Cooper Elementary School
Parent and Family Engagement
2020-2021

Standard I: Communication

Communication between home and school is regular, two-way, and meaningful. To encourage communication with parents, the school staff will:

1. Prepare parent informational packets appropriate for elementary school students describing:
   a. The school’s parental involvement program
   b. The recommended role of the parent, student, teacher, and school
   c. Ways for parents to become involved in the school and his or her child’s education
   d. Activities planned throughout the school year to encourage parent involvement
   e. A system to allow the parents and teachers to communicate in a regular, two-way, meaningful manner with the child’s teacher and the school principal.

Parent Involvement Packets

- In order to encourage parents to become more involved as partners with the school and their child’s education, a brochure describing Cooper Elementary’s Parent Involvement Program and the various ways parents can volunteer in the school will be designed and distributed to parents in Cooper Elementary’s parent information packets. The brochure also lists parent involvement opportunities planned during the 2020-21 school year, and includes the school’s methods of communicating with parents.
- The recommended role of the parent, teacher and student will also be included in the parent information packet. The student handbook, (student agenda planner) which includes the recommended role of the parent, student teacher, and school, also includes the recommended roles of the parents, teachers, and students. A letter from the PTO president will include an invitation for parents to become involved in their child’s school by joining PTO.
- Important dates of interest for the upcoming year will be included in the school’s weekly newsletter as well as Cooper’s website.
- Parenting tips will be included in the parent information packet, as well as the monthly school newsletter and Tuesday folders.
Two-Way Meaningful Communication

● In order to establish a routine method for parents to review their children’s work on a regular basis, weekly communication folders, known as Tuesday folders will be sent home to parents containing student work for parental comment and review along with other school information.

● Cooper Elementary will publish a monthly newsletter to keep parents informed of upcoming events and other school issues. Each month, the Parent Involvement Coordinator will send out the Home and School Connections attached to the school newsletter which contains parenting tips and fun activities for you and your child, information about upcoming parenting classes and workshops will also be sent out. This information will also be available on the school website for parents who have access to electronic communications. Parents who do not have access to email and the WWW will be invited to use the computer in the Parent Involvement Center, which is designated for parent use. Teachers/counselors will train parents in the use of electronic communications, as needed.

● Each teacher/team will publish a weekly/monthly newsletter which will be distributed via Tuesday folders

● Each teacher/team will communicate via email regarding homework assignments as needed, and will email individual parents when there are concerns. Parents are encouraged to communicate with teachers on a continuing basis through email.

● Teachers will communicate with parents regularly through phone calls, emails, and notes in Tuesday Folders.

2. To encourage communication with parents, the school shall schedule no less than two (2) parent-teacher conferences per school year.
   a. Cooper Elementary School will host two parent-teacher conferences during the school year which will accommodate the varied schedules of adults and language barriers. Parents will be encouraged to share their child’s strengths and learning preferences and emphasize that parent-teacher partnerships will help ensure their child’s future career goals.
   b. During the fall teacher conferences, Academic Improvement Plans and IRI’s will be developed by parents and teachers for those students who did not score at the proficient level on their prior MAP or ACT Aspire Exam
   c. Cooper Elementary’s goal is to have 100% parent contact during parent-teacher conferences. Every effort will be made to reschedule and follow up as needed with parents. Home visits or phone conferences will
be made by the teacher, counselor, and/or administrator if a parent is unable to come to school to attend a conference.

d. The dates for Parent Teacher Conference are as follows: (May be virtual if required)
   i. Fall: (Tuesday, October 22, 3:00 pm – 6:45pm)
      (Thursday, October 24, 3:00 pm – 6:30 pm).
   ii. Spring: (Tuesday, April 6, 3:00 pm – 6:45 pm)
      (Thursday, April 8, 3:00pm – 6:30 pm)

3. The school may plan and engage in other activities determined to be beneficial to encourage communication with parents.
   a. Every staff member’s email address can be accessed through the district’s website, which the principal or parent involvement coordinator will advertise at least once in the monthly school newsletter.
   b. In order to effectively communicate with more parents, Bentonville Schools has established a “Welcome Center” for the parents of ESL students. The center is housed off 14th Street in the Student Services Building by the Bentonville Police Department.

