School Parent and Family Engagement Plan

School Name: Booker T. Washington Elementary
Facilitator Name: Ms. Tonya Sproles
Plan Review/Revision Date: 6/1/2020
District Level Reviewer, Title: Kaye Rainey, Parent & Family Engagement Specialist
District Level Approval Date: 

Committee Members, Role:
(Select "Repeat" to open more entry fields to add additional team members)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Aleta</td>
<td>Branch</td>
<td>Principal</td>
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<tr>
<td>Hazel</td>
<td>Harris</td>
<td>Asst. Principal</td>
</tr>
<tr>
<td>Tonya</td>
<td>Sproles</td>
<td>Counselor/Parent Facilitator</td>
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<tr>
<td>Teffine</td>
<td>Green-Craig</td>
<td>Parent Coordinator</td>
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<tr>
<td>Tamela</td>
<td>Holmes</td>
<td>PTA VP/Parent</td>
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<tr>
<td>Rev. Willie</td>
<td>Hick</td>
<td>Community</td>
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</tbody>
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Committee Members, Role:
(Select "Repeat" to open more entry fields to add additional team members)

<table>
<thead>
<tr>
<th>First Name</th>
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<th>Position</th>
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<tbody>
<tr>
<td>LaMonda</td>
<td>Corder</td>
<td>School Nurse</td>
</tr>
<tr>
<td>Yvonne</td>
<td>McDaniel</td>
<td>Primary Teacher</td>
</tr>
<tr>
<td>Franzetta</td>
<td>McNeil</td>
<td>Intermediate Teacher</td>
</tr>
<tr>
<td>Rhonda</td>
<td>Williams</td>
<td>Paraprofessional</td>
</tr>
<tr>
<td>Rockefeller</td>
<td>Elementary</td>
<td>New Parent</td>
</tr>
</tbody>
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1: Jointly Developed

(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?
Booker T. Washington Elementary School

2020-2021 Parent and Family Engagement Plan

Washington Elementary School will communicate with our parents to support classroom instruction by distributing a monthly (at a glance) 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. Aleta Branch and Hazel Harris 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). Kimberley Washington, 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 May 1, 2019 • Page 3 of 18 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 and volunteering. Aleta Branch (501) 447-6702 and Hazel Harris (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 “At a Glance” calendar of events and news as well as a robo-call. Tonya Sproles (501) 447-6763 and Teffine Green-Craig (501) 447-6700 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 Washington’s various school communications to contribute to the initial development of our Parent and Family Engagement Plan. A survey will be offered in the Spring 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 (at a glance) 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 2020. Aleta Branch (501) 447-6702 and Hazel Harris (501) 447-6795

2: Annual Title I Meeting

(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school’s participation as well as the parents’ rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each
of the required components?
Washington Elementary School will conduct an Annual Title I Meeting to inform parents of the requirements of Title 1 and Washington's participation in the Title I, Part A Program. A copy of the LRSD Annual Title 1 Certification form will be submitted to the Title 1 office by November 2020. Washington Elementary School provides Title I services school wide so all parents will be invited to participate in Title I events September 2020. Parents will have the opportunity to receive a copy of the 2020-21 Parent & Family Engagement Information Packets. For more information, contact Aleta Branch (501) 447-6702, Hazel Harris (501) 447-6795 or Tonya Sproles at (501) 447-6763.

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 Central-East School Cluster Team. Deanna Woods (501) 447-6717 and Tonya Sproles (501) 447-6763

3: Communications

(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?
Washington will communicate and collaborate virtually with parents to inform them of parent conferences, events and other important activities via 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 current Covid 19 pandemic.

Washington Elementary School Calendar of Activities 2020-2021
Activity Date, Time, and Contact Person
Grandparents' Day September 2020 Lunch Times Tamela Holmes 447-6700
SIP/Title I Parent Meeting September 2020 5:30 – 6:00 pm Aleta Branch 447-6700
Scholastic Book Fair September 2020 8:00 – 3:30 pm Betty Larry 447-6706
Open House September 2020 6:00 – 7:30 pm Aleta Branch 447-6700
Check Us Out Tours October 2020 9:00 – 1:00 pm Tonya Sproles 447-6763
Parent Conference Days October 2020 3:00 – 6:00 Classroom Teachers 447-6700
Eat Lunch with Your Child October 2020 Lunch Times Classroom Teachers 447-6700
Honor Roll Assembly October 2020 1:00 pm Tonya Sproles 447-6763
Fall Festival November 2020 5:30 – 7:30 pm Tamela Holmes 447-6700
Veterans Day November 2020 8:00 am Tonya Sproles 447-6763
Open Enrollment December 2020, 2019 8:00 – 3:00 pm Phyllis Ellis 447-6700
Winter Classroom Parties December 2020 1:00 – 2:00 pm Classroom Teachers 447-6700 Muffins For Moms Donuts For Dads January 2021 7:15 – 8:15 am Parent Center Tonya Sproles 447-6763
Honors Assembly January 2021 3-5 1:00 K-2 1:30 Tonya Sproles 447-6763

