

**School Parent and Family Engagement Plan**

**\*Please note: Your 20-21 plan has been populated below. Please make revisions or delete and paste your updated plan for 21-22.**

**Click to view Required Components Checklist**

([https://www.indistar.org/app/DashboardDocs/Arkansas/2021FamilyEngChecklistComponents\\_School.pdf](https://www.indistar.org/app/DashboardDocs/Arkansas/2021FamilyEngChecklistComponents_School.pdf))

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<b>School Name:</b>	Mena High School
<b>Facilitator Name:</b>	Tonya Thacker
<b>Plan Review/Revision Date:</b>	10/6/2021
<b>District Level Reviewer, Title:</b>	Linda Shelley, Parent Involvement Coordinator
<b>District Level Approval Date:</b>	

**Committee Members, Role:**

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

<b>First Name</b>	<b>Last Name</b>	<b>Position</b>
Shannon	Lyle	Parent Involvement Facilitator
Celeste	Ashcraft	Indistar Representative, Funding
Lee	Smith	Administration
LeeAnn	Dilbeck	Parent
Ladatha	Hobson	Parent
Kristi	Wilson	Parent

**1: Jointly Developed**

*(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

The District Family Engagement committee meets every spring to review the district plan and plan for a new year. Representatives from each school review school plan and set goals for the next school year. Due to COVID 19, some dates and family engagement activities will be held virtually.

**2021 Family Engagement Calendar**

Open House- Aug. 10 4-7 pm Juniors and Seniors, and parents of new students only due to COVID-19

Aug. 11 4-7 pm Freshmen and Sophomores, and parents of Freshmen and new students only due to COVID-19

Public Meeting- Nov. 1 done virtually and posted to website, facebook

PT Conference- Sept. 15 3:30-6:30 Teachers call parents due to COVID-19

Title One Meeting- Nov. 1 done virtually and posted to website, facebook

FSA IDs and YOUiversal Sept. 17 8am - 3pm

College Fair- October

Financial Aid Filing- October 20- 9:00 am - 6:00 pm

Parent Teacher Conferences Nov. 17 Parent Teacher Conferences- 3:30-6:30

Senior Scholarship Seminar November Nov. 17 3:30-6:30

Parent Teacher Conferences February 2 3:30-6:30 pm

Senior Scholarship Seminar February 2 3:30-6:30 pm

Prom Parent Meeting - February

CAPS - February 14

Parent Teacher Conference March 16 3-5:30 pm

Dads valet parking at prom April 23

Senior Scholarship Seminar March 16 3-5:30 pm

Awards Assembly- May Mena High School Graduation - May 21

FFA alumni- monthly meetings

Band alumni- monthly meetings

Bearcat Foundation- monthly meetings

Theater productions- Fall and Spring

Band concert- Winter and Spring

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## **2: Annual Title I Meeting**

*(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)*

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

MHS Title One Meeting-

Agenda

I. Academic Assessment

1. ACT Aspire

2. ACT

II. Conflict Resolution

1. Teacher, Principal, Superintendent, School Board

III. Parents Right to Know

IV. Annual School Report Card - <https://adesrc.arkansas.gov>

V. Disabled Parents- Parents have a right to ask for services to afford disabled students equal opportunity to participate and enjoy benefits of Title I programs.

VI. Parent Involvement

1. Parent Involvement Plan
  2. School-Parent Compact
  3. Advisory Committee
- 

### **3: Communications**

*(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)*

#### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

The Mena High School will ensure that an effective communication plan exist so that school-related information is distributed to parents and the community. We will hand out first day of school papers, along with the family engagement plan, yearbook order form, Home Access codes, and all other important information that parents need to know. The information will also be accessible at parent teacher conferences and open house.

Mena High School's Family Engagement plan includes:

Schedule of activities planned throughout the school year

Explanation of all possible ways for parents/teachers to communicate. These include, but are not limited to: email, Remind, announcements, website, facebook, home access, Mena public Schools App, Parent link telephone notifications system via MHS website, district calendar, Mena Radio KENA 104.1 and KQOR 105.3, Mena Star and Polk County Pulse.

The parent and family engagement plan is online and as a supplement to the student handbook.

An "All Call" system is used to contact parents of upcoming events.

Signatures from each parent acknowledging receipt of the Mena High School parent and family engagement plan summary.

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### **4: School-Parent Compact**

*(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)*

#### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

To help ensure academic success and build home-school partnerships, each student is assigned an advisor they meet with daily. That advisor is a liaison between the parent and the school. The advisor also holds the student accountable for academic achievement. The advisor meets with the student and parent at CAP conferences and the parent picks up report cards, test scores, and midterm grade reports from the advisor.

Daily announcements are emailed to parents daily. Announcements are also posted online and sent through text messages via Remind.

Teachers send Remind messages to parents.

Grade reminders are sent through email.

Parents are invited to student's Google Classroom.

Parents have home access to check student's grades, attendance, tardies.

Students check grades every Monday.

Parent teacher conferences are held every mid-term (4 times a year) so that students will have a chance to correct grades before the 9 week period ends.

Parents are emailed daily announcements. They can also sign up to have emails sent as Remind message. Announcements are posted daily on the website.

Parents are encouraged to attend all school activities including games, concert, competitions,

Due to COVID 19, MHS will utilize Google Classroom for housing assignments, so that if students can no longer be face to face in the classroom, their move to virtual will be seamless.

