

School Parent and Family Engagement Plan

***Please note: Your 20-21 plan has been populated below. Please make revisions or delete and paste your updated plan for 21-22.**

Click to view Required Components Checklist

(https://www.indistar.org/app/DashboardDocs/Arkansas/2021FamilyEngChecklistComponents_School.pdf)

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School Name:	Jonesboro Kindergarten Center
Facilitator Name:	Paige Cothorn
Plan Review/Revision Date:	5/26/2021
District Level Reviewer, Title:	Suzanne Ray Proctor, JPS FACE Reviewer
District Level Approval Date:	7/29/2021

Committee Members, Role:

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

First Name	Last Name	Position
Becky	Shannon	Principal
Erin	Odom	Assistant Principal
Stephanie	Parish	Instructional Facilitator
Paige	Cothorn	Library Media Specialist/P&F Engagement Coordinator
Meredith	Copeland	Teacher/PATHS Representative/Leadership Team
Shelly	Brown	Teacher/Leadership Team

Committee Members, Role:

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

First Name	Last Name	Position
Laci	Black	Teacher/Leadership Team
Janice	Fletcher	Instructional Facilitator
Brittany	Bryant	Teacher/Leadership Team
Chris	Taylor	Teacher/Leadership Team
Coral	Smith	Teacher/Leadership Team

Committee Members, Role:

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

First Name	Last Name	Position
Megan	Parker	Parent
Chesley	Henson	Parent
Laura	Kelly	Parent
Missy	Tubbs	Community Representative

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?

Hint

- Jonesboro Kindergarten Center will engage parents in the annual evaluation of the Title I, Part A Program's parental involvement 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 the 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.
- JKC shall enable the formation of our PATHS group an organization that will foster parental and community involvement within the school. PATHS meetings are held regularly throughout the school year giving families opportunities to contribute to this process in a meaningful way.
- JKC will involve parents on school improvement planning committees. To support this process, JKC will offer both school staff and parents training on how to contribute to this process.
- Parents can submit comments to the Parent and Family Engagement Facilitator if the Title I Schoolwide Plan is not satisfactory. All comments will be turned in to the district office.

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?

Hint

- Jonesboro Kindergarten Center will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress, and information on proficiency level students are expected to meet. This meeting will be held in August 2021. Becky Shannon, principal at JKC will conduct this meeting either virtually or onsite depending on the CDC's COVID guidelines at that time.
- JKC will hold an annual Title I meeting that will inform parents and families of the requirements of Title I and the school's participation and the parents' rights under Title I.
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, sign-in sheets, and minutes for this meeting must be generated separately from any other events and kept on file in the school's office.

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?

Hint

- JKC will use the school website, jonesboroschools.net/jkc, to house classroom websites for each teacher. Homework assignments and pertinent classroom information will be available on classroom websites. Parents may use email to communicate with members of the school staff.
- Each teacher will send home a color-coded Nicky folder, one color for each different color pod. It will contain student papers and work samples each week. Parents will be asked to sign a parent notification sheet in the Nicky folder and send it back to school.

- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- JKC will provide parents report cards every quarter with information regarding their child's academic progress and upcoming classroom and school events.
- JKC will send parents a parent-friendly letter in the first report card that explains their child's test results and standardized test scores.
- JKC will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings.
- Facebook and Instagram will be used to communicate with parents and teachers.
- JKC will make parents and teachers aware of the SeeSaw and Remind apps to keep parents informed.
- JKC will hold an orientation for parents to inform them about the school's participation in the Title I program and encourage parents to be involved with reviewing and revising the School's Title I Plan. This will take place in August 2021. This meeting will be offered at two separate times to meet various family schedules or sent to families in a video format, depending on the current CDC guidelines.
- JKC will send home notes in Spanish and provide translators for meetings and conferences to ensure that our Non-English-speaking families stay informed.
- The Parent and Family Engagement Plan will be posted on the district website, jonesboroschools.net/jkc, including a "user-friendly" edition for ease of understanding. A parent-friendly version will also be sent home with every student, the bottom of the form will need to be signed and returned to JKC. The name and contact information of the PFE facilitator will also be included, along with contact information. Paige Cothorn, paige.cothorn@jonesboroschools.net, or by calling our office at 870-933-5835.
- JKC will distribute Parent Information Packets each year that includes general information for parents, a description of the Parent and Family Engagement Plan, recommended roles, a survey regarding volunteer interest, a list of activities planned throughout the school year, and ways parents can help by volunteering.
- JKC will send families a "Beginning of the Year Survey" annually to get additional comments and feedback on how we may be able to improve our current parent and family engagement needs.
- Teachers will hold individual conferences in the fall on October 21, 2021, and spring conferences on March 17, 2022, with parents of children in their classrooms. Conferences may be held virtually depending on the CDC COVID guidelines at that time. Parents will be given a summary of student test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in a discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. If more conferences are needed, the parents will be contacted.
- JKC will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Mentor - Throughout the year
 - Tutor - Throughout the year
 - Open House - August 2021
 - Parent-school organization - PATHS - monthly meetings will be held either during the day or in the evening. This will allow JKC to accommodate a larger group of parents.
 - Grandparents Day - September 2021
 - Red Ribbon Week - October 2021
 - Holiday Programs - December 2021
 - Spring Fling volunteers - May 2022
 - Various committees - Throughout the year
 - Various Field Trips - Throughout the year

Note: some activities listed above may be modified to adhere to safety guidelines brought on during the pandemic.

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?

Hint

- Jonesboro Kindergarten Center staff, parents, and students will work together to develop a School/Parent/Student Compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement. This compact will also outline the means by which the school and parents will build and develop a partnership to help students achieve the state's high academic standards. All stakeholders will sign the compact, and it will be returned to school.
- This School/Parent/Student Compact will be handed out at the beginning of the school year, collected, and stored in our JKC front office.
- Parents have many opportunities to connect with teachers, including conferences, emails, phone calls, SeeSaw, the Remind app, Facebook pages, websites, and Instagram.
- Surveys will be conducted in order for parents to choose ways they would like to volunteer. These printed surveys will be sent home in student folders or electronically using Google Forms via SeeSaw. Parents will be encouraged to return or complete these surveys.
- Parents will be notified of multiple ways in which they can volunteer and observe classroom activities throughout the year.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. Opening up two-way, meaningful opportunities for communication.
- JKC will provide parents report cards every quarter with information regarding their child's academic progress and upcoming classroom and school events.
- Teachers will hold individual conferences in the fall on October 21, 2021, and spring conferences on March 17, 2022, with parents of children in their classrooms. Conferences may be held virtually depending on the CDC COVID guidelines at that time. Parents will be given a summary of student test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in a discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. If more conferences are needed, the parents will be contacted.

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?

Hint

- Jonesboro Kindergarten Center will engage parents in the annual evaluation of the Title I, Part A Program's parental involvement 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, school staff, and community members 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 the 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.
- JKC shall enable the formation of our PATHS group an organization that will foster parental and community involvement within the school. PATHS group members will also be engaged in a discussion to help make decisions about how Title I Parent Family Engagement funds are used.
- JKC will involve parents on school improvement planning committees. To support this process, JKC will offer both school staff and parents training on how to contribute to this process in a meaningful way. Parents will be given opportunities to help make decisions about how the funds are used.

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?

Hint

- JKC will take advantage of community resources; the school shall consider recruiting alumni from the school to create an alumni advisory committee to provide advice and guidance for school improvement. JKC will include its PFE plan in the school's improvement plan.
- JKC shall enable the formation of our PATHS group an organization that will foster parental and community involvement within the school.
- JKC will involve parents on school improvement planning committees. To support this process, JKC will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- JKC has a Parent Center located in the library media center with multiple resources available for parents and families for checkout to help promote and support responsible parenting. Materials may be checked out at the request of the teacher or parent and kept for 2 weeks. Teachers may check out items to be sent home with students if the family requests materials for their students.
- JKC will coordinate and integrate parental involvement strategies with community involvement strategies under other programs, such as:
 - JKC Parent PATROL program, where parents volunteer to help teachers and students during the school day.
 - A parent support group will continue to function under the name PATHS (Parents And Teachers Helping Students).
 - Cornerstone United Methodist First Church and the Northeast Arkansas Food Bank provide underserved families with a backpack of food each Friday. Several anonymous individuals donate items of food for the backpacks.
 - The local Junior Auxiliary provides a tutoring program to students as well as donating items to help support our students.
 - Highland Drive Baptist will provide additional volunteers to help students and families throughout the school year as well as becoming lunch buddies with students.
 - Jonesboro High School Student Council members work with individual students through their Big Canes, mentoring program.
 - Special speakers will be utilized by local service providers, businesses, community resources, and programs.

Note: some strategies listed above may be modified to adhere to safety guidelines brought on during the pandemic.

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?

Hint

- Newsletters will inform parents of the volunteer opportunities coming up weekly and/or monthly and who to contact for the volunteer activity. Notices and electronic messages are sent to provide information to parents about upcoming volunteer needs. This provides parent and community members the opportunity to support the instructional program through guest speakers, tutoring programs, mentoring, and volunteer opportunities. Some events may be modified to adhere to safety guidelines brought on during the pandemic.
- JKC will provide orientation training to parents and community members by the staff members and/or volunteers in charge of the various school volunteer programs. The training provides information to volunteers to ensure their volunteer experience is pleasant and successful.