3-5 Winter Ball January 2021 5:30 – 7:30 pm and K – 2 Sweetheart Ball February 2021 5:30 – 7:30 pm Tamela Holmes 447-6700

Black History Program February 2021 Tentative 1:00 – 2:00 pm LaToyya Hunter 447-6767 Valentine's Day Parties February 2021 1:00 – 2:00 Classroom Teachers 447-6700

Parent Conference Days February 2021 3:00 – 6:00 pm 2/21 8:00 – 12:00 pm Classroom Teachers 447-6700


Computer Power Day/Central East Cluster Event March 2021 8:00 – 3:00pm Tonya Sproles 447-6763 Teffine Green-Craig 447-6700

Honors Assembly/Tribute to BTW April 2021 1:00 – 2:00 pm Tonya Sproles 447-6763 Aleta Branch 447-6700 Betty Larry 447-6706

Wildcat Drummers Concert April 2021 1:00 – 2:00 pm Joyce Johnson 447-6758

Mother's Day Celebration May 2021 Lunch Times Teachers 447-6700

Talent Show May 2021 1:00 pm Joyce Johnson 447-6758

Field Day May 2021 8:00 – 2:00 pm Franzetta McNeil 447-6735

Honor Roll Assembly May 2021 1st - 4th Grade 1:00 pm Tonya Sproles 447-6763

Kindergarten Promotion May 2021 9:00am Emory Obermtb 447-6719

5th Grade Promotion/Honors Assembly May 2021 9:00 am Beverly Dennis 447-6790 Ida Branch 447-6732

Last Day of School May 2021 2:35pm Teachers 447-6700

Daily Parent Volunteers - Classroom Teachers 447-6700

Book Fair/Helpers - Betty Larry (501)447-6706

Field Day Volunteers - To Be Announced (501)447-6700

Volunteer Readers - Betty Larry (501)447-6706

PTA Officer/Committee Leadership Opportunities - Tamela Holmes Tamela.holmes@lrsd.org

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 (at a glance) calendar of events and news developed by the Parents and Family Engagement Committee, students, principal, teachers and parent volunteers. Aleta Branch and Hazel Harris 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). Kimberley Washington, 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

EXPLAIN HOW INFORMATION PACKET WILL BE DISTRIBUTE (I.E. HOW WILL PARENTS KNOW THAT THE PARENT INFORMATION PACKET IS POSTED ONLINE OR COPIES AT THE SCHOOL?)

Parents will be notified that the Parent Information Packets are posted on our school website via our monthly "At a Glance" calendar of events and news as well as a robo-call.

EXPLAIN HOW COMMUNICATION TO PARENTS WILL BE PROVIDED TO PARENTS IN LANGUAGE THEY CAN UNDERSTAND 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 in section 3 and can be found in the monthly (at a glance) 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 Branch (501) 447-6702 and Hazel Harris (501) 447-6795.

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 Central-East School Cluster Team. Tonya Sproles (501) 447-6763 and Teffine Green-Craig 447-6700

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4: School-Parent Compact

(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

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 and volunteering. Aleta Branch (501) 447-6702 and Hazel Harris (501) 447-6795.

Our family information packet consisting of Washington's Parents and Family Engagement Plan, a list of activities, a list of teachers and the grades they teach, along with the school. Tonya Sproles (501) 447-6763 and Teffine Green-Craig are responsible for disseminating the information packets. A survey will be distributed to solicit recommendations for Parents and Family Engagement, recommended roles for parents, suggested ways parents can be involved in their student's education, and suggested ways to promote responsible parenting. Aleta Branch (501) 447-6702 and Hazel Harris (501) 447-6795.

Parent’s Copy—a signed copy is on file in your child’s record folder.

