

# **North Little Rock School District**



**2023 - 2024**

## **Parent and Family Engagement Plan**

**District Name:** North Little Rock School District

**Coordinator Name:** Crystal Barker

**Plain Review:** July 27, 2023

**District Level Reviewer:** Directors of School Performance – Traci Lightfoot and Amy Jordan

**NLRSD Board Informational review:** August 3, 2023

**Committee Members:**

LaSonya Campbell, Parent

Dr. Adrienne Robinson, Parent

Kim Drake, Parent

Tina Lee, Parent

Ketra Brooks, Parent

Parent Facilitators at all schools

Kristen Valley, Parent Engagement Professional, Boone Park Elementary

Renee Harris, Human Services Worker, Glenview Elementary

Randy Box, Parent Engagement Professional, Meadow Park Elementary

Maritza Rodriguez, Parent Engagement Professional, Ridge Road Elementary

Leonard Smith, Parent Engagement Professional, Seventh Street Elementary

Robert Toombs, Human Service Worker, Seventh Street Elementary

Brandy Amberg, Parent Engagement Professional, NLRMS 7th-8th Grade Campus

Kimberlie Alvarado, Parent Engagement Professional, NLRHS

Jamesetta Ballard, Parent Engagement Professional, NLR COE

Lekita Pounds, Council PTA President and Parent

Crystal Barker, District Parent Engagement Professional

Coordinator of Federal, State and Strategic Programs

Bobby Riggins, District Social Worker and Homeless Liaison

Heather Rhodes-Newburn, District School Health Coordinator

Traci Lightfoot, Executive Director of Elementary Curriculum, Assessment and Accountability

Amy Jordan, Executive Director of Secondary Curriculum, Assessment and Accountability

Dr. Shawn Nickerson, Director of School Effectiveness and Literacy Enforcement

Gary Logan, Executive Director of Student-Centered Support Services

Dr. Torrye Hooper, Deputy Superintendent

Dr. Gregory Pilewski, Superintendent

## **Section 1: Jointly Developed Expectations and Objectives**

(Describe/List the District expectations and objectives for parent and family engagement. Describe/List how parents will be involved in the development of the district parent and family engagement policy. Describe/List how parents will be involved in the development and review of the School Improvement/Title I School wide/Title I Targeted Assistance Plan and, if applicable, the Comprehensive Support and Improvement and the Targeted Support and Improvement plans. Describe/List how the district will submit to the State comments from parents who deem the LEA Plan unsatisfactory.)

North Little Rock School District (NLRSD) shall define Parent and Family Engagement in schools as parents, family members, teachers, administrators, staff, and the North Little Rock community working together to support, enhance and improve the learning and development of all students.

The objective is to ensure that the District and its schools adhere to and meet all state and federal requirements for Parent and Family Engagement. The expectation of the Parent and Family Engagement program for North Little Rock School District is to ensure that parents, family, and community members are aware of and involved in the development and implementation of the North Little Rock School District and individual school plans and extend exceptional parent and family customer service and hospitality.

Parents are their child's first teacher and a key partner of NLRSD during their educational journey. Parent and Family Engagement correlates with higher academic performance and school improvement. When schools, parents, family members and the community work together to support learning, students tend to earn higher grades, attend school regularly, stay in school longer, enroll in higher-level programs, and become productive citizens.

The Parent and Family Engagement Coordinator will collaborate with Parent and Family Engagement representatives, Parent Facilitators and Parent Engagement Professionals (PEPs), at each school to ensure that parents and family members at all grade levels, race, age, gender, religion, etc., serve on committees and in a variety of roles at the District and school level.

The Parent and Family Engagement plan will serve as a guidance tool, ensuring that NLRSD and its schools adhere to and meet all state and federal requirements. Parents and family members will be involved in the development of the district plan by serving on the district committee, meeting monthly. The coordinator will strive to have the following representation to serve on the committee:

- Parents and family members with students enrolled in our schools
- Community Representatives
- Alumni Students
- Alumni Parents
- Parent Facilitators
- Parent Engagement Professionals (PEPs)
- District Parent and Family Engagement/VIPS Facilitator
- Council PTA Council Members
- Ex-officio members of the Parent and Family Engagement committee:

- Director of Professional Development, School Improvement and Federal Programs
- ESL/ESOL Coordinator
- District Social Worker and Homeless Liaison
- School Health Coordinator
- School Safety Coordinator
- Communications Coordinator
- Executive Director of Elementary Schools
- Executive Director of Secondary Schools
- Executive Director of Student-Centered Support Services
- Deputy School Superintendent
- School Superintendent

The Parent and Family Engagement Coordinator will attend parent and family meetings at individual schools, be a representative at North Little Rock community events/meetings, and make personal phone calls and text messages to personally ask parents, family members and citizens to serve on school and District parent and family engagement committees. NLRSD Parent and Family Engagement Coordinator will contact interested parents and provide them with the training, documents, meeting dates and other needed information. NLRSD will partner with the District ESOL Coordinator, Hispanic community, faith-based leadership, the mayor’s office, the Chamber of Commerce, etc., to communicate with parents and families in locations outside of schools. The overall goal is to have at least one parent or family member from each school serving on the District Parent and Family Engagement committee.

The Parent and Family Engagement committee will meet monthly to discuss parental concerns, acknowledging school parent and family engagement programs, events and accomplishments. The committee will assist in planning district wide parent and family engagement programs and events. The Parent **NORTH STAR** (Supporting Teachers Achieving Results) recognition award, is selected by district wide nominations. A parent or family member will be recognized and honored during monthly school board meetings for exceptional parent and family engagement efforts.

The monthly meetings will be as follows: Parent and Family Engagement meetings will be in the NLRSD Board room or via Zoom. Members will receive a monthly reminder email.

- September 12, 2023
- October 10, 2023
- November 14, 2023
- December 12, 2023
- January 9, 2024
- February 13, 2024
- March 12, 2024
- April 9, 2024
- May 14, 2024

Parents and family members can receive copies of the plan from the school’s parent center, the district office, and the North Little Rock School District website. To ensure that parents and family members are aware of the retrievable process, they will sign the District Parent and Family

Engagement School Plan Verification sheet indicating that they received a hard copy, or that one was provided website information, to review and to retrieve a copy, within the first two months of school. The form will be signed and housed at the individual schools/classrooms.

The Parent and Family Engagement Coordinator will host the Superintendent's Parent Advisory committee, and this committee will meet with Dr. Pilewski monthly with the Parent and Family Engagement Coordinator will serving as the host. This communication platform allows parents, representing all student grade levels an opportunity to meet directly with the Superintendent to discuss and highlight concerns, give community feedback, or offer suggestions and support. The sessions will be centered on student growth and district improvement.

School Improvement and Title I Part A: Each school will host a Title I meeting at the beginning of the school year. This meeting will be separate from other meetings. Parents will be invited via the school communication platforms, student school-home folders, school websites, the schools Facebook page, and person-to-person. In adherence to COVID 19 guidelines, the Title I meetings will be held via Zoom if face-to-face is not allowed. The District Parent and Family Engagement Coordinator will provide a Title I PowerPoint presentation including content from the federal and state guidelines.

Parents will be involved in the development and review of the plan by serving on the committee, attending meetings, working in groups to review and report back on specific areas of focus. The District Parent and Family Engagement Coordinator will be in contact with representatives at the Arkansas Department of Education, via the website, monthly sessions, and direct conversations, to keep abreast of changes and other resources. NLRSD staff will attend scheduled Professional Development workshops, for Title I Part A and School Improvement expectations and requirements. The information received will be shared with Parent Facilitators, expecting a continuation of sharing with the school administration and school staff.

The School Improvement Plan: parents will be encouraged to review and seek understanding of all sections of their school improvement plan and school report card, highlighting how they can assist in increasing the school's letter grade, by ensuring that students are in attendance and on time for school daily. The attendance program is – **N.E.A.T- Never Ever Absent or Tardy**, to encourage parents to make sure that students are in attendance and on time daily. The district will assist in the development and implementation of the program.

To guarantee that parents are involved, parent teams will personally ask other parents to serve on the District Parent and Family Engagement Committee, Superintendent Parent Advisory Committee, School Improvement Committee, School Parent and Family Committee, PTA, volunteering, and mentoring. We will also ask parents to recruit other parents and family members.

Title I, Part A: Title I school administrators will involve parents in the decisions of how the 1% of Title I, Part A funds reserved for parental engagement is allocated and disbursed. To make certain that parent's input and concerns are included in Title I, Part A budget discussions, the District Parent and Family Engagement Coordinator will host a Parent and Family University Zoom night to discuss, and individual schools will retrieve data from parent surveys. Students will take information home for parents without computer access. The district ESOL Coordinator will assist with translations of documents and Zoom sessions.

Title I, Part A the District, and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of relocated or moving children. The District and its schools will provide information and school reports in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in language parents understand.

The District Parent and Family Engagement Coordinator will collaborate with North Little Rock High School student production team seeking to host "North Little Rock Parents Matter" a live/recorded Talk Show and/or Town Hall Meetings, to communicate information to parents, family and the NLR community.

The fall and spring districtwide parent and family event titled "Cupcakes and Conversations" affords parents and family members an opportunity to engage in panel and one on one conversations with district and school leaders. During the year, in partnership with individual schools, we will host "Dinner and Discussions" these settings will be individualized to school comments and concerns.

The sessions-desired outcomes are to afford parents and family members a platform to interact and communicate directly with school staff, other parents, and district staff. The sessions will consist of School Administrators, Parents, Teachers, Students, Alumni, Community Leaders, Business Partners, and Arkansas Department of Education Representatives.

The District Parent Engagement Coordinator will collaborate with the web master to create a section on the website – *Parent and Family University*, that will house and archive parental engagement information, videos, resources, updates, and training opportunities. The section will be student centered and parent friendly.

The District Parent and Family Engagement Coordinator will oversee a Parent and Family Engagement Recognition and Appreciation encouragement program - The Parent North STAR Supporting Teachers Achieving Results – this recognition is by districtwide recommendations and nominations. A parent or family member with noted parent and family engagement efforts will be recognized during monthly Board meetings. The Great Rising Award – will be presented to a member or group that has been approved to serve as a mentor/s and are making a noticeable difference in the life of a student/s. The N.E.A.T-**N**ever **E**ver **A**bsent or **T**ardy recognition program is to assist and educate parents on the importance of daily student attendance; this is a school level recognition.

The District will encourage parents to participate as full partners in decisions affecting their children. The North Little Rock School District shall ensure that each school make certain that parents know and understand the process for resolving parent concerns, including how to define the concern, whom to first approach and how to develop solutions for solving the concern. This procedure is in the North Little Rock School District Parent-Student Handbook.

The NLRSD prides itself in reaching parents where they are. The District Parent and Family Engagement Coordinator will collaborate with Parent Facilitators and Parent Engagement

Professionals, to ensure that parent and family engagement is active and visible at every school. If a parent feels that their plan is unsatisfactory, building and district leadership will be contacted. The staff will work with the parent/s to reach a student-centered solution. The comment/s and actions taken to address the comments will be emailed to the Arkansas Department of Education, within the month of the comment and or concern.

## **Section 2. Building Staff Capacity through Training and Technical Assistance**

(Describe/List how the district will provide support and technical assistance to all its Title I schools in planning and implementing effective parent and family engagement practices, inclusive of school parent and family engagement policies/plans, school-parent compacts, and all Title I parent and family engagement requirements. Describe/List activities such as workshops, conferences, trainings, webinars, and online resources that will be used with school staff to build their capacity to work with parents as equal partners. Include information about how the district and/or schools 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 understand.

The District Parent and Family Engagement Coordinator will attend Parent Engagement conferences and workshops, and upon return facilitate “Hour of Power” sessions for building staff to attend via ZOOM or face-to-face with the following objectives:

- To effectively communicate with parents and families and provide technical assistance.
- Understand the relevance and need for cultural sensitivity for all parents and families.

The District Parent and Family Engagement Coordinator will attend Title I Part A and staff meetings to assist and support staff as needed. A Title I Part A PowerPoint presentation will be provided to each School Parent Facilitator and Building Administrator. The Building Administrator may invite the Coordinator of Federal, State and Strategic Program and the District Parent Engagement Coordinator to assist as needed. The District Parent and Family Engagement Coordinator will author training for school staff to enhance their knowledge of the importance of their positions, and the value of parent and family hospitality.

The District will ensure Professional Development (PD) opportunities for administrators and teachers to include no less than two hours, which may be included in the annual minimum requirement. The PD will enhance effective parent and family engagement strategies. Principals are asked to add Parent and Family Engagement to their weekly/monthly staff meeting agendas. The district will follow the Arkansas Department of Education Professional Development schedule.

The District Parent and Family Engagement Coordinator will establish a North Little Rock School District (NLRSD) Community Village, to meet on as needed basis.

- Clergy
- Church staff
- Business owners
- Political representatives
- First responders (Fire, police, etc.)
- City officials
- NLR citizens

This committee will build long-term effective partnerships, acquire safe and secure facilities to host meetings, and secure in-kind donations that will support students, parents, and families that attend the NLRSD. In partnership with faith-based organizations, the District Parent and Family Engagement Coordinator will communicate district information, to post during church announcements, media outlets and websites. A partnership with the North Little Rock High School student production team to host a live or recorded sessions entitled “NLRSD Parents Matter,” to discuss district updates, parent, family and citizen comments and concerns.

The District ESOL Coordinator will assist in the development and formatting of parent programs, meetings, and other activities in the prescribed language.

### **Section 3. Building Parent Capacity**

Describe/List activities, such as workshops, conferences, classes, online resources, and any equipment or other materials that may be necessary to support parents in helping their student’s academic success. If applicable, describe how each discretionary item your district and parents chose will be implemented.

To initiate communication with parents, at the beginning of the year, each school in the North Little Rock School District prepares Family Informational Packets appropriate for the age and grade of each child.

- The school's Parent and Family Engagement Plan.
- The recommended roles of the parents, family members, students, teachers, and school.
- Options for the parents to become involved in their children's total educational program.
- Activities planned throughout the school year to encourage parent and family engagement.
- A system to support parents and teachers communicating in a regular, two-way, and meaningful manner.
- Parents and students will have access to eSchool – Home Access Center and School Messenger to check student grades and school announcements.
- What students are learning – the online pacing guides, on the district website.
- How students are assessed.
- What parents should expect concerning their children's education.
- How parents can assist and make a difference in the education of their children.
- The high school and COE will sponsor seminars/CAP conferences to inform parents of high school students how to be involved in the decisions affecting course selections, career planning and preparation for post-secondary opportunities.

Parent and Family University is the title given to brand and provide a feeling of ownership to parents and family members in the NLRSD. Through this source, the District Parent and Family



Engagement Coordinator partners with teachers, administrators, district coordinators and leaders to host and facilitate sessions for parents and family members, providing tools to support and assist with student academic success. Parent Saturday School, via Zoom, will make certain that parents receive communication multiple times and in various locations.

NLRSD staff can request for the Parent and Family Engagement office to host parent-training and informational sessions, as deemed necessary, for their parents. The ESOL Coordinator or designee will provide translation to support our Hispanic population.

The district Communications Coordinator publishes the *Superintendent's Top 5 Things You Should Know*, a districtwide communication, highlighting the top five areas of weekly focus, from the desk of the Superintendent. The publication reaches staff, parents, family, students and NLR citizens via email, Facebook and on the website.

Parents, families, and NLR citizens receive the NLRSD Annual Report during the fall semester. Elementary parents will receive a copy sent home through student backpacks. Secondary parents will receive a copy at Open House and/or Parent Teacher Conferences, due to COVID 19 guidelines, the report will be on Dojo, emailed and uploaded to the website.

Parents and family members will be involved on the District Wellness Committee, assisting with reviews of the plan and policies as they relate to the health and wellness of our students, staff and families.

The NLRSD School Safety concerns will begin with building administrators and our School Safety Office, parent and family members should report all concerns, based on the severity of concerns; parents and family members should allow building administrators, a minimum of 24-48 hours, before contacting next level of chain of command.

The NLRSD Special Services department collaborates with parents as it relates to individual IEPs and all other rights and privileges as it relates to students that receive special services. All comments and or concerns are addressed within the allotted and required time.

The NLRSD Technology department provides technical assistance to schools to adhere to parent and family requests. Building Administrators assist parents per students' needs and family requests.

The NLRSD Transportation department has an open line of communication for parents and family members relevant to transportation concerns, scheduling, pickups and drop offs. The Office of Parent and Family Engagement will facilitate a Parent Customer Service and Hospitality training session for all transportation employees.

To help parents assist students during their learning process, the district will ensure that each school schedules regular parent and family engagement meetings, in conjunction with PTA meetings, in order that parents may be given a report on the state of the school. The monthly meetings will provide transparency and ways that parents and family members can assist and support, seeking win-win student centered outcomes.

The NLRSD Parent and Family Engagement team consists of District Parent and Family Engagement Coordinator, fifteen Parent Facilitators (certified staff), seven schools have Parent Engagement Professionals (PEPs), and two schools have one Human Service worker staffed at their buildings, to make certain that parent and family engagement is active and effective.

The overall expectations of the Parent Facilitators is to complete the administrative and compliance documents, initiate and ensure that parent and family sessions and events are active. The PEPs responsibility is to assist the Parent Facilitators in ensuring that parents are aware of and involved in school programs, conferences, events, and most of all aware of the importance of student attendance. PEPs will conduct home visits, make telephone calls, and send emails, etc. when a pattern of tardiness and absences are visible and concerning.

The District Parent Engagement Coordinator will monitor parent and family engagement activities by monthly, fall and spring summary reports. The information is shared with district executive team and on weekly Board reports. Monitoring tools consist of monthly reports, calendars, sign in sheets, personal contact (home visits, telephone contacts, and emails) surveys, website postings and Facebook.

The District Parent and Family Coordinator encourages parents to utilize Arkansas Department of Education free resources available on their website, under the Parent and Family Engagement tab. The site hosts helpful links, ranging from My Child/My Student to information regarding hot topics such as safety, health, and wellness and much more.

#### **Section 4. Coordination**

(Describe/List how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families such as public preschool programs or organizations to help students transition to elementary, middle, high, and postsecondary schools, or careers.)

The Parent and Family Engagement Coordinator, alongside the Coordinator of School Innovation, will enhance existing and build new partnerships in the North Little Rock business community, non-profits, sororities and fraternities, NLR citizens; NLR retired teachers and faith-based groups, to provide support to our students, parents and families.

The NLRSD works closely with the NLR Chamber of Commerce and Mayor's Office, serving on committees, building relationships and partnerships for support and assistance with meeting space, student intern opportunities, student committees, and business mentoring programs, post education and future job placements.

The NLRSD Parent and Family Engagement Coordinator will facilitate training and informational sessions, scheduled and as needed, in family-friendly environments, school auditoriums, cafeterias, local school community sites, churches, Boys & Girls Clubs and via Zoom.

Each school will have a Youth-Adult group mentor program. Students will attend with parent consent and all adults will complete and clear the volunteer background check process.

The District Parent and Family Engagement Coordinator in collaboration with school representatives will introduce NLRSD Parent Ambassadors.

The NLRSD has a District Parent Center located in our Annex center, outfitted with computers and training room space. The Parent-Center serves as a place to assist all parents and families with a strong focus on our Hispanic student/parent and family population.

The District Communications Coordinator manages Thrillshare - districtwide communication. Every communication is supported with the translated version to ensure all families are able to understand and comprehend the shared information. NLRSD Communications Coordinator manages to Facebook sites, one for English and the other one is for Hispanic families.

The District ESOL Coordinator collaborates with SeisPuentes Hispanic Outreach, throughout the year supporting parents and family with information, training, and update sessions.

The NLRSD provides uniforms, clothes, school supplies, household items, food, bus passes, rental and transportation assistance, resources and so much more, for our homeless students and families. The NLRSD Homeless Liaison builds partnerships with local shelters, food banks, churches and the local Department of Human Services, just to name a few, for support and assistance.

## **Section 5. Reservation and Evaluation**

Describe/List how the district will share with parents and family members the budget for parent and family engagement activities and programs and how parents and family members will be involved in providing input into how the funds are used. If the district does not receive a Title I, Part A allocation greater than \$500,000, then the district is not required to include a description of its Reservation of Funds. If a reservation is required, then a minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. Describe/List actions for how the annual evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents and family members will play.)

Each school has a leadership team that consist of school staff and parents to review, edit, and complete the school's Title I budget plan and how the funds are used to support the parent engagement at their individual schools.

The funds allocated for parent and family engagement activities and events will be shared with parents at the annual Title I Part A meeting. After the submission of school plans, the district Parent and Family Engagement Coordinator and Director of Federal Programs will review and approve the plan.

The information shared will be in parent friendly language in a translated version that supports the population of each school. In carrying out the Title I, Part A parental and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. The information and school reports will be in an understandable and uniform format, including alternative formats upon request and, in a language parents understand.