Standard II: Parenting

Parenting skills are promoted and supported. **Use of onsite equipment and materials may be subject to what is allowed by state and school district**

To promote student learning, schools will:

1. Purchase parenting books, magazines, and other informative material regarding responsible parenting and through the school library, advertise current selections, and give parents an opportunity to borrow the materials for review.
   a. A Parent Involvement Center has been established for parents and families and will include a lending library that provides information to parents on a wide variety of parent/family information and support materials including family information packets, parenting videos, brochures, and books that focus on parent the elementary school aged child.
   b. Parenting books, parenting magazines, and parenting videos will be available in the Counseling Suite for check-out.
   c. Educational materials and games will be available in the Counseling Suite to assist parents in working with their children. All materials are available for check out.
   d. Parenting Information Sites and computers are available for parent use.
2. **Create Parent Centers**  
**Use of onsite equipment and materials may be subject to what is allowed by state and school district**

   a. Educational materials and games will be available in the Parent Involvement Center located in the counseling suite to assist parents in working with their children. All materials are available for check out.
   
   b. Parenting information Sites and a computer are also located in the office and computer lab for parent use.
   
   c. *A television, and DVD player are available for parents to view materials in the Parent Involvement Center.*
   
   d. The Parent Involvement Center will be a resource center to support parents and families with training through workshops such as *Common Sense Parenting, Love and Logic, and Conscious Discipline.*
   
   e. A “School and Community Resource Guide” of nonprofit and private community referral sources for families seeking resources outside of school and families in crisis will be disseminated as needed.
   
   f. Cooper Elementary will provide parents and families with information on developing home environments that support learning.

3. Plan and engage in other activities determined by the school to be beneficial to promoting and supporting responsible parenting.

   a. Community parenting class notifications and schedules will be made available to parents and will be announced in monthly school newsletters, and/or on the school’s website on the counselor’s page.

**Standard III: Student Learning**

Parents help play an integral role in assisting student learning.

To help parents in assisting students, the school shall:

1. **Schedule regular “Parental Involvement Meetings”** where parents are given a report on the state of the school and an overview of: **Due to what is allowed by the state “Parent Involvement Meetings” may be in person, virtually, by email or phone**

   a. What students will be learning
   
   b. How students will be assessed
   
   c. What parents should expect for their child’s education
   
   d. How parents can assist and make a difference in his/her child’s education

      i. Teachers will regularly assign interactive homework that will require students to discuss and interact with their parents about what they are learning in class

      ii. Involve students in the celebration of student achievement, awards assemblies which will be held where students will be recognized for
academic excellence, perfect attendance, and citizenship. **If allowed by state and school district**

iii. Staff development for teachers during the school year will focus on successful approaches to engaging parents in their child’s education along with ways to deal with parents effectively.

Standard IV: Volunteering **Volunteering within the school building is subject to approval of the state and school district. If in person volunteering is not allowed, we will look for other ways for the parents and community to volunteer.**

Parents are welcome in the school, and their support and assistance are sought.

To welcome parents in the school, the school shall:

1. Not have any school policies or procedures that would discourage a parent from visiting the school, specifically including:
   a. Policies requiring parents to pick up his/her child outside the school building each day; and
   b. Policies prohibiting the parents from visiting the child’s classrooms during school events

2. PTO and the Parental Involvement Coordinator will publish a volunteer resource book listing the interests and availability of volunteers for school staff members’ use, and specifically include the following:
   a. The Parent Involvement Coordinator will survey parents at the beginning of the year regarding their interests, talents, and availability. The PTO Volunteer Coordinator and Parent Involvement Coordinator will publish a volunteer resource book from the survey results and PTO volunteer forms and match parents’ interests to the needs within the school. Parents who are unable to volunteer within the building will be given options for helping in other ways at home. Copies of the parent/volunteer contact information and interest will be disseminated to teachers.
   b. Determine how frequently a volunteer should like to participate, including the option of just (1) time per calendar year:
      i. Include options for those who are available for help at home
      ii. Use the resource book to help match school needs with volunteer interests
iii. Training will be provided for parent volunteers regarding school protocol, routines and procedures, volunteer expectations and equipment usage.

