

Stuttgart School District Parent and Family Engagement Plan 2021 – 2022

District Name: Stuttgart School District
Coordinator's Name: Nikki Hawkins
Plan Review/ Revision Date: May, 2021
District Level Reviewer, Title: Nikki Hawkins, Director of Student Services

Committee Members, Role:

Nikki Hawkins, Director of Educational Pupil Services
Tia Brickey, P&F E Facilitator at Park Avenue Elementary School
Tawnya Herring, P&F E Facilitator at Meekins Middle School
Sarah Strabala, P&F E Facilitator at SJHS
Carol Jo Lambert, P&F E Facilitator at SHS
Elizabeth Vazquez-Rodriguez, Translator and Classified Employee
Azure Fitzpatrick, Parent
Lavonda Mitchell, Parent
Heather Henry, Parent
Veronica Hernandez, Parent
Lyn Brownell, Parent
Stephanie Atkinson, Parent
Leslie Bednar, Community Member
Allison Coker, Parent
Alex Maynard, Community Member
Courtney Kleinbeck, Parent
Michelle Givens, Parent
Kyla Neasley, Community Member

The Stuttgart School District understands the importance of parent and family engagement and the community in promoting student achievement in all areas of a child's education. To foster better understanding and forge positive relationships, the District will strive to develop and maintain the capacity for meaningful and productive parent and community involvement.

Goal 1: The Stuttgart School District will foster effective parent and family engagement strategies and support partnerships among school, parents, and the community to improve student achievement and to improve reading skills through the following:

1. Designate an individual at each building as Parent and Family Engagement Facilitator. Each will serve on a district level Parent and Family Engagement Committee. Those persons are the following: Tia Brickey (673-3563) at Park Avenue, Tawnya Herring (673-3565) at Meekins, Sarah Strabala (673-3562) at SJHS and Carol Jo Lambert (673-3561) at SHS.
2. To support the needs of parents and caregivers, Parent and Family Engagement Facilitators will maintain a parent center at each school with information and materials covering a wide variety of parenting topics as suggested by parents/guardians/community members.
3. To ensure that information related to school and parent programs is sent to parents, to the extent practical, in a language and form they can understand, an ESL Clerk/Translator, who speaks Spanish, is employed by the district. She assists in translating documents and attends conferences when translation is needed. Additionally, the current foreign language teacher will be asked to serve as an interpreter as the schedule allows.

4. Reserve a minimum of 1% of the Title I, Part A allocation for parent and family engagement, with 90% going to Title I, Part A schools annually. Input will be received from the district and building committees on the use of these funds.
5. Distribute Student/Parent Handbook containing Parent and Family Engagement Policy and Parent, Teacher, Student Compact. These handbooks are distributed during Open House and Orientation events at each school in August. The compacts are completed during the Open House/Orientation events in August and also during Parent/Teacher Conferences in September. Building administrators oversee this task.
6. Utilize a variety of tools to increase stakeholder satisfaction, responsiveness, and involvement in the activities through the use of radio ads and announcements, newspaper ads, newsletters mailed to constituents, the district and school web-sites, public meetings, messenger system, social media and electronic marquee.
7. Conduct a Parent Volunteer Survey and provide volunteer training as needed during the fall semester. Parent and Family Engagement Facilitator on each campus is the responsible person. During the February, 2020 Parent/Teacher Conference a survey will be completed with parents. The review of the information gained from both surveys will occur during the spring District Parent and Family engagement Committee meeting which Nikki Hawkins (673-8701) will facilitate. The information gained will be used to help inform decisions for the next year's plan. In the event survey responses indicate a lack of satisfaction with the current plan or services, those responses will be compiled by Nikki Hawkins and forwarded to the Division.
8. Hold an annual meeting for disseminating information to the community as well as to gain input to assist in updating the Title I, Part A schools' programs. The facilitator for this meeting will be the building principal or the school's parent and family engagement facilitator. A meeting will be held annually at the district level. Kathy Hopson (673-8701) will be the facilitator of this meeting.
9. A district level parent and family engagement plan, formulated by the district committee, will be developed, updated, and disseminated annually by posting on the District's website and by giving copies to families during visits to the various campuses.
10. The Stuttgart School District will collaborate on parent and family engagement activities with other programs such as Arkansas River Education Service Cooperative (Cathi Swan 870-534-6129) and Arkansas Better Chance Pre-School (Pam Dean 870-673-3563 Principal at PAE).

