

**Hazen District - 2022-23 Arkansas Engagement Plan**  
**[Effective April 2022]**

Please read over the updated form closely. Note the new Assurances section allows you to confirm practices that are *required* but do not need further elaboration. In the response fields, please include links to additional information that can help support your story as you answer the guiding questions. At the bottom of this form, you will find guidance on the required documentation upload for Federal Monitoring for 2022-23.

**1: Jointly Developed Expectations and Objectives**

Describe how the LEA works with parents and families to develop and review relevant plans, policies, and strategies related to engagement, including establishing expectations and objectives.

*Guiding Questions*

- **1.1:** *How does the LEA involve parents in the development and review of the District Engagement Plan, the School Improvement/Title I Schoolwide/Title I Targeted Assistance Plan and, if applicable, the Comprehensive Support and Improvement and the Targeted Support and Improvement plans?*  
[ESSA § 1116(a)(2); A.C.A. § 6-15-1702(a)]
- **1.2:** *What efforts have been made to ensure adequate representation of parents and families of participating children in the process (Title I families)?*  
[ESSA § 1116(a)(1)]
- **1.3:** *How has the Engagement Coordinator and/or Committee worked with the School Improvement/District Support Committees in order to incorporate the Engagement Plan into the Schoolwide Plan?*  
[ESSA § 1116(a)(2)]
- **1.4:** *What expectations and measurable objectives has the LEA established for meaningful family and community engagement?*  
[ESSA § 1116(a)(2)]

We will conduct an annual review that will involve parents in the development, updating, and evaluation of the district parent and family engagement plan, the schoolwide program plan, and support and improvement plans. In order to make the most meaningful involvement, expectations and objectives will be set that allows the specific needs of students and families to be met. The district and family engagement plan will be on file with the Department of Education, placed on the Hazen School District website, and a hard copy will be placed in the Parent Center. Website administrator will ensure that there is a link to all parent and family engagement policies on the Hazen School District Website and that it is parent friendly. Comments from parents who deem the plan unsatisfactory will be provided to the superintendent for submission to the appropriate ADE/DESE personnel, if applicable.

## **2: Building Staff Capacity**

Describe how the LEA will support all its Title I schools in planning and implementing effective engagement practices.

### *Guiding Questions*

- **2.1:** *How will the district provide support and technical assistance to all of its Title I schools in planning and implementing effective parent and family engagement practices? This includes:*
  - *jointly-developing school engagement plans*
  - *implementing effective parent and family involvement activities*
  - *jointly-developing school-parent compacts*  
*[ESSA § 1116(a)(2)(B)]*
- **2.2:** *How does the LEA build staff capacity to work with parents as equal partners? This may include workshops, conferences, trainings, webinars, and online resources that will be used to ensure ALL school staff are aware of:*
  - *the value and utility of contributions of parents*
  - *how to reach out to, communicate with, and work with parents as equal partners*
  - *how to implement and coordinate parent programs*
  - *how to build ties between parents and the school*  
*[ESSA § 1116(e)(3)]*
- **2.3:** *How will the LEA ensure information related to school and parent programs, meetings, and other activities is provided to parents in a format and in a language that parents can understand (to the extent practicable)?*
  - *How are you ensuring that relevant information is provided in a variety of ways? (For example, paper copies made available, as well as social media posts, website links, parent apps, etc.?)*  
*[ESSA § 1116(e)(5)]*

Tiffany Glover, Elementary Principal, and Amy Marek, High School Principal, will conduct ongoing site visits to observe parent and family engagement practices within the Hazen School District. Our district will enhance the awareness and skills of teachers, pupil service personnel, principles, and staff in reaching out to, communicating with, and working with parents as equal partners. Professional development will be incorporated for faculty and administration (2 hours) every four years. We will ensure, to the extent possible, that information is sent home in a language and form parents can understand. The persons responsible for this would be Amy Marek, High School Principal, and Tiffany Gover, Elementary Principal.

Monitor each Title 1, Part A school to ensure that each school performs the following tasks:

- Develop a parent and family engagement policy shared through the district website.
- Offer flexible meeting times to accommodate parents in the district.

- Provide information to parents about the Hazen School District's program, including parent informational guides.
- Develop and use a School-Parent Compact guided by the Title 1 committee listed in the district ACSIP.
- Provide training for parents in working with their child to improve academic achievement.
- Provide training for parents to use the Home Access Center (HAC) to allow them to monitor their child's attendance and achievement records. Parents will be notified of the HAC information through Parent Teacher Conferences and the school district website. Provide time for parent/teacher conferences, orientations, and open house.
- Training is conducted at Parent Teacher Conferences and throughout the school year upon request.

Amy Marek, High School Principal, and Tiffany Gover, Elementary Principal will include a copy of the school parent and family engagement policy in the handbook each year, Hard copies will be available upon request. Website administrator will ensure that there is a link to all parent and family engagement policies on the Hazen School District Website and that it is parent friendly. Comments from parents who deem the plan unsatisfactory will be provided to the superintendent for submission to the appropriate ADE/DESE personnel, if applicable.

### **3: Building Parent Capacity**

Describe how the LEA supports parents in helping with their student's academic success.

#### *Guiding Questions*

- **3.1:** *How does the LEA provide assistance to parents in understanding the following?*
  - *the challenging State academic standards*
  - *State and local academic assessments*
  - *the requirements of Title I, Part A*
  - *how to monitor a child's progress and work with educators to improve the achievement of their children*  
[ESSA § 1116(e)(1)]
- **3.2:** *What types of materials and training does the LEA provide to help parents work with their children to improve achievement? This may include:*
  - *literacy training*
  - *technology training, including education about copyright piracy and safe practices*
  - *resources that describe or assist with the child's curriculum*
  - *other activities such as workshops, conferences, online resources like tutorials or webinars, and any equipment or other materials, including parent resource centers*

[ESSA § 1116(e)(2); ESSA § 1116(e)(4)]

- **3.3:** *In what ways does the LEA conduct outreach to ALL Title I, Part A parents and family members (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)?*

[ESSA § 1116(a)(1)]

Our district will provide information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title 1, Part A. We will also assist in the development of parent engagement groups at each school by not having any school policies or procedures that would discourage a parent from visiting a school or from visiting a child's classrooms. Sponsors of various clubs and organizations encourage parent and family engagement. We will 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 in the Parent Resource Center. We will involve parents through an annual survey to improve school effectiveness. We will provide any reasonable support for parent and family engagement at the request of participating Title 1, Part A schools. Building principals will approve any reasonable and necessary expenses associated with parent and family engagement activities.

#### **4: Coordination**

Describe how the LEA will coordinate with other organizations, businesses, and community partners to provide additional support, services, and resources to families that encourage and support parents in more fully participating in the education of their children.

##### *Guiding Questions*

- **4.1:** *How does the district coordinate and integrate programs and activities with other Federal, State, and local programs? Some examples include:*
  - *public preschool programs such as Head Start*
  - *organizations/activities to help students transition to elementary, middle, high, and postsecondary schools or careers*
  - *wraparound services that allow families to send their children to school ready and able to focus on learning*

[ESSA § 1116(e)(4)]

Our district coordinates with other organizations to provide additional support and resources. We have several business leaders, parents, and career progressions that are very engaged and supportive of the schools and provide support through the year. Our district partners with The Pointe and Life

Strategies for outside mental health services.

## **5: Evaluation and Reservation**

Describe how the LEA evaluates the content and effectiveness of its Engagement Program in improving the academic quality of all schools. Describe how the LEA reserves and uses Title I funds for parent and family engagement programs and activities.

### *Guiding Questions*

- **5.1:** *How does the LEA review and approve the Engagement Plan for each **school**?*
  - *Describe the process used to ensure each school plan is in full compliance with applicable codes.*  
*[ADE Rules Governing Parental Involvement Section 4.03]*
- **5.2** *What process does the LEA utilize to conduct an evaluation of the content and effectiveness of the Engagement Program?*
  - *Who is responsible?*
  - *When will it be conducted?*
  - *How will parent input be solicited?*
  - *How will it be disseminated?*
  - *Ensure the evaluation of the Engagement Program in Title I schools includes:*
    - *barriers to greater participation by parents (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 needs of parents and family members to assist with their children's learning, including engaging with school personnel and teachers*
    - *strategies to support successful school and family interactions*  
*[ESSA § 1116(a)(3)(D)(i-iii); A.C.A. § 6-15-1702(b)(9)]*
- **5.3:** *How does the LEA use the findings from the evaluation to develop strategies for more effective engagement and to revise, if necessary, parent and family engagement policies in order to improve the academic quality of all schools?*
  - *How will the findings of the evaluation be shared with families and the community?*  
*[ESSA § 1116(a)(2)(E)]*
- **5.4:** *If The LEA is required to set aside funds for parent and family engagement (as part of receiving a Title I, Part A allocation greater than \$500,000),*
  - *How is the LEA spending those funds?*
  - *How is the LEA determining the priority of how funds are spent?*
  - *Who is involved in determining that?*  
*[ESSA § 1116(a)(3)(A)]*
- **5.5:** *How does the LEA/school provide opportunities for parents and family members to be involved in providing input into how the funds are used? How will the district share the budget for engagement activities and programs with parents and family members?*  
*[ESSA § 1116(a)(3)(B); ESSA § 1116(a)(3)(C); ESSA § 1116(a)(3)(D)(i-v)]*

The principals at each school will make recommendations to the coordinator for parental engagement policy revisions and provide suggestions for designing evidence based strategies for school improvement, as they relate to parental engagement. We will conduct an annual review that will involve parents in the development, updating, and evaluation of the district parent and family engagement plan, the schoolwide program plan, and support and improvement plans. In order to make the most meaningful involvement, expectations and objectives will be set that allows the specific needs of students and families to be met. Methods of evaluation include but are not limited to feedback from parents, conversations with parents and family members, and/or responses to social media posts. Information will be available for parents during Open House, notes to parents and families, and social media. The Hazen School District does not receive \$500,000 or more in Title I funding, therefore it is not required to set aside funds for parent and family engagement. This district shares the budget of all funds on the website under "State Required Information". There is funding for parent and family engagement allocated from Title I Funds as well as ESA funds. The budget amounts have yet to be determined for the 2022-2023 school year.

### **Assurances**

*Please read the following statements closely. By checking these boxes, the LEA understands the legal requirements and will meet them accordingly.*

- A.1:** LEA understands that by August 1<sup>st</sup> annually, it must review and update accordingly the District Engagement Plan:  
[A.C.A. § 6-15-1704(a)(1-2)]
- A.2:** LEA understands that the District Engagement Plan should be sent to the State for review in Indistar no later than August 1<sup>st</sup>. If the plan is returned for revisions, those revisions should be made and the plan sent for an additional review within two weeks.  
[A.C.A. § 6-15-1704(a)]
- A.3:** LEA understands that the District Engagement Plan must be made available to families and the local community on the district website under State Required Information no later than August 1<sup>st</sup>; if revisions are necessary, the final accepted copy should take its place once available.  
[A.C.A. § 6-15-1704(a)]
- A.4:** LEA understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.  
[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]
- A.5:** LEA understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly. (2 hours every 4 years with 2022 being a required year)  
[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709; Standards for Accreditation of Arkansas Public Schools and School Districts July 2020 Standard 4-G.1 Professional Development (D/C)]
- A.6:** LEA understands its obligation to train all volunteers at least annually and be able to provide proof of that training, if requested.  
[A.C.A. § 6-15-1703(b)]
- A.7:** LEA understands its obligation to obtain signatures for each parent acknowledging receipt of the District's Engagement Plan summary/explanation.  
[A.C.A. § 6-15-1704(a)(3)(B)]

- A.8:** LEA understands its obligation to reserve at least 1 percent of its Title I, Part A allocation for engagement purposes should such total allocation amount to \$500,000 or more. Nothing limits LEAs from reserving more than 1 percent of its allocation for engagement purposes:  
[ESSA § 1116(a)(3)(A)]
- A.9:** LEA understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan:  
[ESSA § 1116(a)(3)(D)]
- A.10:** LEA understands its obligation to submit to the State any comments from parents who deem the schoolwide plan unsatisfactory. These comments can be sent to [ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov)  
[ESSA § 1116(b)(4)]
- A.11:** LEA understands its obligation to provide other reasonable support for engagement activities to ensure the effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement.  
[ESSA § 1116(e)(14)]

**References**

State

- [Ark. Code Ann. § 6-15-1701 et seq.](#)
- [Arkansas Department of Education Rules Governing Parental Involvement Plans and Family and Community Engagement](#)

Federal

- [Elementary and Secondary Education Act, as amended by Every Student Succeeds Act, 114 P.L. 95, 20 U.S.C. §§ 6312,6318, 6320](#)

<b>District/LEA Name:</b>	Hazen School District
<b>District Engagement Coordinator's Name:</b>	Amber Edge
<b>Plan Revision/Submission Date:</b>	August 2022
<b>District Level Reviewer Name, Title:</b>	Tiffany Glover, Elem Principal Amy Marek , High School Principal

**Committee Members, Role**

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

<b>First Name</b>	<b>Last Name</b>	<b>Role</b> <i>(Teacher, Staff, Parent, Student, or Community Member)</i>
Tiffany	Glover	Elem Principal
Amber	Edge	Elem Counselor
Amy	Marek	High School Principal
Janan	Sickel	High School Counselor
Crystal	Cook	Parent
Sonja	Owens	GrandParent
Bradley	Taylor	Community Member
Jessica	Howard	Parent

(Find additional guidance on the [DESE Parent and Family Engagement Requirements](#) webpage. For any questions about completing this form or meeting legal compliance, please contact the DESE Engagement Unit at [ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov) or 501-371-8051.)

