

Smackover-Norphlet School District  
Parent Engagement Plan  
2021-2022

**Jointly Developed Expectations and Objectives**

In collaboration with parents the District will develop a Parent and Family Engagement Plan. Parents will have the opportunity to provide input and suggestions for the revision of the past plan. The Smackover-Norphlet School District Parental Engagement Committee will be provided with parental surveys and other data to consider when reviewing the plan to make revisions. The plan will establish the District's expectations for parent and family engagement, and includes programs and practices that enhance parent and family engagement and reflect the specific needs of the students and families of the district. The Plan will also include all federal and state requirements per law or rule and regulation. The plan will be reviewed and updated each school year by August 1 and will be posted to the Smackover-Norphlet School District website, placed in Indistar by August 1 of the school year, and a parent friendly version included in the student handbook for the district. Person responsible: Teri Philyaw, 870-725-1212

The District Parent and Family Engagement Facilitator will ensure that each school in the district schedules an annual meeting in the spring (will schedule an alternative form of meeting if school cancelled due to COVID or other epidemic) to update the plan for next year. Person responsible: Teri Philyaw, 870-725-1212

The Smackover-Norphlet School District does not receive enough Title I, Part A funds to reserve the minimum 1% required. However, each school does set aside Title I, Part A funds for Parental Engagement Activities.

The Smackover-Norphlet School District, in order to help the schools link parents to the school, have assigned a Parent-Family Engagement Facilitator at each campus. All campuses at the Smackover-Norphlet School District are Title I, Part A schools. The Facilitators at each campus are:

- Smackover Elementary School -Hannah Talley, hannah.talley@smackover.net
- Norphlet Middle School-Jennifer Muckelrath, jennifer.muckelrath@smackover.net
- Smackover High School-Stacy Jerry, stacy.jerry@smackover.net

The District will conduct a review annually of the effectiveness of the Parent and Family Engagement Plan with the involvement of its parents. The review will involve the evaluation of the effectiveness of the Plan as it relates to strategies and ideas for increasing parental participation as well as identifying any barriers that parents may have to participation that the District can help with. Person responsible: Teri Philyaw, 870-725-1212

The Smackover-Norphlet School District will take actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the Parental and Family Engagement Plan in improving the quality of its Title I, Part A participating schools, which are all of the schools in the district. The evaluation will include difficulties with participation by

parents in parental engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The Smackover-Norphlet School District will use the finding of the evaluation about its Parental and Family Engagement Plan and activities to design strategies for more effective parental engagement, and to revise, if necessary, with the involvement of parents, its Parental and Family Engagement Plan. Person responsible: Teri Philyaw, 870-725-1212

The District will ensure that information related to schools and parent programs is provided to parents in an understandable and uniform format, including alternative formats upon request, and to the extent practical in a language parents can understand. The District will also ensure that communication with parents with disabilities are as effective as communications with other parents by providing auxiliary aids and services when necessary to allow parents with disabilities equal access to participate in meetings and programs.

The Smackover-Norphlet School District will coordinate and integrate parental engagement programs and activities with Head Start, HIPPY, Fact, Inc., South Central Cooperative, Smackover Preschool, and others in the area to assist parents with transitioning their child to kindergarten by providing to parents the contact information for these programs and including activities where appropriate for parents. Person responsible: Teri Philyaw, 870-725-1212

### **Building Staff Capacity Through Training and Technical Assistance**

The Smackover-Norphlet School District will provide ongoing site coordination, technical assistance, and other support including monitoring of Title I schools to ensure that they; develop Parental and Family Engagement Plans that offer flexible meeting times, provide information to parents about the school's programs, develop and use the School-Parent Compact, and provide training for parents to visit and/or volunteer at school. The District will assist Title I, Part A participating schools (all schools are Title I, Part A participating) in planning and implementing effective parental engagement activities in improve student academic achievement and school performance such as necessary funding, training for parents and teachers, appropriate personnel, and use of its equipment and facilities when needed and/or appropriate. Person responsible: Jason Black, 870-725-3132 and Teri Philyaw, 870-725-1212.

The Smackover-Norphlet School District will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, administrators and other staff, in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by professional development sessions and trainings relevant to parental engagement. The District will ensure that teachers and administrators meet the 36 hour requirement of professional development each school year which will include training on parental engagement at required times. Furthermore, the Smackover-Norphlet School District will assist in the development of parent engagement groups/committees at each school. Person responsible: Teri Philyaw, 870-725-1212

The Smackover-Norphlet School District will monitor the schools so that they take actions to ensure that information related to the school and parent-programs, meetings, and other activities,

is sent to the parents of children in an understandable and uniform format, including alternative formats upon request, and in a language the parents can understand. Person responsible: Teri Philyaw, 870-725-1212

Ensure that the Parental and Family Engagement Plan is available for parents to view at each school in the Parent Centers and is distributed to parents. Person responsible: Teri Philyaw, 870-725-1212

The Smackover-Norphlet School District will ensure that each school performs the following tasks:

- Develops a Parent and Family Engagement Plan;
- Offers parents flexible meeting times and flexible meeting formats;
- Provides information to parents about the school's programs, including school notification methods and a parent information guide;
- Develops and uses the School-Parent Compact;
- Provides training for parents in working with their child to improve academic achievement.
- Provides training, or personal assistance, for parents on accessing their HAC (Home Access Center) online accounts so they have real-time access to their child's grades and other relevant information
- Sets two (2) parent teacher conferences. One in September and one in February of each school year.

Person responsible: Teri Philyaw, 870-725-1212

Encourage parents to volunteer in their school through the development of a volunteer resource book, listing the interests and availability of parent volunteers. The volunteer resource book is shared with all the teachers in the school. Volunteer opportunities that allow parents to participate in shared decision-making, such as committees and the PTO (Parent Teacher Organization), Booster Club Programs, are included in the respective school volunteer resource book. Parents are also encouraged to contact the Parent Engagement Facilitator at the school for more information on volunteering. Person responsible: SES-Hannah Talley, [hannah.talley@smackover.net](mailto:hannah.talley@smackover.net), NMS-Jennifer Muckelrath, [jennifer.muckelrath@smackover.net](mailto:jennifer.muckelrath@smackover.net), SHS-Stacy Jerry, [stacy.jerry@smackover.net](mailto:stacy.jerry@smackover.net).

Provide training at least annually for parent volunteers who will be assisting in an instructional program at the schools. SES-Hannah Talley, [hannah.talley@smackover.net](mailto:hannah.talley@smackover.net), NMS-Jennifer Muckelrath, [jennifer.muckelrath@smackover.net](mailto:jennifer.muckelrath@smackover.net), SHS-Stacy Jerry, [stacy.jerry@smackover.net](mailto:stacy.jerry@smackover.net).

Encourage parent participation in meetings through innovative scheduling of meeting times such as holding meetings in the mornings or in the evenings. Provide recorded meetings to parents who couldn't make a meeting. Provide online trainings for parents to allow for more opportunities for them to participate in school-related activities. Person responsible: Teri Philyaw, 870-725-1212

Convene an annual Title I meeting in the fall of each year that will include the rights of parents of students receiving Title I services. Including their right to be involved in the development of

the Parent and Family Engagement Plan, a description or explanation of the school's curriculum, information on forms of academic assessment used to measure student progress and information on the proficiency level students are expected to meet. Person responsible: Teri Philyaw, 870-725-1212

Conduct ongoing site visits to observe parent and family engagement practices and activities. The District will work with the school Parent Family Engagement Facilitators to ensure practices are in place and consistent. The District will also ensure that a parent friendly version of the District Parental Engagement Plan is included in the student handbook and that parents will sign off that they have received a copy of the handbook each school year. Person responsible: Teri Philyaw, 870-725-1212

### **Building Parent Capacity**

The Smackover-Norphlet School District will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by understanding the actions described in this paragraph:

- ADE academic content standards
- ADE student achievement standards
- ADE and local academic assessment system, including alternative and interim assessments
- The requirements and parent rights of Title I, Part A
- How to monitor their child's progress, and
- How to work with their child's teacher

Assist schools in the development of parent and family engagement groups such as the PTO (Parent Teacher Organization) and Booster Clubs. Provide joint collaboration with parents, teachers, and other stakeholders by actively engaging them in shared decision making within these groups, so that activities, procedures, plans, and decisions are made with meaningful consultation with and including parents as stakeholders. Person responsible: Teri Philyaw, 870-725-1212

Develop appropriate roles for community organizations and businesses, including faith-based organizations, in parental engagement activities.

With the assistance of its schools, the District will provide materials, trainings, and workshops to help parents work with their children to improve their children's academic achievement, such as academic training, and using technology, as appropriate, to foster parental involvement. Examples: HAC (Home Access Center) training for parents, volunteer workshops, and academic make and takes.

The District will help ensure that each Title I participating school conducts annual surveys as part of an ongoing evaluation of the content and effectiveness of the schools parental and family engagement plans. The surveys will be disseminated by the Parent and Family Engagement Facilitators at each school in the spring (April-May) and the information then shared with each

school's Parent and Family Engagement Committee. Person responsible: SES-Hannah Talley, [hannah.talley@smackover.net](mailto:hannah.talley@smackover.net), NMS-Jennifer Muckelrath, [jennifer.muckelrath@smackover.net](mailto:jennifer.muckelrath@smackover.net), SHS-Stacy Jerry, [stacy.jerry@smackover.net](mailto:stacy.jerry@smackover.net).

The District will approve any reasonable and necessary costs associated with each schools' parent and family engagement program/activities. Person responsible: Teri Philyaw, 870-725-1212

The District will provide any support that is requested from participating Title I, Part A schools that is reasonable and will provide additional support if needed, or schools should request it. Person responsible: Teri Philyaw, 870-725-1212

### **Reservation and Evaluation**

The Smackover-Norphlet School District does not receive enough Title I, Part A funds to reserve the minimum 1% required. However, each school does set aside Title I, Part A funds for Parental Engagement Activities.

The District will survey parents annually through the Blog. Questions will include those that will identify any barriers parents have to participation in parental involvement activities at their child's school. The survey will then be used to revise the District Parent and Family Engagement Plan for the next school year. Person responsible: Teri Philyaw, 870-725-1212

Parents in the Smackover-Norphlet School District will be provided with an opportunity to assist in the development of any of the evaluation procedures, including analysis of data collected through our surveys. Person responsible: Teri Philyaw, 870-725-1212

Smackover-Norphlet School District has established procedures for documentation of any meetings carried out in the district. All meetings have an agenda, a sign-in sheet, and written notes of that meeting. Any other activities that involve parents there are sign in sheets listing the parents that participated in the parental engagement activity. Each Parent and Family Engagement Facilitator on each school campus keeps a record of each event and any flyers, brochures, pictures, sign-in sheets, or other documentation from that event.

After the evaluation of the Parent and Family Engagement Plan the District will:

- Make recommendations know to the respective schools so that they can revise their school plans if needed or necessary;
- Provide for the revision or update of existing policies or procedures within the District that may be necessary that are related to parent and family engagement.
- Person responsible: Teri Philyaw, 870-725-1212

Disseminate any evaluation to parents, staff and the community. At the annual report to the public each year report on the changes or updates to the current District Parent and Family Engagement Plan/Policy. Also make the changes known to the Smackover-Norphlet Board of Directors. Person responsible: Teri Philyaw, 870-725-1212

## **Coordination**

Hold an annual meeting to inform parents of their right to participate in the development of the parent and family engagement policy and their right to be involved if they so choose.

The SNSD Parental Engagement Plan will be developed jointly with, and agreed upon with parents that have been recruited or have requested to serve on the SNSD Parental and Family Engagement Committee. The parents have also been enlisted to evaluate, and update Title I components of the plan as required. Person responsible: Teri Philyaw, 870-725-1212

SNSD will ensure that all meetings will be offered at flexible meeting times and will promote attendance by scheduling activities during both morning and evenings so that parents have a range of times to participate in activities at both the district and school levels.

Provide a number of opportunities for parents to be involved in their child's learning and progress by providing multiple ways for parents to contact their child's teacher (phone, email, conferences, ZOOM, etc.) and ways for parents to check their child's grades such as HAC which also has a communication mode. These are all two-way forms of communication between home and school that promote communication and coordination of services.

All of the schools in the District develop a School Improvement Plan that includes literacy goals. Each school's plan serves as the way to inform the parents and public of how it is using student achievement and school level data to plan for school improvement. Schools will recruit parents to serve on these committees so as to help develop plans that are successful and that include ways to involve parents. The SIPs are used in the development of the Title I applications for each school each year. Persons responsible: SES-Gary Steelman, [gary.steelman@smackover.net](mailto:gary.steelman@smackover.net), NMS-Larry Beasley, [larry.beasley@smackover.net](mailto:larry.beasley@smackover.net), SHS-Bernadette O'Guinn [bernadette.oguinn@smackover.net](mailto:bernadette.oguinn@smackover.net).

Counselors provide on-site parent centers so parents can check out books, CDs, videos, pamphlets, etc., on parenting skills and ways they can help their child academically, physically, or emotionally. Each school has a full-time counselor who is available to help parents navigate any concern they have. Counselors are also linked to outside groups such as church organizations (First Methodist Church, Maple Avenue Baptist Church, and First Baptist of Smackover), government agencies (Arkansas Department of Health, Arkansas Department of Human Services), food pantries (First Baptist of Smackover), and medical (Smackover Family Practice Clinic) that can provide services to parents that need or require help for their children.

The SNSD has a Licensed Social Worker on staff who provides all of our students with social emotional needs, mental health needs (South Arkansas Regional Health Center, Dr. David Preston, Christian Counseling Clinic, The Guinn Clinic, Candy Guinn Psychiatric APN, Arkansas PASSE, Pinnacle Point Hospital, Rivendell, Bridgeway, Riverview Behavioral Health, Millcreek Behavioral Health), and medical referrals (Smackover Family Practice Clinic, Medical Center of South Arkansas, Ouachita County Medical Center) if required. She is also a part of the RTI (Response to Intervention) program on each campus that provides help and services to students who have behavior problems at school. The Licensed Social Worker also works with County Probation Officers and the court system FINS (Families In Need of Services) for children who are not attending school regularly or who have been in trouble with the law.

SNSD also has Smackover Preschool which is located in Norphlet. The preschool is licensed with Arkansas Department of Human Services. There is an Infant program (Birth to 18 months) and a Toddler Program (18 months to 3 years old) that are both tuition programs. There is a 3 year to 5-year-old preschool program on the campus as well that has 60 Arkansas Better Chance funded slots and 20 tuition slots. The Smackover Preschool works with the Division of Child Care and Early Childhood Education, Arkansas Department of Health, Arkansas Department of Human Services, Division of Elementary and Secondary Education (DESE), and with the South-Central Service Cooperative in Camden that provides special education services to our preschool students. Smackover Preschool is licensed for 109 students and has a Better Beginnings Quality Rating of 3.

This Parental Engagement Plan was adopted by the Smackover-Norphlet School District and the Smackover-Norphlet School District Parental Engagement Committee and will be effective for the 2021-2022 school year. The District will distribute this plan to all parents at every occasion where parents are present, post it to the District website, file it with the DESE, put a parent friendly copy of it in the handbook, make it available to parents at Parent-Teacher Conferences and place a copy in the Parent Centers located on each school campus. Person responsible: Teri Philyaw, 870-725-1212