LITTLE ROCK SCHOOL DISTRICT

WASHINGTON ELEMENTARY SCHOOL HOME/SCHOOL LEARNING COMPACT

WASHINGTON ELEMENTARY SCHOOL

Student Name: ___________________________________________Grade____________

PARENT/GUARDIAN AGREEMENT (Any adult who is interested in helping with this student may sign in lieu of the parent.)

I want my child to achieve. Therefore, I will encourage him/her by doing the following: ✓ Ensure that my child is on time each day and attends school regularly ✓ Support the school discipline policy ✓ Establish a time for homework and review it regularly ✓ Provide a quiet well lighted place for study ✓ Encourage my child’s efforts and
be available for questions ✓ Stay aware of what my child is learning ✓ Provide a library card for my child ✓ Read with my child and let my child see me read

Signature: ____________________________________________

STUDENT AGREEMENT It is important that I work to the best of my ability. Therefore, I shall strive to do the following: ✓ Attend School regularly; ✓ Come to school each day with pens, pencil, paper, and other necessary tools for learning ✓ Complete and return homework assignments ✓ Observe regular study hours ✓ Conform to rules of student conduct

Signature: ____________________________________________

TEACHER AGREEMENT It is important that students achieve. Therefore, I shall strive to do the following: ✓ Provide appropriate and meaningful homework assignments for students ✓ Provide necessary assistance to parents so that they can help assist with the assignments ✓ Encourage students and parents by providing information about student progress; ✓ Use special activities in the classroom to make learning enjoyable

Signature: ____________________________________________

PRINCIPAL AGREEMENT I support this form of parent involvement. Therefore, I shall strive to do the following: ✓ Provide an environment that allows for positive communication between the teachers, parents and student ✓ Ensure teachers' homework assignments that will reinforce classroom instruction regularly. ✓ Ensure high-quality curriculum and instruction that meets the State's student academic achievement standards ✓ Engage parents in parent-teacher conferences in which this compact will be discussed ✓ Ensure that parents receive frequent reports on their child’s progress ✓ Ensure parental access to staff to support partnerships ✓ Provide parents opportunities to volunteer and observe classroom activities

Signature: ____________________________________________

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**5: Reservation of Funds**

*(If the district receives more than $500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)*

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

LRSD receives over $500,000 in Title I Part A allocation, therefore, each Title I school receives an allocation for parents from the district’s Title I reservation/set-aside. As soon as Washington receives our annual parent and family engagement allocation, we will provide an update to the parents and begin using these funds to support parent & family engagement.

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 2020. Aleta Branch (501) 447-6702 and Hazel Harris (501) 447- 6795.
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6: Coordination of Services

(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Aleta Branch (501)447-6702 and Hazel Harris (501) 447-6795 invites alumni of the school to create an alumni advisory commission and welcomes their participation in our 9th Annual Celebration of Booker T. Washington, April 2021. Tonya Sproles (501) 447-6763, Parent Facilitators, and Teffine Green-Craig, Parent Coordinator. Parent Teacher Association will foster parental and community involvement within the school. Contact Tamela Holmes, Vice-President/grandparent at Tamela.holmes@lrsd.org for more information about Parent Teacher Association.

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7: Building Capacity of Parents

(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student’s academic success.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Washington Elementary School will plan meetings at various times to increase parental involvement, engage families, and build staff and parent capacity. Meeting dates and times can be found in section 3 of this document, in the monthly (at a glance) 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 (501) 447-6763 and Teffine Green-Craig 447-6700.

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 Branch (501) 447-6702 and Hazel Harris (501) 447-6795.

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, Media Center and the Computer Lab. Parent
Center Hours of Operation are 7:45am - 3:00pm. Teffine Green-Craig 447-6700 and Tonya Sproles (501) 447-6763. 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


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 447-6700 and Tonya Sproles (501) 447-6763.

Six Types of Involvement: Keys to Successful Partnerships:

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8: Building Capacity of School Staff

(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents’ assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

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 (at a glance) calendar of events and news along with other school events and meetings. Teachers, administrators, and school staff will receive ongoing professional development to receive strategies to enhance parent engagement. 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 Branch (501) 447-6702 and Hazel Harris (501) 447-6795

One certified and one classified staff members are designated to serve as Parent Facilitator and Parent Coordinator. Tonya Sproles (certified) (501) 447-6763 and Teffine Green-Craig (classified) 447-6700/

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9: Building Capacity - Discretionary

(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)

Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?

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(See complete Arkansas Guide for School Parent and Family Engagement Plan for references)

District Feedback

☐ Attention: Changes Needed!

☑ In Compliance

Comments: