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JOHN P. WOODS ELEM SCHOOL (Fort Smith School District)  
3201 MASSARD ROAD  
FORT SMITH AR 72903  
479-452-5808

**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.

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**District**

Fort Smith Public Schools

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**Grade Levels**

Pre-K-6

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**Building Facilitator and District Coordinator**

Ms. Hannah Massey, Counselor

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**Title I Status**

- Schoolwide
- Targeted Assistance
- Non-Title I School

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**Percent of free and reduced lunch**

42% as of 1 October 2017

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**Parent and Family Engagement Committee Members**

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

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**Enter committee members**

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**First Name**

Andrea

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**Last Name**

Schwartz

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**Position**

Principal

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**Enter committee members**

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**First Name**  
Hannah

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**Last Name**  
Massey

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**Position**  
Counselor

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**Enter committee members**

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**First Name**  
Jennifer

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**Last Name**  
Schwartz

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**Position**  
Teacher

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**Enter committee members**

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**First Name**  
Billie

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**Last Name**  
Barrie

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**Position**  
Parent

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**Enter committee members**

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**First Name**

Quyên

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**Last Name**

Scott

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**Position**

Parent

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**Enter committee members**

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**First Name**

Morgan

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**Last Name**

York

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**Position**

Parent

---

**Enter committee members**

---

**First Name**

Michelle

---

**Last Name**

Kincannon

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**Position**

Parent

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**Enter committee members**

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**First Name**

Kelly

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**Last Name**

Jacimore

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**Position**  
Parent

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**Enter committee members**

**First Name**  
Elizabeth

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**Last Name**  
Voris

---

**Position**  
Parent

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**Enter committee members**

**First Name**  
Kristi

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**Last Name**  
Russell

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**Position**  
Parent

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**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.**

- Woods Elementary distributes a monthly newsletter which includes classroom news and a calendar of monthly events.
- Classroom teachers send home a weekly folder containing student papers and work samples. Parents are asked to sign the folder and send it back to school.
- Informational packets are prepared and sent home to parents at the beginning of the school year or when a new student registers online during online enrollment.
- The school uses a variety of forms to communicate to the parents such as school-wide phone calls, notes on specific activities, a school web site, Facebook page, and marquee messages.

For information contact: Andrea Schwartz – (479) 452-5808

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**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.)**

Meet the Teacher, August 13, 2018, 5:30-7:00 p.m.

- This provided an opportunity for parents and their child to experience the school situation in a positive and helpful manner while school staff provides needed assistance or encouragement.

Parent/Teacher Conferences

- October 16 & 18, 2018, 3:30-6:30 p.m.
- March 13 & 15, 2018, 3:30-6:30 p.m.

Report to the Public

- August 13, 2018, 5:30-7:00 p.m.

Parent Involvement Meeting

- October 18, 2018, 2:00 p.m. and 5:30 p.m.

Title I Meeting

- October 11, 2018 at 5:30 p.m.

Parents will have the opportunity to participate in:

- Parent involvement Nights
- Career Engagement Days
- Family Fun Nights

PTA meetings

For information contact: Andrea Schwartz, Principal – (479) 452-5808

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

Woods Elementary certified staff will receive no fewer than two (2) hours of professional development designed to enhance the understand of effective parental involvement strategies. No fewer than three (3) hours of professional development will be provided 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.

- Woods Elementary will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation:
  - the use of and access to the Department of Education website tools for parents
  - assistance with nutritional meal planning and preparation
  - other strategies developed or acquired by the school district for at-home parental instruction approved by the Department of Education
- The PTA will provide volunteer opportunities and solicit ideas for involvement.
- The PTA and teachers will provide information to parents and community on how to participate in school activities and events.

For information contact: Andrea Schwartz, Principal; BJ Barrie, PTA President – (479) 452-5808

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

- The Parental Involvement Plan will include the following activities:
  - Annual review and update of Title I School/Parent Compact
  - Compact will be distributed to parents
  - Encourage parents to have input into the Title I program

For information contact: Andrea Schwartz, Principal; Hannah Massey, Counselor (479) 452-5808

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### **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?**

- To take advantage of community resources, Woods Elementary will consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
- Woods Elementary has an active Parent Teacher Association that fosters parental and community involvement within the school.
- The school will involve parents on school improvement planning committees.

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## **6. How will your school provide resources for parents?**

- Woods Elementary School will prepare and distribute annually to the parents of each child in the school a school informational packet. The packet will include:
  - The school's parent involvement program
  - 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
  - Scheduled activities planned throughout the school year to encourage parental involvement
  - Procedures to allow parent and teachers to communicate in a regular, two-way, and meaningful manner with the child's teacher and principal.
- To promote and support responsible parenting, the school shall, as funds are available:
  - Informative materials regarding responsible parenting located in "Parenting Center" outside school office
  - Additional parenting books and materials are located in counselor's office for review and check-out
- Woods School distributes and utilizes the district's policy handbook for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The school counselor has been designated 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 Parent Involvement Committee made up of teachers, parents, and school staff will meet regularly, with its first meeting scheduled for October 18, 2018. The committee will review the parent involvement plan and analyze data gathered throughout the 2018-2019 school year to determine the level of parent involvement.

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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?**

- Woods School will use the volunteer survey to determine how frequently a volunteer would like to participate; including options for those who are available to help at home and help match school needs with volunteer interests.

Andrea Schwartz, Principal – (479) 452-5808

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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.)**

- Woods will conduct an annual Title I meeting on October 11, 2018. At this time parents of indicated Title 1 students will review and be encouraged to participate in discussion of the Title 1 program. They will receive information on the forms of academic assessments used to measure student progress and on the proficiency levels that students are expected to meet.

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*\*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.*