c. Statements attesting to Cooper Elementary’s commitment to parental involvement will be published in the school newsletters and other written material to be distributed to all parents regularly throughout the school year.

d. Volunteer sign-in area and visitor badges are in the main office and readily accessible to parents entering the building.

e. To provide recognition and reward parent volunteers, the school will have a “Volunteer Appreciation Luncheon” at the end of the year. Volunteers may be recognized in assemblies and/or in the school newsletter.

Standard V: School Decision Making and Advocacy

Recognize and encourage parents as full participants in the decisions that affect his or her child and family.

1. Publish the school's process for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop situations.
   a. In order for parents to feel that the administration is genuinely interested in responding to their concerns, the procedure to be followed for resolving concerns will be addressed in a letter to parents sent home in Tuesday folders.
   b. Parent concerns will also periodically be highlighted in the school newsletter.

2. Sponsor seminars to inform the parents of high school students how to be involved in the decisions affecting course selection, career planning and post-secondary opportunities.
   a. Parents of 4th graders will be informed and involved in the transition to middle school.
   b. This includes an informational meeting at the middle school in late spring called “What’s Next Night.”

3. Engage in other activities that the school determines will encourage parents to participate as full partners in the decisions that affect his/her family.
   a. Parents at Cooper Elementary will be surveyed for their ideas and input on various school decisions.
Standard VI: Collaborating with the Community

Recognize that the community resources strengthen school programs, family practices, and student learning. To take advantage of community resources, the school shall:

1. Contact parents and alumni of Cooper Elementary to serve on the Parent Advisory Committee to provide advice and guidance for school improvement.
   a. The Parent Involvement Coordinator will form a parent/alumni advisory committee to meet at least twice during the school year to seek ideas and suggestions for school and parent involvement improvement. **Depending on what is allowed by the state and school district, meetings may be in person, virtually, by email or phone.**

2. Engage in other activities that the school determines will strengthen ties to the community
   a. Cooper Elementary has developed a partnership with civic, church, workforce, and other organizations in the Bella Vista Community. Many volunteers donate time to help teachers and staff with many different duties during the school day. **Volunteers within the school will be utilized when allowed by the state and school district.**
   b. The Bronco Buddy Program is in place and utilizes community volunteers to be a buddy to children who need additional support or have been identified as “at risk.” **The Bronco Buddy Program will resume when allowed by the state and school district.**

3. Engage in other activities that the school determines will use community
   a. An email list serve of parent and community volunteers has been created to disseminated information about upcoming event, volunteer opportunities, school or student needs.
   b. A Counselor Advisory Committee (made up of parents and leader of community organizations) meet each semester to collaborate and plan for school and student family needs and upcoming volunteer opportunities.
   c. Through the character education program, Core Essential Values, we award Big 3 Certificates to students who demonstrate the character word for each month. Big 3 Certificates are awarded at ROUND-UP.
   d. ROUND-UP provides an opportunity to invite many community guests, parents, and organizations to celebrate special holidays, events, or perform special programs. **Round-up will resume upon approval of the state and school board.**
Save The Dates

**When and if allowed by state and school district**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August</td>
<td>Open House</td>
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<tr>
<td>August 24th</td>
<td>First Day of School</td>
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<tr>
<td>August 27th</td>
<td>First Day of School (Kindergarten)</td>
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<tr>
<td>September 4th</td>
<td>Round-Up</td>
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<td>?</td>
<td>Volunteer/Bronco Buddy Training <strong>Upon approval by state and school district for parents to enter the building</strong></td>
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<tr>
<td>October</td>
<td>K-Kids Meeting <strong>We need to discuss the feasibility of having K-Kids this year.</strong></td>
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<tr>
<td>October 2nd</td>
<td>Round-Up</td>
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<tr>
<td>October</td>
<td>Cooper Advisory Committee Meeting</td>
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<td>October</td>
<td>Farm to Table</td>
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<td>October</td>
<td>District: Empower Me Parent Night at BHS</td>
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<tr>
<td>October</td>
<td>Fall Pictures</td>
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<tr>
<td>October 20th</td>
<td>Parent/Teacher Conferences 3:00-pm-6:45pm</td>
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<tr>
<td>October 22nd</td>
<td>Parent/Teacher Conferences 3:00pm – 6:30pm</td>
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<tr>
<td>October</td>
<td>Flu Clinic</td>
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<td>October</td>
<td>PTO Fall Carnival</td>
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<tr>
<td>October</td>
<td>Round-Up Red Ribbon Week Kickoff</td>
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<tr>
<td>Oct. 27th – 30th</td>
<td>Red Ribbon Week</td>
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<td>October 30</td>
<td>Fall Parties</td>
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<tr>
<td>November</td>
<td>K-Kids Meeting</td>
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<tr>
<td>November</td>
<td>4th Veterans Day Program 7:45 am for families/parents.</td>
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<tr>
<td>November</td>
<td>4th Grade Community Tour 9:00 – 11:30 am.</td>
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<tr>
<td>November</td>
<td>4th Grade Veteran’s Day Program/Patriotic Musical 7:45 am</td>
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<td>Date</td>
<td>Event Description</td>
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<tr>
<td>Nov.</td>
<td>Fall Book Fair</td>
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<td>Nov. 23rd - 27th</td>
<td>Thanksgiving Break</td>
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<td>December</td>
<td>Santa Shop</td>
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<td>December</td>
<td>K-Kids Meeting</td>
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<td>December</td>
<td>Fall Picture Retakes</td>
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<td>December 4th</td>
<td>Round-Up</td>
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<td>December</td>
<td>Cookies with Santa</td>
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<tr>
<td>December</td>
<td>Winter Parties</td>
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<tr>
<td>December</td>
<td>1st Grade Holiday Performance 7:45 am for families/parents.</td>
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<tr>
<td>December</td>
<td>1st Grade Community Tour 9:00 – 11:30 am.</td>
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<tr>
<td>December</td>
<td>CES Holiday Sing Along</td>
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<td>Dec. 23rd - Jan 1st</td>
<td>Winter Break</td>
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<td>January 5th</td>
<td>School Resumes</td>
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<td>January</td>
<td>K-Kids Meeting</td>
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<td>January 8th</td>
<td>Round-Up</td>
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<td>January 18th</td>
<td>MLK Day- No School</td>
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<tr>
<td>January</td>
<td>Classroom Group Pictures and Spring Individual Pictures</td>
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<td>February 5th</td>
<td>Round-Up</td>
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<td>February</td>
<td>Cooper Advisory Committee Meeting</td>
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<td>February</td>
<td>K-Kids Meeting</td>
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<tr>
<td>February 12th</td>
<td>Valentine’s Day Parties</td>
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<tr>
<td>March 5th</td>
<td>Round-Up</td>
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<tr>
<td>March</td>
<td>Dance/Family Night</td>
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<tr>
<td>March</td>
<td>K-Kids Meeting</td>
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<tr>
<td>March</td>
<td>3rd Grade Musical Performance 7:45 am for families/parents.</td>
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<tr>
<td>March</td>
<td>3rd Grade District Wide Musical Performance BHS 9:00-11:30 am</td>
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<tr>
<td>March 22 – 276th</td>
<td>Spring Break</td>
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</table>
April  Cooper #RUN3rd 5k
April  Night of the Arts/ 2nd grade will perform.
April  Kindergarten Cap and Gown Pictures
April  K-Kids Meeting
April 6th  Parent/Teacher Conferences 3:00pm-6:45pm
April 8th  Parent/Teacher Conferences 3:00pm-6:30pm
April 2nd  Round-Up
April  Kindergarten Cap and Gown Pictures
April  Spring Book Fair
May 7th  Round-Up
May  What’s Next Night for Students Going to Middle School
May  K-Kids Meeting
May  Volunteer Appreciation Breakfast or Luncheon
May  K – 2 Field Day
May  3 & 4 Field Day
May  Cooper Kindergarten Celebration

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