**Required Uploads for 2022-23**

Monitoring is the regular and systematic examination of a state’s administration and implementation of a federal education grant, contract, or cooperative agreement. The monitoring process is designed to assess the degree to which program requirements are being fulfilled. Note: the following boxes are just a portion of the full Federal Monitoring tool. The full list of evidences you should maintain can be found here: <https://dese.ade.arkansas.gov/Offices/public-school-accountability/federal-programs>

As part of federal monitoring, the following items are required to be uploaded into Indistar in the **2022-2023 Engagement** folder by October 1, 2022:

The Engagement Plan was **developed jointly with parents**, agreed upon, and disseminated to parents. ESSA §1116(a)(2)(A) and (b)(1)

**Evidence that the LEA involves parents in the development of the Engagement Plan (Provide each of the following two items.)**

- One example of a Committee meeting sign-in sheet that clearly identify parents in attendance and minutes from that committee meeting
- One example of other communications such as emails or open-response surveys regarding topics related to the Engagement Plan that verify parent input

*[Upload this evidence into Indistar in the **2022-2023 Engagement** folder by October 1, 2022.]*

(The following information should already be found on the District website.)

**Evidence of how the Engagement Plan is disseminated to families and the community**

- Required: posted to district website by August 1st
- Required: parent-friendly summary as supplement in student handbooks

<p>LEA ensures the Title I school Engagement Plan has been implemented and that each Title I school has carried out requirements to <b><u>build parent capacity</u></b>. ESSA §1116 (e)(1-5,14)</p>	<p><b>Evidence that each Title I school provides assistance to parents in understanding challenging state academic standards, assessments, and how to monitor students' progress (Provide each of the following two items.)</b></p> <ul style="list-style-type: none"> <li>- Title I meeting agenda/minutes/slide deck</li> <li>- One example of parent/teacher conference documentation showing how teachers work with families on these topics</li> </ul> <p><b>Evidence that each Title I school provides materials and training to help parents work with their children to improve student achievement. (Provide at least two examples.)</b></p> <ul style="list-style-type: none"> <li>- Photos of parent resource centers or links to digital resource centers</li> <li>- Resources posted to the website, LMS, social media, etc.</li> <li>- Recordings or agendas from workshops to address literacy or math strategies</li> <li>- Tutorials/videos posted on website and/or social media</li> <li>- Materials sent home to assist parents with curriculum, assessments, or other concepts that assist with student achievement</li> </ul> <p><i>[Upload above documentation for <b>one</b> Title I school into Indistar in the <b>2022-2023 Engagement</b> folder by October 1, 2022. LEA should maintain documentation for EACH Title I school at the local level to be available to be uploaded into Indistar at the request of the SEA.]</i></p>
<p>LEA should <b><u>use the annual evaluation findings</u></b> to help improve the Engagement efforts. ESSA §1116 (a)(2)(E)</p>	<p><b>Evidence the LEA has used the findings from the annual evaluation to design evidence-based strategies for more effective parental engagement and to revise, if necessary, the Engagement policies (Provide at least one example.)</b></p> <ul style="list-style-type: none"> <li>- Survey results with meeting minutes</li> <li>- Focus group notes/minutes/reports</li> <li>- Written reports indicating how the LEA will respond to the data</li> </ul> <p><i>[Upload this evidence into Indistar in the <b>2022-2023 Engagement</b> folder by October 1, 2022.]</i></p>
<p>The LEA's Engagement Plan includes strategies for the <b>inclusion of parents of private school children</b>. ESSA §§1116,1117(a)(1)(B)</p>	<p>LEA must complete the required Affirmations of Consultation with Private Schools form and <i>should have been uploaded to the <b>2022-2023 Title I</b> folder in Indistar by May 1, 2022.</i></p>
<p>At the beginning of each school year, the LEA notifies the parents of each student about the right to request</p>	<p><i>LEA must upload a completed Copy of the Annual Parent Notice: Right to Request Teacher Qualifications into Indistar to the <b>2022-2023 Engagement</b> folder by October 1, 2022 verifying that parents were informed and received timely notification if their student has been assigned to or taught four or more consecutive weeks by a teacher who</i></p>

<p>information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. ESSA §1112(e)(1)(A-B)</p>	<p><i>does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.</i></p> <p><i>*Search <a href="#">TransAct ParentNotices</a> for document “TPQ-01” for editable template in 10 languages, if needed.</i></p>
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**DESE Reviewer Responses**

**Section 1 - Jointly Developed Expectations and Outcomes**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 2 - Building Staff Capacity through Training and Technical Assistance**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 3 - Building Parent Capacity**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 4 - Coordination**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 5 - Reservation and Evaluation**

- Changes Required
- Compliance is Met

[Text box for responses]