school communications to contribute to the initial development of our Parent and Family Engagement Plan. A survey will be offered in the Spring semester to invite parents to review, update and improve the Parent and Family Engagement Plan to meet the changing needs of parents and the school.

Interpreters are provided when necessary for families who speak a language other than English for conferences, school activities and other parent engagement events. Parents will be informed that the District Parent and Family Engagement Plan is available online during Parent Teacher conferences for parents to review. Teachers will have parents to sign-off that they have been informed of the plan.

Washington Elementary School will plan meetings at various times to increase parental involvement, engage families, and build staff and parent capacity. Some of those meetings are listed below and can be found in the monthly Wildcat Chat calendar of events and news along with other school events and meetings.

Washington Elementary School will provide opportunities for parents to be involved in the development, implementation, and evaluation of Annual Title I, Part A Program by including parents in the decision-making process regarding the allocation of the said funds. September 2023. Aleta Posey 447-6702 and Michelle Moore 447-6795.

**Communication**

Washington will communicate and collaborate in person as well as virtually with parents to inform them of parent conferences, events and other important activities via ClassDojo, social media and the LRSD virtual education platform, Schoology. We will refer parents to the Washington Ready for Learning Plan as well as the LRSD Ready for Learning Plan for specific
information regarding the guiding principles that address our response to the Covid pandemic. We will adhere to the protocols set forth by the Little Rock School District.

**Washington Elementary School Calendar of Activities 2023-2024**

- Activity Date, Time, and Contact Person
- Grandparents’ Day: September 2023 Lunch Times (Tamela Holmes 447-6700)
- SIP/Title I Parent Meeting: September 2023 - 5:30pm (Aleta Posey 447-6700)
- Open House: September 2023 6:00pm (Aleta Posey 447-6700)
- Community School Quarterly Fundraisers: September 2023, December 2023, February 2024, and April 2024 (Angelia Johnson 447-6734)
- Scholastic Book Fair: September 2023 8:00 – 3:30 pm (Betty Larry 447-6706)
- Check Us Out Tours: October 2023 9:00 – 1:00 pm (Tonya Sproles 447-6763)
- Parent Conference Days: October 2023 3:00 – 6:00 (Classroom Teachers 447-6700)
- Eat Lunch with Your Child: October 2023 Lunch Times (Classroom Teachers 447-6700)
- Leadership/Honors Assembly: October 2023 - 9:00am (Tonya Sproles 447-6763)
- Fall Festival: November 2023 - 5:30pm (Tamela Holmes 447-6700)
- Veterans Day Observation: November 2023 - 8:30am (Tonya Sproles 447-6763)
- Open Enrollment: December 2023 - 8:00 – 3:00 pm (Phyllis Ellis 447-6700)
- Winter Classroom Parties: December 2023 - 1:15 – 2:00 pm (Classroom Teachers 447-6700)
- Monthly Community Café Dinner and Event (3rd Thursdays): 4:30 – 5:30pm (Angelia Johnson 447-6734)
- Monthly PTA meetings (3rd Thursdays): 4:00 – 4:30 (Tamela Holmes 447-6700)
- Leadership/Honors Assembly: January 2023 - 1:00pm (Tonya Sproles 447-6763)
- 3-5 Winter Ball January 2024 - 5:30 – 7:30 pm; and K – 2 Sweetheart Ball February 2024 - 5:30 – 7:30 pm (Tamela Holmes 447-6700)
- Black History Program February 2024 - 1:00 – 2:00 pm (Joyce Johnson 447-6758)
- Valentine’s Day Parties February 2024 - 1:15 – 2:00 (Classroom Teachers 447-6700)
- Parent Conference Days February 2024 - 3:00 – 6:00 pm and 8:00 – 12:00 pm (Classroom Teachers 447-6700)
• Family Night: March 2024 - 5:30 – 6:30 pm (Teffine Green-Craig-447-6740) (Angelia Johnson 447-6734)

• Computer Power Day/Central East Cluster Event: March 2024 8:00 – 3:00pm (Tonya Sproles 447-6763) (Teffine Green-Craig 447-6740)

• Honors Assembly/Tribute to BTW April 2024 - 1:00pm (Tonya Sproles 447-6763) (Aleta Posey 447-6700) (Betty Larry 447-6706)

• Talent Show: May 2024 - 1:00 pm (Joyce Johnson 447-6758)

• Field Day: May 2024 - 8:00 – 2:00 pm (Laquita Ensminger 447-6760)