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### **5: Reservation of Funds**

*(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)*

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

Each Spring the district and school family engagement budget is reviewed by the family engagement committee. In the fall at the Title One Meeting, the budget is reviewed by administration and shared with parents.

The Mena High School SIP co-chair, Celeste Ashcraft, shares the budget with the Family Engagement Facilitator, then facilitator budgets according to the committee and parents annual goals.

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### **6: Coordination of Services**

*(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)*

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

Community resources are utilized in the classroom.

Mena High School also promotes and supports responsible parenting. Parents have access to: Daily emails and website access for the Center for Effective Parenting, Websource- username and password provided to parents, Tasseltime- username and password provided to parents.

Each student is registered for an ACT account where they can log on to register for ACT tests, practice, and career and college information.

A Financial Aid Event will be held in October of 2021 from 9 am to 6 pm. During this time representatives from UA Rich Mountain will be at the school to help give assistance to parents and students.

The Mena High School Leadership will continuously strive to create a culture of parent and community engagement in our school as we seek to assist students to become engaged, productive citizens of our community.

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### **7: Building Capacity of Parents**

*(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

DUE TO COVID 19, the annual meeting may be held virtually and information given to parents.

A Title One Meeting is held annually before the first parent teacher conference. This meeting details the state of the school and an overview of what students will be learning, how students will be assessed, what a parent should expect for his or her child's education, and how parents can get involved and make a difference in their child's education.

Parents are also given a course catalog and description and explanation of the curriculum in use at school, the forms of academic assessments upon request.

The school will provide assistance to parents of children served by the school, as appropriate, in understanding the following topics:

State academic standards

The State and local assessments.

The requirements of Title I, Part A

How to monitor their child's progress.

How to work with educators to improve student achievement.

Student Success Planning with the CAP teacher, parent, and student will take place in the spring.

Parenting information, training and literature pertaining to parenting skills, interventions, and healthy lifestyles information will be available through the Family Recourse Center located in the Counseling Center.

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**8: Building Capacity of School Staff**

*(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

Every year Mena School district dedicates time to train teachers for parent involvement. Mena High school trains teachers for CAP conferences. Teachers are trained on student success plans and advise students daily. They are also given time built into the school calendar to meet with parents at CAPS, parent teacher conferences (4 times a year) and open house. Parent Involvement facilitators may go to the family engagement conference annually.

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**9: Building Capacity - Discretionary**

*(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)*

**Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?**

Hint

Mena Public School is committed to the importance of parental involvement in our student's education. We firmly believe that every child receives the best education possible when parents and teachers work together as a team.

This compact outlines how parents, faculty, and students will share the responsibility for student

achievement and success.

#### School Responsibilities

Mena Schools will provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student achievement standards.

Free tutoring for every subject is available to students who need extra help.

Parent teacher conferences will be held in fall and spring of each school year.

Parents will have frequent reports on their child's progress by:

access to their child's grade via Home Access Center

mid term reports

parent teacher conferences

email

phone call

Faculty is available to parents at least one hour per day for conferences. Teachers are also available before and after school, at open house, and parent teacher conferences. Email and phone calls are encouraged as a means of communication between parent and teacher. The school website also helps inform parents of upcoming events. An email containing the daily announcements is emailed to parents daily.

#### Parent Responsibilities

Parents are encouraged to be actively involved in their child's education.

Enhance your child's education by:

making homework a priority

providing positive support for good character

asking to see your child's report card every 9 weeks

checking your child's grade via the parent viewer

coming to parent teacher conferences

attending events in which your child participates

making sure your child comes to school on time everyday

participating in decisions relating to your child's education

#### Student Responsibilities

As a student at MHS, I am responsible for my education. I will:

Complete homework assignments

Turn the assignment in on time

Come to school on time everyday

Give my parents or guardian all notices and information received by me from my school everyday.

Mena School District, Parents, and Students are working together for children to have the best possible education. If we all do our part in a school wide partnership, academic success will happen.

Parents can expect from MHS

Clearly defined assignments—teacher posts assignments on website.

Communication with parents- phone call, email, or conference will be held when student is in danger of failing a class.

Free Tutoring- M-F 7:00-7:45 am and MTR 3:30-7:00 pm W 3:30 - 6:00 pm and S 9:00 am - 12:00 pm

Well prepared lessons

Positive encouragement and fair discipline

Variety of opportunities for parental involvement

Zero tolerance of bullying

MHS Expectations of Parents

Make homework a top priority

Positive support when homework is completed

Contact teacher if child has problems with homework

Make certain the child attends tutoring if necessary.

Parental Involvement

Attend Parent-Teacher Conferences

Resolving Parental Concerns

Meeting the needs of students is a team effort between teacher and parents. All parental concerns are encouraged to be addressed with the child's teacher. If needed, the building counselor and/or principal should be advised in an effort to resolve concerned issues. In the event that an agreeable solution is not obtained, the school superintendent should be informed.

Some issues may require school board attention, but should be addressed through the proper channels listed above, so that all involved are informed of the concern and given ample time to resolve the issue. In order to address the Mena School Board, one must contact the superintendent and be added to the monthly agenda. Mena Public School is committed to addressing parental concerns to better serve all students.

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(Find complete guidance on the DESE Parent and Family Engagement Requirements (<https://dese.ade.arkansas.gov/Offices/public-school-accountability/federal-programs/parent-and-family-engagement-requirements>) webpage.)

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**District Feedback**

- Attention: Changes Needed!
  - In Compliance
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**Comments:**

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