

2017-18

Magazine School District Family and Community Engagement

This form was adapted from, *A Toolkit for Title I Parent Involvement.*

Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement.* Austin, TX: SEDL

Committee Members:

Brett Bunch, Superintendent
 Randy Bryan, High School Principal
 Karen Gipson, Elementary Principal
 Linor Thomas, Family and Community Engagement Coordinator
 Renee Holt, Elementary School Counselor, Elem. FCE Facilitator
 Julie Raggio, K-12 Dean of Students, H.S. FCE Facilitator
 Jamanda Rogers, High School Counselor, Parent, Co-FCE Facilitator
 Donna Robinson, Wellness Coordinator
 Gaylon Scharbor, ACSIP Chair
 Delania Smith, Elementary ACSIP, ESL Coordinator, Parent
 Jennifer Means, Parent
 Teresa Staton, Parent
 Kim Smith, Parent
 Candice Whitley, Parent
 Alisa Green, Parent
 Vonda Christensen, Parent and Business Owner

Goal 1: How will the LEA foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement?

1. Develop and disseminate district parental involvement

policy. Magazine School District will make the Parent Involvement Policy available to parents by including it on our district website and copies will be distributed at parent-teacher conferences in parental involvement kits.

Elementary Contact: Renee Holt
 High School Contact: Jamanda Rogers
 Contact: Linor Thomas
 Timeline: October 2017

2. Conduct an annual meeting in the spring to update policy for next year's Title I, Part A program and Parent Involvement Plan. The district and schools shall meet with committees of parents regularly, including in the spring to review and implement plans.

Contact: Linor Thomas

Timeline: May 2018 and ongoing

3. Reserve a minimum of 1% of the Title I, Part A allocation for parental involvement, with 95% going to Title 1, Part A schools. Not required as Title I funding is less than \$500,000.

4. Coordinate parental involvement activities with those of other programs such as Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program and Home Instruction Program for Preschool Youngsters and State-run preschool programs. Magazine School District operates an ABC preschool program supported by the Arkansas Department of Education. We contact all parents of 3 & 4 year olds living in the district and encourage them to participate in the program through various methods including social media outreach, distributing information through local churches and businesses, and direct personal contact with prospective families. We hold parent meetings and programs on a regular basis and all are well attended by the parents of the preschool children. We encourage partnerships with our parents.

Contact: Karen Gipson

Timeline: July 1, 2017 - June 30, 2018

5. Establish parental involvement contact person at each of the Title I, Part A schools. The district shall designate a certified parent and community engagement contact person at each school (High School, Jamanda Rogers; Elementary School, Renee Holt).

Contact: Linor Thomas

Timeline: July 1, 2017 - June 30, 2018

6. Conduct an annual review of the effectiveness of the parental involvement policy. Magazine School District will conduct an annual review of the effectiveness of the parent involvement policy. Data collection including interviews, surveys, and/or focus groups will be conducted in the spring semester so that parents have an opportunity to suggest changes to the next year's plan. The results will be reviewed

periodically through the year with summary results guiding plan updates in May.

Contact: Linor Thomas

Timeline: July 1, 2017 - June 30, 2018

7. Develop district parental involvement committee to create a parental involvement policy and implement parental involvement activities as well as disseminate information to the community to promote parental involvement in the Title I, Part A schools.

Magazine School District has a Parent and Community Engagement Committee that promotes ways to get parents and other stakeholders involved in the district activities. Our parents provide input for ACSIP plans, suggestions to improve communication between school and community, work with special groups to raise funds, and work as volunteers to help students with learning services.

Contact Linor Thomas

Timeline: July 1, 2017 - June 30, 2018

8. Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand.

The district holds a special back to school parent meeting every year to inform parents of curriculum highlights, activities, and school information. Elementary parents meet the teacher and receive classroom specific information. High school students receive schedules and have an opportunity to walk the campus to find class locations and meet with teachers. We provide interpreters for those non-English speaking parents during this meeting as well as during parent-teacher conferences.