• Leadership/Honors Assembly: May 2024 - 1st - 4th Grade 1:00 pm (Tonya Sproles 447-6763)

• Kindergarten Promotion: May 2024 - 8:30am (Portia Casey 447-6745)

• 5th Grade Promotion: May 2024 - 9:30 am (Sabreen Al-Uqdah 447-6790)

• Staff Appreciation Days: Every month (Cynthia Barnes 447-6756 and Tamela Holmes 447-6700)

• Jane Mendel Reading Day: November 2023 (Betty Larry 447-6706)

• Red Ribbon/Drug Free Week: October 2023 (Tonya Sproles 447-6763)

• Artistry In The Rock: March 2024 (Angelo Thomas 447-6757 and Joyce Johnson 447-6758)

• Bank Day: 3rd Friday of the month (Angelia Johnson 447-6734)


Volunteer Opportunities

• LRSD ViPS Registration – (Tonya Sproles 447-6763)

• Daily Parent Volunteers – (Classroom Teachers 447-6700)

• Community School Café Dinner/Grab-n-Go events – (Angelia Johnson 447-6734)

• Book Fair/Helpers – (Betty Larry 447-6706)

• Field Day Volunteers – (Laquita Ensminger and Tamela Holmes 447-6700)

• Volunteer Readers – (Betty Larry 447-6706)

• Teacher Appreciation Week Volunteers – (Tamela Holmes 447-6700)

• PTA Officer/Committee Leadership Opportunities - Tamela Holmes 447-6700
The F.A.C.E. Team (Families And Community Engagement) oversees the following, but we need the support and participation of the entire staff and volunteer stakeholders to secure the WIN-WIN!

Check-In (August), Back-to-School Bash (August), Peace Week/Parade (September), MLK Parade (January), SoMardi Gras Parade (February), Washington Day (March), Autism Awareness (April) and National Volunteer Week (April). Please see our Community School Site Coordinator, Angelia Johnson 447-6734, for more information about these events.

Washington Elementary School will communicate with our parents in the following ways to increase Parents and Family Engagement in supporting classroom instruction by distributing a monthly Wildcat Chat calendar of events and news developed by the Parents and Family Engagement Committee, students, principal, teachers and parent volunteers. Aleta Posey and Michelle Moore are responsible for getting out the calendar of events. (501) 447-6700

Parents will be able to access their child’s grades and progress on a weekly basis using HAC (Home Access Center). Martha Bryant, Technology Specialist, will assist you with HAC Passwords. (501) 447-6750. Each teacher can be contacted via e-mail or telephone. (501) 447-6700.

The Student Handbook is available online at English/Spanish https://www.lrsd.org/domain/422. Parents will be notified that the Parent Information Packets are posted on our school website via our monthly “Wildcat Chat” calendar of events and news as well as ParentLink, ClassDojo, Schoology, Social Media and other current technology resources. They will also be notified during PTA meetings. Interpreters are provided when necessary for families who speak a language other than English for conferences, school activities and other parent engagement events. PARENTS MAY HAVE THE OPPORTUNITY TO SIGN-OFF ON THE DISTRICT PARENT & FAMILY ENGAGEMENT PLAN DURING PARENT TEACHER CONFERENCE. Parents will be informed that the District Parent and Family Engagement Plan is available online during Parent-Teacher conferences for parents to review. Teachers will have parents to sign-off that they have been informed of the plan.

Washington Elementary School will plan meetings at various times to increase parental involvement, engage families, and build staff and parent capacity. Some of those meetings are listed below and can be found in the monthly Wildcat Chat calendar of events and news along with other school events and meetings. Parents are encouraged to view the Title I Plan located in the Parent Center and on the school HAC home page. Or @ https://www.lrsd.org/Page/9

The school’s process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions will be included in the Little Rock School District Student Handbook. Aleta Posey 447-6702 and Michelle Moore 447-6795.

Building Staff Capacity
Washington Elementary School will plan meetings at various times to increase parental involvement, engage families, and build staff and parent capacity. Those meetings can be found in the monthly Wildcat Chat calendar of events and news along with other school events and meetings. Meeting dates/times will also be announced in ParentLink, ClassDojo, Schoology and our social media platforms. Teachers, administrators, and school staff will receive ongoing professional development to receive strategies to enhance parent engagement. Parents will have opportunities to voice their suggestions for activities during monthly PTA meetings as well as by submitting concerns to our school parental involvement committee. Washington Elementary School faculty/staff and parents of Washington students will support each student’s educational and instructional program as demonstrated by signed and completed School-Parent Compacts. Aleta Posey 447-6702 and Michelle Moore 447-6795.

