

**Harrisburg Elementary School  
School/Parent and Family Engagement  
2018-2019- School Year**

**District - Harrisburg**

**School Improvement Status - 3<sup>rd</sup> and 4<sup>th</sup> Grades: Percent Meets/Exceeds Standards in Literacy, Math, and Science.**

**Grade Levels - K-4**

**Parent and Family Engagement Facilitator - Debra Mangis**

**Parent and Family Engagement Coordinator - Connie Combs**

**Are you Title I Schoolwide? Yes**

**Percent of free and reduced lunch - 100%**

**Parent and Family Engagement Committee Members**

Rebecca Correa, Parent and Instructional Assistant

Jennifer Craft, Parent

Angie Lacy, Poinsett County Librarian/Community Representative

Frankie Lindsey, Board Member

Kelli Henderson, K Teacher

Julie Wood, 1st Grade Teacher

Amanda Self, 2nd Grade Teacher

Tara Harrelson, 3rd Grade Teacher

Lauren McPherson, 4th Grade Teacher

Connie Combs, Parent Coordinator

Toni Wake, Special Education Teacher

Cori Hammond, EAST

Deborah Zanone, Music Teacher

Cindy Tull, Art Teacher

MaryBeth Wallace, Speech/Language Pathologist

Brandon DeVasier, School Based Mental Health (Methodist) Case Manager

Christy Buchanan, Counselor

Debra Mangis, Assistant Principal/Parent Facilitator  
Cathy J. Spiegel, Principal

**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.**

- Monthly newsletter produced (Connie Combs, Parent Coordinator, 870-578-2413)
- Monthly calendar of events posted on Harrisburg Elementary School website and FaceBook page (Kristy Whittingham, Technology Facilitator, 870-578-2413)
- Weekly class newsletters (H.E.S. Classroom Teachers, 870-578-2413)
- Student handbook (Cathy J. Spiegel, Principal, 870-578-2413 and disseminated first week of school in August yearly)
- Kindergarten Parent Orientation meeting (Cathy J. Spiegel, Principal, and Kindergarten Teachers, 870-578-2413)
- Parent workshops and meetings
- Report cards and progress reports
- Phone calls
- E-mail
- Facebook Organization Account (Connie Combs, Parent Coordinator, and Belinda Self, Media Specialist, 870-578-2413)
- Remind app
- Connect 5 Automated Phone System
- eSchool to check grades using the Home Access Center (HAC)
- Parent Night (Debra Mangis, Assistant Principal/Parent Facilitator, 870-578-2413)
- Folder containing student papers and work samples are sent home weekly
- Building Healthy Kids monthly newsletter (Connie Combs, Parent Coordinator, 870-578-2413)
- 21<sup>st</sup> Century After School Program. The After School Program is an academic needs based program. Student's completed a survey to ascertain their needs and wants from the after school program.

**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.**

- Kindergarten Parent Orientation - 08-07-18 - 5:30 (Cathy J. Spiegel, Principal,

- 870-578-2413)
- Open House - 08-09-18 - 5:00 (Cathy J. Spiegel, Principal, 870-578-2413)
- Parent/Teacher Conferences on 10-18-18 and 03-14-19 after school
- Tell-A-Tale Troupe Productions - 11-14-18 and 02-07-19 (Cathy J. Spiegel, 870-578-2413)
- Field Trips throughout the school year (Cathy J. Spiegel, Principal, 870-578-2413)
- PBIS (Positive Behavioral Interventions and Supports) Celebrations - 08-31-18, 10-26-18, 03-08-19, and 05-10-19. Sting-Mart 12-10-18 thru 12-12-18 (Debra Mangis, Assistant Principal/Parent Facilitator, 870-578-2413. Mystery Events planned monthly)
- Book Fair Grand Event - 10-26-18 (Belinda Self, Media Specialist, 870-578-2413)
- Book Fair K.I.S.S. Event - 03-28-19 (Belinda Self, Media Specialist, 870-578-2413)
- Mystery Readers each Friday in several classrooms (Parents, Older Siblings, Grandparents, Relatives, or Other Special People)
- Veterans Day Celebration - 11-12-18 - 9:00 a.m. (Debra Mangis, Assistant Principal/Parent Facilitator, 870-578-2413)
- EAST Night Out - Date and time TBA (Cori Hammond, EAST Facilitator)
- Holiday Sing-A-Long and Classroom Parties - 12-18-18 (Deborah Zanone, Music Teacher, 870-578-2413)
- Parent's Make a Difference Night - Spring - Date and time TBA (Debra Mangis, Assistant Principal/Parent Facilitator, 870-578-2413)
- Volunteer Recognition - April - Date and time TBA (Connie Combs, Parent Coordinator, 870-578-2413)
- Field Day - 05-08-19 (Cari Brown and Hannah Kagen, PE Teachers, 870-578-2413)