Contact: Delania Smith and Brett Bunch

Timeline: July 1, 2017 - June 30, 2018

9. Involve parents in the process of school review and improvement.

The district conducts committee meetings for parents and other stakeholders for a variety of purposes. We distribute parent-friendly newsletters twice yearly through direct distribution to homes and partnerships with local churches and businesses. We ensure that parents are involved in all ACSIP meetings that involve the Family and Community Engagement Plan.

Contact: Linor Thomas
 Timeline: July 1, 2017 - June 30, 2018

Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?

1. Conduct ongoing site visits to observe parental involvement practices. The district Parent and Community Engagement Coordinator will make observations of parent involvement activities when parents are on campus and identify barriers and areas for improvement. Reviews of activities with the Committee will include identification of barriers and areas for improvement.

Contact: Linor Thomas
 Timeline: July 1, 2017- June 30, 2018

2. Provide materials and training not otherwise available to assist parents in supporting their child's academic achievement. The district will provide parent kits at fall parent teacher conferences. In addition, parent newsletters from the Home and School Connection are linked on the school website and automatically update monthly. Classroom teachers and program coordinators provide parents information periodically through class newsletters, social media, and other methods.

Contact: Jamanda Rogers, Randy Bryan, Karen Gipson
 Timeline: July 1, 2017-June 30, 2018

3. Enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners. The district will provide specific and/or embedded parental involvement professional development training as part of preservice days. (This training may be embedded in other sessions as provided by Arkansas legislation and rules and regulations.) In addition, the district employs a .5 FTE Social Services Worker in the schools who attends yearly workshops to bring back information for the staff and presents new information at the after-school workshops held monthly in the district. All staff are expected to attend these workshops to be better equipped for helping our parents. The focus for 2017-18 is developing capacity in teachers to better communicate levels of achievement, ways to address skill strengths and weaknesses, and

foundational work for developing Student Success Plans in 2018.

Contact: Brett Bunch and Jamanda Rogers

Timeline: July 1, 2017 - June 30, 2018

4. Ensure, to the extent possible, that information is sent home in a language and form parents can understand. Our Hmong students are our largest minority and we use some of these parents as interpreters for those parents who have difficulty communicating in English. We also give out information at our yearly meeting we hold with our language minority parents.

Contact: Delania Smith

Timeline: July 1, 2017 - June 30, 2018

5. Provide information on adult literacy training available in the community. We work with the local adult education providers to provide program information for our families. We are also working with parents, teachers, and partners to provide adult programs in financial literacy, computer literacy, social media literacy, and other areas of need.

Contact: Brett Bunch

Timeline: July 1, 2017 - June 30, 2018

6. Provide a copy of the school policy at each school for parents to view as well as provide a copy to each parent. Each student/family receives a handbook with a parent-friendly version of the compact located inside the handbook. Copies of all handbooks are located on the district website.

Contact: Randy Bryan (High School) and Karen Gipson (Elementary)

Timeline: August 2017 (or upon enrollment)

7. Monitor each Title I, Part A school to ensure that each school performs the following tasks:

Develop parental involvement policy. The plan and policy are developed with parents and staff from across the district, and then are approved by the Board.

Contact: Linor Thomas and Brett Bunch

Timeline: July 1, 2017- June 30, 2018

Offer flexible meeting times. Parent meetings are offered during the day or evenings to accommodate the schedules of the parents. We promote face to face meetings at least twice per year but also accommodate parents for phone or email meetings when requested.

Contact: Brett Bunch

Timeline: July 1, 2017- June 30, 2018

Provide information to parents about the school's program, including parent information guide. The district will provide information about the school's program at the yearly "Report to The Public" and Title I meetings. Parents and community members are invited to attend this meeting and to learn about the programs that are available to them.

Contact: Brett Bunch

Timeline: October 2017

Develop and use the School-Parent Compact. The Compact is located in the student handbook and parents, student, and the district signs it yearly. It lists the responsibilities of each party. It will be used as guide when considering needs assessment so that areas of weakness in the compact can be identified and addressed in other parts of the plan for continuous improvement. A committee rewrote the compact in 2016 to be more concise with language that is easier for stakeholders to understand.