Goal 2: The District will provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement through the following actions:

1. Subscribe to and implement an interactive web site providing information for parents on school activities, class assignments, grades and serve as a school to home communication link. Parents and Guardians will be able to access Home Access Center (HAC) and Schoology (NEST) [only used for grades 7 – 12] to view student grades and assignments. It will also provide a means for two-way communication between home and school. Teachers are expected to update these sites at least once per week. A link has been uploaded to the district website by Sharon Mayville allowing parents/guardians access to password protected student information. Building Administrators will monitor this task.
2. Conduct a Parent Volunteer Survey and provide volunteer training as needed during the fall semester. Nikki Hawkins will provide this training at the district level or Parent Facilitators will provide the training at the designated campuses.

3. Parental Involvement professional development will be provided based on the recommended rotation schedule for teachers and administrators. Kathy Hopson (673-8701) will facilitate this professional development.
4. On an ongoing basis, an automated calling system will be utilized by Building Administrators or their Designees to increase school to home communication. On the district level this use of the calling system will be done by the Superintendent or his assigned Designee.
5. Provide a copy of the school policy at each school for parents to view as well as provide a copy of each plan posted to the district web site by the District's Executive Administrative Assistant. This document will be housed in the principal's office at each campus.
6. The Parent and Family Engagement Facilitators will schedule or assist in scheduling parent meetings and activities at various times to accommodate varying parent schedules and maximize parent opportunities for participation.
7. Members of the District Parent and Family Engagement Committee will attend some of the scheduled parental involvement events on the campuses. Reports will be made of their observations from these visits via anecdotal notes given to Nikki Hawkins. These notes will be discussed as the plan is updated and evaluated for the next year.
8. Provide to the extent possible, information to parents in a language and form parents can understand. The Director of Educational Student Services (673-8701), Building Administrators and the Building Parent and Family Engagement Facilitators will share the responsibility for the accomplishment of this task.
9. The Student/Parent Handbook, which contains the Parent and Family Engagement Policy, will be distributed during Open House and Orientation events at each school in August. The building principals will monitor the adherence to this procedure. (PAE 673-3563, MMS 673-3565, SJHS 673-3562 and SHS 673-32561)
10. During the course of the school year, the following videos which may be seen on Arkansas IDEAS will be scheduled for showing: Guiding Children Successfully, Episodes 1 – 3. The focus of those videos are effective motivation, helping children use their gifts and parents/teachers working together. An additional video is My Child, My Student: parents and Teachers Communicating – Reducing Chronic Absenteeism.

Goal 3: The District will assist in building capacity for strong parental involvement by:

1. Administrators, Counselors and Teachers will provide information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A.
2. The Principal will assist in the formation of a parent organization such as PTA/ PTO at each building. At Park Avenue, this organization is called C.I.A. (Community in Action).
3. The Parent and Family Engagement Facilitator (PAE 673-3563, MMS 673-3565, SJHS 673-3562 and SHS 673-3561) on each campus will conduct a Parent Satisfaction Survey in the spring semester. This survey will be utilized as one element of evaluating the current plan as plans are made for the next year.
4. Director of Educational Student Services (673-8701) will maintain a district-wide parent resource center containing a variety of age appropriate materials for parents to help their students with.

5. A parent activity will be held regularly at Title I schools, to promote parent participation, when possible, childcare will be provided if needed.
6. Through the district's Director of Educational Student Services, Nikki Hawkins (673-8701), reasonable support for parental involvement will be provided to participating Title I, Part A schools.
7. Information on state standards and graduation requirements will be shared via information posted to the district and school web pages. This activity will be handled by Hawkins, Brickey, Herring, Strabala and Lambert with the additional input of the building principals.