Washington will also become a Leader In Me school by implementing the 7 Habits of Highly Effective People principles and teaching students to become leaders in the school. We will utilize the strategies of Positive Behavior Interventions and Supports (PBIS) to improve our school climate and decrease disciplinary disparity. We will maintain productive, positive and respectful relations among all individuals by using restorative practices when addressing behavior and discipline.

One certified and one classified staff members are designated to serve as Parent Facilitator and Parent Coordinator. Tonya Sproles (certified) 447-6763 and Teffine Green-Craig (classified) 447-6740.

**Building Parent Capacity**

Washington Elementary School will plan meetings at various times to increase parental involvement, engage families, and build staff and parent capacity. Meeting dates and locations will be sent via email, phone calls, ClassDojo and Schoology. They may also be noted in the monthly Wildcat Chat calendar of events and news along with other school events and meetings.

Washington will provide developmentally appropriate learning activities for the home environment. The Parent Center has activities that parents can use in the center with their child. Tonya Sproles 447-6763, Teffine Green-Craig 447-6740 and Angelia Johnson 447-6735.

Washington Elementary School faculty/staff and parents of Washington students will support each student’s educational and instructional program as demonstrated by signed and completed School-Parent Compacts. Classroom teachers 447-6700.

Washington Elementary School will provide resources for parents by allowing parents to check out materials, check grades and visit educational websites while visiting the Parent Center or the Media Center. Parent Center Hours of Operation are 7:45am - 3:00pm. Teffine Green-Craig 447-6700, Tonya Sproles 447-6763 and Angelia Johnson 447-6735. Parents are encouraged to view the Title I Plan located in the Family & Community Engagement Center (F.A.C.E.) and on the school HAC home page. Or @ [https://www.lrsd.org/Page/9](https://www.lrsd.org/Page/9)
The school’s process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions will be included in the 2023-24 Little Rock School District Student Handbook. Aleta Posey 447-6702 and Michelle Moore 447-6795.

Washington Elementary School will use the Parent Interest Surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year by asking parents to fill out a survey at the beginning of the school year. We will use the survey to plan the parent and family engagement activities for the year. Teffine Green-Craig 447-6740, Tonya Sproles 447-6763 and Angelia Johnson 447-6735.

Booker T. Washington Elementary School is a member of Johns Hopkins University National Network of Partnership Schools (NNPS). The NNPS School, Family and Community Partnership model is designed to enhance parent participation and involvement in the school and community. The model is researched based and references six types of involvement: Parenting, Communicating, Volunteering, Student Learning, Decision-Making and Collaborating with the Community. To support the six types of involvement, Washington Elementary School participates on the LRSD NNPS. At this time, Washington has been designated by the LRSD in the Network Tier 3 cluster of schools. Teffine Green-Craig 447-6740 and Tonya Sproles (501) 447-6763.

**Coordination**

Washington has been named as a Community School by the Little Rock School District and the City of Little Rock. Our building will offer wraparound services to students and their families as well as people in the community in the form of a health clinic, dental bus and food pantry. Community Café dinners (Grab-n-Go) will also be available monthly during the school year. Angelia Johnson, Community School Site Coordinator 447-6735, Tonya Sproles, Parent Facilitator 447-6763 and Teffine Green-Craig, Parent Coordinator 447-6740. The Parent Teacher Association will also foster parental and community involvement within the school. We will solicit parents and families to become members of our school PTA during monthly and quarterly school activities and events. We will also encourage the Parental Involvement Committee to solicit parents to join the PTA, attend monthly general PTA meetings and consider running for a PTA officer. Contact Tamela Holmes at 447-6700 for more information about joining the Washington Parent Teacher Association.

**Annual Title 1 Meeting**

Washington is a Title 1 school, so we are required to hold an annual Title 1 meeting. Washington provides schoolwide Title 1 services to all students, so all parents will be invited to attend the annual Title 1 meeting in September 2023. An agenda will be distributed at the meeting outlining the items to be discussed including the Parent’s Rights to Know Teacher Qualifications. Also, the process for requesting a meeting with a school representative will be discussed during the meeting. For more information, contact Aleta Posey 447-6700, Michelle Moore 447-6700, Tonya Sproles 447-6763 or Teffine Green-Craig 447-6740.