Contact: Brett Bunch

Timeline: July 1, 2017- June 30, 2018

Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement. The district will work with schools to support parent training for working with their students to improve academic achievement. In addition, the district will offer workshops and individual help during parent-teacher conferences to help parents access up-to-date information and further resources on student progress using the Home Access Center.

Contact: Linor Thomas

Timeline: July 1, 2017- June 30, 2018

8. Reinforce parenting skills to support the acquisition of academic skills and their application in real-life situations for parent use. The district will provide parenting packets in the fall, distribute newsletters in the twice each year, and will update the website with information for parenting to improve academic skills. The district

will support schools in addressing their identified areas of need related to this goal.

Contact: Linor Thomas

Timeline: July 1, 2017 - June 30, 2018

9. Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts. The district will work with schools and parent committees to identify volunteer opportunities for parents and to build a list of parents who would like to volunteer so that they can be contacted directly. Teachers will be encouraged to announce volunteer opportunities on their class social media accounts and in their newsletters. At the request of parents, the district will work to create volunteer liaisons for each campus in the districts to provide stronger opportunities.

Contact: Linor Thomas

Timeline: July 1, 2017-June 30, 2018

10. Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities. The district will work with schools to ensure that activities are offered before school and after school at a variety of times to meet the needs of parents. When more than one meeting is not possible, the district will provide summaries and materials to parents who could not attend when available.

Contact: Linor Thomas

Timeline: July 1, 2017- June 30, 2018

11. Coordinate and integrate parental involvement strategies and staff training with the Readiness Coalition Committee. The district will meet and coordinate with the Readiness Coalition Committee to improve district outcomes through parental involvement strategies and staff training.

Contact: Karen Gipson

Timeline: July 1, 2017- June 30, 2018

12. Convene annual school meeting to inform parents of their school's participation in the development of the parental involvement policy and their right to be involved. The district will provide an Annual Report to the Public as well as a district-wide Title I meeting in which parents are informed of the school programs as well as their rights to be involved. These meetings are held in October.

Contact: Linor Thomas
Timeline: October 2017

Goal 3: How will the district build the school's capacity for strong parental involvement?

1. 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. All of this information is provided at the annual Report to the Public. Parents are encouraged to attend Title I meetings at the school and district levels and become a part of the Title 1 process. There will be a time for questions during the program.

Contact: Brett Bunch
Timeline: Fall 2017

2. Assist in the development of parent engagement groups at each school. Parents are encouraged to actively participate in school parent groups in the community. This information is found in the newsletters sent home to parents. The school is working with parents who have recently expressed interest in forming a formal Parent Teacher Organization.

Contact: Brett Bunch
Timeline: July 1, 2017 - June 30, 2018

3. Encourage the formation of partnerships between schools and local businesses that includes roles for parents. The committee of parents, community, and school leadership will investigate ways to build upon the partnerships with local business already in place as well as how to develop additional partnerships. Parents will be included in these investigations. The information will be considered when developing and revising existing school programs as well as adding new programs. The

district added a new program of study, Construction Technology, this year through this process and will continue to evaluate programs of study.

Contact: Linor Thomas

Timeline: July 1, 2017 – June 30, 2018

4. Provide resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their child. Materials and supplies are found within the Parent Centers found in each school. These materials are updated periodically to keep them current. Some of the information is also included on the school website and sent home in parent packets or newsletters. Information is also posted in the school offices as well as in the gymnasiums and district wellness center for better parent access. District social media will also include topics and links to resources. Parents have suggested the promotion of more resources through our social media accounts. At the request of parents, the district will review the barriers to accessing parent centers and will more actively promote the use of the centers.