Parental/Community Involvement 2021 - 2022

August

***PAE* (673-3563):**

Open House (Principal, Assistant Principal & Teachers)
 Accelerated Reader Kick-off – One Book/One School – (Library/Media Specialist)
 PTO Meeting – staff, parents and community members

***Meekins* (673-3565):**

Open House – All Staff
 Signing Days – All Faculty

***SJHS* (673-3562):**

Open House and Signing Day (Principal & Faculty/Staff)
 Lunch with Leadership- Leadership Team

***SHS* (673-3561):**

Schedule pick-up and sign required forms (Administrators & Faculty)
 Orientation for 9th grade students (Principal and Sandie Ragland)
 Band Parent Association meeting (Kevin Sherman)
 Booster Club meeting (President)
 Schoology (NEST) Community/Parent Stakeholders' meeting (Principal)

September

***PAE* (673-3563):**

Book Fair (Parent volunteers & Tia Brickey, Library/Media Specialist)
 Parent/Teacher Conferences (Principal & Classroom Teachers)
 Rise and Shine Assembly (Kindergarten Teachers and Counselors Katie Henderson & Kim Henson)

***Meekins* (673-3565):**

PTO Meeting – PTO President and
 Parent Teacher Conferences – Principal & Faculty/Staff

***SJHS* (673-3562):**

PTO Meeting (PTO President)
 Parent/Teacher Conferences (Principal & Faculty/Staff)

***SHS* (673-3561):**

Book Tasting (Lambert)
 Technology Tailgate (Angie Sherman and Kim Lisko)
 Seniors' parent meeting (Angie Sherman)
 College/Postsecondary Day (Angie Sherman)
 Parent/Teacher Conference (Principal and Assistant Principal)
 Parental Involvement Committee Meeting (Carol Jo Lambert)
 Junior Parent/Student Meetings (Class Sponsors)

October

PAE (673-3563):

Rise and Shine Assembly (Kindergarten Teachers and Counselors)

Fall parties – Classroom Teachers

1st Nine Weeks Awards – Classroom Teachers and Principal

Fall Picture Day- Donna Mahfouz and parent volunteers

Meekins (673-3565):

Bring Someone You Love to Lunch Day – Tawnya Herring

Fall into Literacy – MMS Staff

SJHS (673-3562):

PTO Meeting (PTO Officers)

SHS (673-3561):

Financial Aid Parent Night (Angie Sherman)

Annual report to the public (Principal)

PTO formation meeting (PTO Officers)

Homecoming Coronation (Principal & Assistant Principal)

Sophomore Parent Meeting (Class Sponsors)

Junior Parent Meeting (Class Sponsors)

PTO Formation Meeting (Principal and PTO Officers)

District

Red Ribbon Rally

November

PAE (673-3563):

Spelling Bee (Library/Media Specialist)

PTO Meeting-staff, parents and community members

Thanksgiving Lunch (2nd grade teachers)

Rise and Shine Assembly (Kindergarten Teachers and Counselors)

Meekins (673-3565):

PTO Meeting – PTO President & Matt Euler

MMS Spelling Bee – Tawnya Herring

SJHS (673-3562):

PTO Meeting (PTO Officers)

SHS (673-3561):

Governor's School Parent Informational Meeting (Sandie Ragland)

Freshman/Sophomore parent meeting (Class Sponsors)

December

PAE (673-3563):

Holiday parties (Classroom teachers)

Rise and Shine Assembly (Counselors)

Holiday Night (Parent and Family Engagement Committee)

Meekins 673-3565):

Tacky Sweater Christmas Dance – PTO & All Faculty/Staff

Lunch with Leadership – Leadership Team

SJHS (673-3562):

SJHS Spelling Bee- Sarah Strabala

SHS (673-3561):

Choir Concert (Shannon Hudgins)

Band Concert (Kevin Sherman)

January

PAE (673-3563):

2nd Nine weeks Awards (Classroom Teachers and Principal)
PTO-staff, parents and community members
Rise and Shine Assembly (Kindergarten Teachers and Counselors)
Fall Picture retake day- Donna Mahfouz and parent volunteers