- JKC offers a preview night, during the second semester, to allow prospective students and their parents an opportunity to view the campus and classrooms.
- Parent Information Nights will be conducted at the beginning of the school year to give parents insight into expectations and procedures. Teachers will create videos to send to parents if needed depending on the state of the pandemic at that time.
- JKC will provide parents with reports/report cards every nine weeks with information regarding their child's academic progress. JKC will provide parents with newsletters, notes, and reminders of the upcoming classroom and school events.
- There will be two Parent/Teacher conferences held during the school year. The first conference will be on October 21, 2021, from 2:30 - 8:30. The second conference will be on March 17, 2022, from 2:30 - 8:30. Conferences may be held virtually depending on the CDC COVID guidelines at that time. Parents will be provided with a description and explanation of the curriculum in use. As well as student academic assessment results with interpretations of the results.
- Parents will have assistance and instruction in understanding academic standards, all assessments, title 1 requirements, strategies to support their child's academic progress.
- JKC will have available a parent center, to help parents help their children. Parent center hours of operation are Monday-Friday 8:00-3:00 located in the Library Media Center. Items available made public through the library web page, (libraryatjkc.weebly.com) and in the information packet. The materials and resources will help parents to learn how to incorporate developmentally appropriate learning activities in the home environment. Materials may be checked out at the request of the teacher or parent and kept for 2 weeks. Materials in the parent center are aligned with state academic standards and can be used to help families support their students' academic progress. Teachers may check out items to be sent home with students if the family requests materials for their students.
- Parents will also be informed about the ADE website and tools for parenting in the parent packet. www.arkansased.gov. (<http://www.arkansased.gov/>)
- JKC shall enable our PATHS group an organization that will foster parental and community involvement within the school.
- Parent-school organization - PATHS - monthly meetings will be held virtually either during the day or in the evening. This will allow JKC to accommodate a larger group of parents.
- JKC will provide opportunities for parents and community members to support the instructional program through such programs as Parent Patrol, Junior Auxiliary, PATHS, and lunch buddies.
- JKC will provide a list of volunteer opportunities during our open house and solicit ideas for other types of volunteer efforts by completing the annual survey in the Spring.
- Parents may also access a computer and printing capabilities in the library, as needed.
- JKC will provide materials, training, and role-play to help parents work with their children to improve their child's achievement, such as literacy training and using technology and assistance with nutritional meal planning, to foster parent and family engagement.
- JKC will ask parents to fill out a parent interest survey at registration or 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.
- JKC will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.

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?

Hint

- 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 involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Revised in Act 2013: requires 2 hours of PD on a rotating schedule. 2 hours in 2014-15 and every fourth year thereafter.)
- JKC will ensure that all teachers and administrators meet the yearly professional development requirements required by the State and school district.
- 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 a 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. Open House and other Parent Nights will be conducted throughout the year to ensure that parents play an integral role in assisting student learning.
- Jonesboro Kindergarten Center will provide opportunities for parents and community members to support the instructional program through such programs as Parent PATROL, Junior Auxiliary, and lunch buddies.
- JKC shall enable the formation of our PATHS group an organization that will foster parental and community involvement within the school.
- JKC will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during the orientation of parents. Teachers will explain the requirements of the Parent PATROL program and encourage them to become involved in the school. Brief training sessions, by the Library Media Specialist, will provide parents and community members with the information they need to participate as school volunteers to put them at ease and make the experience pleasant and successful.
- JKC will work with Health Wellness and Environmental Studies, International Studies, Math and Science, Micro Society, and Visual Performing Arts, to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities.
- JKC will train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in the following topics:
 - Parents play an integral role in assisting student learning
 - The value and utility of contributions of parents
 - How to reach out to, communicate with, and work with parents as equal partners
 - How to implement and coordinate parent programs and build ties between home and school
 - How to welcome parents into the school and seek parental support and assistance
 - How to provide information in a format, to the extent practicable, in a language the parents can understand
 - How to respond to parent requests for parent and family engagement activities
- Included in the Jonesboro Public School's policy handbook is the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.

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?

Hint

(Find complete guidance on the DESE Parent and Family Engagement Requirements (<https://dese.ade.arkansas.gov/Offices/public-school-accountability/federal-programs/parent-and-family-engagement-requirements>) webpage.)

District Feedback

☐ Attention: Changes Needed!

☒ In Compliance

Comments:

Add district reviewer: Karleen Sheets, Assistant Superintendent

Change district level approval date to 6/2/21.

Please add more parent members to your committee, if possible. You have 3 parents, one community member, and 12 staff.

Section 1: Add district contact person: Feedback regarding the family and community engagement plan may be sent to Suzanne Proctor, District School Improvement Specialist, suzanne.proctor@jonesboroschools.net

Section 1: Add something about... meeting requests by parents will be considered... contact parent coordinator, etc.

Section 6: State that the FACE plan is aligned with the JKC's school improvement plan.

Be sure to address the comments in the peer reviews.

Thank you for including the changes you made this year due to COVID-19; and, discussing what you plan to continue for next year.

Karleen

Close