Contact: Jamanda Rogers

Timeline: July 1, 2017 - June 30, 2018

5. Involve parents through an annual survey to improve school effectiveness. Magazine School District will encourage all parents to take an electronic survey to improve school effectiveness. This survey will be offered during spring parent-teacher conferences and will be available on the district website for anyone who missed the conferences and other community members. Paper copies will also be available. The committee will work on the format of the survey to determine if one survey or multiple smaller surveys spread over the year provide better information and facilitate better participation.

Contact: Randy Bryan or Karen Gipson

Timeline: July 1, 2017 - June 30, 2018

6. Approve reasonable and necessary expenses associated with parental involvement activities. The district includes expenses for parental involvement activities through the annual budgeting process. Examples of expenditures include purchases for the parent packets, materials and supplies for parent-teacher conferences, printing of newsletters and other relevant expenses.

Contact: Brett Bunch

Timeline July 1, 2017 – June 30, 2018

7. Provide any reasonable support for parental involvement at the request of participating Title I, Part A schools. Funds will be set aside for parental involvement activities. Materials will be purchased to help parents become more effective in supporting the academics of their child as determined by needs assessments from the school buildings.

Contact: Brett Bunch

Timeline: July 1, 2017 - June 30, 2018

Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?

1. Survey parents annually, including questions to identify barriers to parental involvement. Magazine School District will survey parents annually each spring as part of needs assessment, which will include questions to identify barriers to parental involvement. Parent focus groups also provide this information.

Contact: Linor Thomas

Timeline: Spring 2018

2. Provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected. Magazine School District will provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected from parent surveys. We will work as a team to determine questions for study and to review responses to surveys and other data to evaluate the Parent Involvement Plan.

Contact: Linor Thomas

Timeline: January 1, 2017-June 30, 2018

3. Develop 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 building coordinator will collect and file sign-in lists for parent activities schedules or agendas for the activities, as well as other supporting documents as needed. Additional activities such as class performances, Red Ribbon Rally, Open House will also be documented.

Contact: Jamanda Rogers and Renee Holt
Timeline: July 1, 2017- June 30, 2018

4. Use findings from evaluation process to:
-Make recommendations to each participating school for parental involvement policy revision.

-Provide suggestions for designing school improvement policies, as they relate to parental involvement.

The results of annual evaluations will be used by the district committee to assist schools in revising parental involvement policy, especially in the areas related to the parent compact and parent concerns revealed in the surveys. These results will be discussed in joint committee meetings as plans are revised for the following year.

Contact: Linor Thomas
Timeline: May-June 2018

5. Develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community. We will develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community. The activity will be reported at the fall meeting. The information will also be available in the school parent centers. Following parent suggestions, we will also provide a brief summary in the district newsletter distributed in the fall.

Contact: Linor Thomas
Timeline: May 2017 - June 2018

Goal 5: How will the district involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)?

1. Recruit parents to serve on district ACSIP committee to develop the Title I Application. Parents will be invited to serve on the district ACSIP committee that will be formed each year. Parents will be encouraged to provide input on the ACSIP plan.

Contact: Gaylon Scharbor
Timeline: Ongoing

2. Recruit parents for a district Parent Advisory Committee. The Parent Advisory Committee will be recruited from teacher input and through personal invitations.

Contact: Linor Thomas
Timeline: September 2018

3. Encourage the formation of partnerships between the district and local businesses that includes roles for parents. The District has many partnerships with the community. We have partners in our Wellness Centers to provide health care for our districts. District newsletters will be available through community partnerships with local businesses. The local bank does financial seminars for our high school students. Several classes participate in field trips to learn about careers in our local businesses. We communicate the idea of open door to community businesses. A new area of focus suggested by parent is asking volunteers to share careers with classes.

Contact: Brett Bunch
Timeline: July 1, 2017 - June 30, 2018

4. Involve parents through an annual survey to improve district effectiveness. The District will involve parents with opportunities to provide feedback regarding district effectiveness during Parent Teacher Conferences held two times per year as well as other times when the need arises. We will encourage parents from many different groups to participate. Suggestion boxes will be available at identified events with input from parents.

Contact: Jamanda Rogers
Timeline: Ongoing