Meekins (673-3565):

PTO Meeting – PTO President & Matt Euler
Awards Ceremony – Matt Euler, Julie Lay & Classroom Teachers

SJHS (673-3562):

Award Ceremony- Amy Marek, Kim Lisko, and Classroom Teachers

SHS (673-3561):

Junior class parent/student prom planning meeting (Class Sponsors)

February

PAE (673-3563):

Real Men Read (Jessica Hosman & Tia Brickey)
Parent/Teacher Conference (Principal and Classroom teachers)
Valentine's Day parties (Classroom Teachers)
Parental Involvement Survey (Tia Brickey)
Rise and Shine Assembly (Kindergarten Teachers and Counselors)
Black History Month Program
Class Pictures- Donna Mahfouz and parent volunteers

Meekins 673-3565):

Parent/Teacher Conferences – Principal & Faculty/Staff
Real Men Read – entire month – Tawnya Herring and Literacy Teachers

SJHS (673-3562):

PTO Meeting (PTO Officers)
Parent/Teacher Conferences (Principal & Faculty/Staff)

SHS (673-3561):

Parent/Teacher Conferences (Principal & Assistant Principal)
Talent show (Thespian Club)
AP Award Assembly (Ragland)
Stuttgart Band Parents Association Meeting (Sherman)

March

PAE (673-3563):

Rise and Shine Assembly (Kindergarten Teachers and Counselors)
3rd Nine Weeks Awards (Classroom Teachers and Principal)
Makerfaire – Tia Brickey, Tawnya Herring, Sarah Strabala, and parent volunteers
Spring Pictures- Donna Mahfouz and parent volunteers

Meekins (673-3563):

Pi(e) Night – All Staff
My School Color Run 5K – Running Club Sponsor and Volunteer Faculty/Staff & Parents
Lunch with the Leadership – MMS Leadership Team
Maker Faire(GPC)- District wide, T. Herring, S. Strabala, T. Brickey, C. Lambert, and Teachers

SJHS (673-3562):

Maker Faire(GPC)- District wide: Tia Brickey, Tawnya Herring, Sarah Strabala, Carol Jo Lambert

SHS (673-3561):

Mid-winter Band Concert (Kevin Sherman)

District:(673-8701)

Maker's Faire (Brickey, Herring, Flanagan, Lambert)

April

PAE (673-3563):

PTO- staff members, parents, and community members
Rise and Shine Assembly (Kindergarten Teachers and Counselors)
Book Fair (Tia Brickey and Parent Volunteers)
Cap and Gown Pictures-Donna Mahfouz and parent volunteers

Meekins (673-3565):

National Walk at Lunch Day (Julie lay) and Bring Someone You Love to Lunch (Tawnya Herring) –
This is a combined activity.
PTO Meeting – PTO President and Matt Euler

SJHS (673-3562):

PTO Meeting (PTO Officers)
Course Registration Informational meeting (possibly by Zoom)- Lisko

SHS (673-3561):

Freshman Class Career Fair with CTE and VoEd (Rogers and Adcock)
Thespian Club Spring Production
Gifted Education Advisory Meeting (Ragland)
CAP Conferences (Sherman and Lisko)
Rotary Luncheon (Club President)
Prom Crash Scene Re-enactment (SRO Paul Colvin)

District (673-8701):

Maker Faire – to be held at the Grand Prairie Center – (Tia Brickey, Tawnya Herring, Carol Lambert)

May

PAE (673-3563):

4th Nine Weeks Awards (Classroom Teachers and Principal)
Kindergarten end of the year program (Kindergarten teachers)
Accelerated Reader end-of-the-year celebration (Library/Media Specialist)
4th grade talent show (4th grade teachers and students)
Rise and Shine Assembly (Kindergarten Teachers and Counselors)
Teacher Appreciation Week- office staff and PTO
Field Day- coach, teachers, and parent volunteers

Meekins (673-3565):