### **3. How will your school provide information to parents about volunteer opportunities?**

- All parents receive a Parent Volunteer Handbook at the beginning of the school year.
- H.E.S. will provide opportunities for parents and community members to support the instructional program (Cathy J. Spiegel, Principal, 870-578-2413)
- H.E.S. will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts. Brief training sessions 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. (Connie Combs, Parent Coordinator, 870-578-2413 and the training is on-going throughout the school year)
- H.E.S. will work with H.M.S. to help provide a smooth transition from one school to the next by hosting "5<sup>th</sup> Grader for a Day" for students to help with the transition. H.M.S. will also provide the upcoming 5th graders the opportunity to attend a one week summer orientation. Parents will have the opportunity to meet the new teachers at the beginning of the school year. (Cindy Armstrong, HMS Principal, 870-578-2410)

- H.E.S. will provide information on how to incorporate developmentally appropriate learning activities in the home environment such as the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning, and preparation and other strategies developed or acquired by H.E.S. for at-home parental instruction. (Connie Combs, Parent Coordinator, 870-578-2413 and the information is available throughout the school year in the Parent Center)

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

H.E.S. school staff, parents, and students have developed a school-parent-student compact which is distributed with the Student Handbook. 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. (Debra Mangis, Assistant Principal/Parent Facilitator, 870-578-2413, the compact will be signed the first week of school in August)

**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?**

- H.E.S. will involve parents on school improvement planning committees. (Cathy J. Spiegel, Principal, 870-578-2413)
- H.E.S. will ask parents to serve on curricular and instructional review committees. (Cathy J. Spiegel, Principal, 870-578-2413)
- H.E.S. will engage parents in decision making about the allocation of its Title 1, Part A funds for Parent and Family Engagement. (Julie Price, Federal Program Coordinator, 870-578-2416)
- The district will continue to have a Task Force to provide advice and guidance for school improvement. (Cindy Armstrong, HMS Principal, 870-578-2410 and Doug Worley, Assistant Superintendent, 870-578-2416)
- H.E.S. will continue to develop a school improvement plan utilizing Indistar. (Cathy J. Spiegel, Principal, and Judy Carmack, Instructional Facilitator, 870-578-2413)

- The District will have a Safety and Security Committee to provide advice and guidance for school safety. (Pam Hogue, Weiner Elementary Principal, 870-684-2252 and Christy Buchanan, HES Counselor, 870-578-2413)

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

- Parents may check out materials from the parent center located on the elementary school campus. Parents will be encouraged to view the Title I Plan located in the parent center. The school will open the resource center at hours that are convenient to parents. (Connie Combs, Parent Coordinator, 870-578-2413 and hours of operation are 7:40 - 3:00)
- H.E.S. Parent Center will distribute Informational packets each year that includes a copy of the school's Parent and Family Engagement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, Parent and Family Engagement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail). (Connie Combs, Parent Coordinator, 870-578-2413 and packets will be disseminated the first week of school and throughout the school year and Connie Combs is also responsible for collecting the volunteer interest survey results)
- H.E.S. will promote and support responsible parenting and as funds are available, the school may 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. (Connie Combs, Parent Coordinator, 870-578-2413)
- H.E.S. will include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. (Handbooks were disseminated to parents 08-14-2018)
- Distribution Table of various information and student incentives (Connie Combs, Parent Coordinator, 870-578-2413)

## **7. How will your school engage parents in the evaluation of your Parent and Family Engagement efforts?**

H.E.S. 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 Parent and Family Engagement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase Parent and Family Engagement 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. (Date the Parent and Family Engagement plan evaluation will be conducted is 05-14-19 and the needs assessment will be distributed to parents 11-12-18 by Julie Price, Federal Program Coordinator, 870-578-2416)

**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?**

- H.E.S. will ask parents to fill out a parent interest survey in October to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. (10-18 and Connie Combs, Parent Coordinator, 870-578-2413)
- H.E.S. will use the results of the parent interest survey to plan the Parent and Family Engagement activities for the year. (10-18 and Debra Mangis, Assistant Principal/Parent Facilitator, 870-578-2413)
- H.E.S. will evaluate the activities suggested by the parents at the end of the year as part of the annual Parent and Family Engagement plan evaluation. (03-11-19 and Debra Mangis, Assistant Principal/Parent Facilitator, 870-578-2413)

**9. When will your school plan the Annual Title I Meeting that must be conducted separately?**

- Harrisburg School District will conduct two Annual Title I Meetings for parents of the students who participate in the Title I, Part A Program on 11-12-18 and 05-14-19 at the Harrisburg District Central Office. (Julie Price, Federal Program Coordinator, 870-578-2416)
- Harrisburg School District will hold two annual Title I meetings 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.
- For each Title I, Part A School, two Annual Title I Meetings must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately

from any other events and kept on file in the school's office. (11-12-18 and 05-14-19 Julie Price, Federal Program Coordinator, 870-578-2416).