Talent Show – Sara Schroeder
What's Next night? – Fifth Grade Faculty
Field Day – All Faculty/Staff
Awards Ceremony – Matt Euler, Julie Lay & Classroom Teachers
Coffee with the Counselor- Julie Eldridge

SJHS (673-3562):

What's Next Night? – Amy Marek, Kim Lisko, and volunteer staff
Field Day (P.E. Teacher and Faculty/Staff)
Award Ceremony – Amy Marek, Kim Lisko, and Classroom Teachers

SHS (673-3561):

Awards assembly (Principal)
Spring Choir Concert (Shannon Hudgins)
Spring Band Concert (Kevin Sherman)
FFA Banquet (Rogers & Adcock)
Senior Recognition Night (Principal & Counselors)
Band Banquet (Kevin Sherman & Shannon Hudgins)
Ricebird Booster Club Sports Banquet (President & Athletic Director)
Graduation (Principal, Assistant Principal, Counselors & Class Sponsors)

Goal 4: The District will conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parent and family engagement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation by:

1. Conducting a Parent Satisfaction Survey and evaluate the results. The survey will be conducted during the second Parent/Teacher Conference held in February, 2020. The Parent and Family Engagement Facilitator on each campus will be responsible for collecting this information. Once collected at the building level, the results will be reviewed and discussed by the district committee during a meeting in the spring semester. Nikki Hawkins (673-8701) will facilitate this meeting and review.
2. Developing procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year. Each campus Parent and Family Engagement Facilitator will receive and store this documentation from various faculty and staff members. (PAE 673-3563, MMS 673-3565, SJHS 673-3562 and SHS 673-3561)
3. The campus Parent and Family Engagement Facilitator will conduct an annual review of the parental involvement plan with input from parents, teachers and community members. Input from this meeting should also address barriers to increased parental involvement and how these barriers may be successfully reduced. Minutes of this meeting will be taken. Revisions will be made as necessary with the guidance of the school's principal. (PAE 673-3563, MMS 673-3565, SJHS 673-3562 and SHS 673-3561)
4. The District Parent and Family Engagement Committee will meet to discuss the results of the annual survey. Parent comments will be included and encouraged by the facilitator, Nikki Hawkins (673-8701), as efforts are made to improve the plan.
5. Members of the District Parent and Family Engagement Committee will disseminate results from the survey to faculty, staff, parents and community. Included in this report will be a request for increased parent participation and will be feedback from parents on how they'd like to see funds spent.
6. During the district team's annual meeting, facilitated by Nikki Hawkins (673-8701), comments on evaluation forms/anecdotal notes will be discussed. The focus will be to improve the parent and family engagement and increase satisfaction of having attended events at their child's school.
7. Reserve a minimum of 1% of the Title I, Part A allocation for parent and family engagement, with 90% going to Title I, Part A schools annually.

Goal 5: The District will coordinate with other organizations, businesses and community partners to provide additional support and resources to families.

1. Parents and community members will be recruited by the building principals and campus Parent and Family Engagement Facilitator to serve on the ACSIP/INDISTAR committee at each school and the district level. The committee will review the Title I plan and will be encouraged to offer suggestions in developing the Title I plan. Parent contacts will be initiated based upon information gained from sign in sheets from school and district activities and upon lists of names submitted by principals. Community member contacts will be begun based on parent suggestions or in response to volunteer requests.

2. Parents will be asked to complete an annual survey suggesting ways to improve district effectiveness in terms of parental involvement. The Parent and Family Engagement Facilitator will be responsible for collecting the surveys and distributing the information gained. Tia Brickey 673-3563, Tawnya Herring 673-3565, Sarah Strabala 673-3562 and Carol Jo Lambert 673-3561)
3. Each campus will create and maintain a parent resource center as facilitated by the campus P & F E Facilitators.

Please remove this page to be signed and returned to your child's school.

I have received a copy of the 2021-2022 Stuttgart School District Parent and Family Engagement Plan.

Student(s) name(s) _____

Student(s) school(s) _____

Please **print** your name _____

Please **sign** your name _____ Date _____

Thank you!