

## **School Parent and Family Engagement Plan**

### **School Name:**

Benton Junior High School

### **Facilitator Name:**

Melissa White

### **Plan Review/Revision Date:**

August 1, 2020

### **District Level Reviewer, Title:**

Kim Anderson, Assistant Superintendent

### **District Level Approval Date:**

### **Committee Members, Role:**

Melissa White, Facilitator/Assistant Principal

Donica Barger, School Counselor

Heidi Cox, Teacher

Ashley Robbins, Parent/Community Member

Courtney Monson, Parent/Community Member

Jana Ferguson, Parent Community Member

Keisha Guest, Parent/Community Member

Heather Krueken, Parent/Community Member

Wesleigh Ferguson /Student

### **Contact Melissa White about questions or concerns.**

501-778-7698

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### **1: Jointly Developed**

- Five Benton Junior High School parents, one student, one teacher, one counselor, and one administrator were selected to represent all the parents/guardians of students at Benton Junior High School. Their voices will be a valuable part of developing the Family Engagement Plan for Benton Junior High School.
- The parents on the committee will meet a minimum of three times during the school year to evaluate the plan. The first meeting will take place early Fall to review the plan. The second meeting will occur midway through the school year to update any part of the plan that may need adjusting. Finally, the last meeting will take place at the end of the school year to make improvements for the upcoming school year.
- The opinions and ideas of the school parents will be considered and possibly implemented into the plan.
- Any comments the school parents recommend and perceive valuable to the plan yet are not accepted to the plan can be submitted to the district for further discussion.
- Additional meetings can be scheduled to develop or evaluate the plan if requested by the parents.

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

#### **Required Components**

- ☐ Involve parents in the development of the school parent and family engagement plan
- ☐ Involve parents in the review, update, and improvement, at least annually, of the school parent and family engagement plan to meet the changing needs of parents and the school
- ☐ Ensure adequate representation of parents of participating children in the process in a variety of roles
- ☐ Submit any parent comments to the district if the Title I School wide Plan is not satisfactory to parents
- ☐ Address opportunities for regular meetings if requested by parents
- ☐ *(May accomplish collaboration through the coalition of parents and community representatives)*

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<b><i>Annual Title I Meeting</i></b>
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<p><i>(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.)</i></p>
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**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

<p><b>Required Components</b></p>
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| <ul style="list-style-type: none"><li>□ Conduct an annual Title I meeting<ul style="list-style-type: none"><li>✓ to inform parents of the requirements of Title I and the school's participation</li><li>✓ to inform parents of their rights under Title I</li><li>✓ (Recommendation: Include the month/year or month/day/year when the Annual Title I meeting will be held)</li></ul></li></ul> |
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<p><i>The purpose of the annual Title I meeting is to disseminate information only and cannot be used as an opportunity for gathering input into the Parent and Family Engagement Plan and School-Parent Compacts.</i></p>
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### **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.)*

- Benton Junior High School's Family Engagement Plan will be available to families and the community on the BJHS website by August 1 each year. Parents/guardians will be allowed to contact the parent facilitator regarding questions. Contact information is listed on the first page of the Family Engagement Plan.
- The plan is designed to be written in an understandable and uniform format. It can be provided in another language if requested.
- An informational packet will be available annually to parents/guardians in paper format and on Benton Junior High School's website. The packet will include the following:
  - \* Description of Parent and Family Engagement Plan
  - \* Recommended Roles
  - \* Ways for family to get involved in a variety of roles
  - \* Survey regarding volunteer interests
  - \* Schedule of activities planned throughout the school year
  - \* Regular, two-way, and meaningful system for parents/teachers to communicate.
- Community Plan for reentry for the 2020-2021 School year  
Meeting Held 7/2/20

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

A summary of the Family Engagement Plan is available on the BJHS webpage as well as in the student handbook.

- Provide a link on the school web page to the Parent and Family Engagement Plan.
- Parents acknowledge the Parent and Family Engagement Plan reading and signing the three in one form.
- Have access to parent volunteers to participate in "Parent Taxi's" to bring parents without transportation to the meetings. Provide options for parents to participate in teleconferences.
- A parent signup sheet will be available both online and at open house to access interest in volunteering.

- Access community resources to have meetings at different times and various locations to meet the needs of parents.
- Student led conferences.

### Required Components

( ***\*Post these items to district website by August 1)***

- \*Make the school parent and family engagement plan available to families and the local community
  - ✓ \*Include contact information for the parent facilitator
- Ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand, and that the informational packet is appropriate for the age and grade of each child
- \*Distribute an informational packet annually to include
  - ✓ \*Description of Parent and Family Engagement plan
  - ✓ \*Recommended roles
  - ✓ \*Ways for a family to get involved in a variety of roles
  - ✓ \*Survey regarding volunteer interests
  - ✓ \*Schedule of activities planned throughout the school year
  - ✓ \*Regular, two-way, and meaningful system for parents/teachers to communicate
- \*Place a parent-friendly summary/explanation of the parent and family engagement plan online and as a supplement to the student handbook
  - ✓ Obtain signatures from each parent acknowledging receipt of the [district's] parent and family engagement plan summary
- Offer meetings at various times (such as in the morning and evening)
- Offer meetings in different formats (such as offered online and in-person group meetings as well as home visits or other types of individual meetings)
- *(May offer transportation as such services relate to preventing barriers to parent and family engagement)*
- *(May offer child care as such services relate to preventing barriers to parent and family engagement)*
- *(May offer home visits as such services relate to preventing barriers to parent and family engagement)*

#### **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?**

##### **Required Components**

- ☐ Jointly develop a School-Parent Compact
  - ✓ Outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement
  - ✓ Address the importance of regular two-way, meaningful communication through:
    - conferences (no fewer than 2 each year)
    - frequent reports on progress reasonable access to staff
    - opportunities to volunteer
    - observation of classroom activities
    - Social Media
- ☐ Build and develop a partnership to help children achieve the challenging State academic standards
- ☐ Encourage school staff to use volunteer surveys to compile a volunteer resource book listing interests and availability of volunteers
- ☐ Involve parents in a variety of roles

- **Parents/guardians, responsibility to have a relationship with the school.**
- **Actively participate in the physical, emotional, and intellectual development.**
- **Check on your child's grades weekly through the Home Access Center and when necessary with your child's teachers. If the internet is not available please let the school counselor know so that they may print out the grades to send home.**
  - **Family time at dinner with no technology.**
  - **Reasonable cut off times at night for technology and suggested applications to supervise.**

- **Parents/guardians and teachers will have regular two-way, meaningful communication through:**
  - **Parent/Teacher Conference (Fall and Spring)**
  - **Teleconferences**
  - **Phone Calls**
  - **Emails**
  - **Letters Home**
  - **Home Access Center (HAC)**
  - **Remind**
  - **Google Classroom**
  - **In person**
  - **(4 ½ weeks progress reports, 9 weeks report cards, HAC access)**
- **Benton Junior High School will build and develop a partnership to help children achieve the challenging State academic standards by conferences, remediation, tutoring, and sending home NWEAMAP/ ACT Aspire test results.**
- **School staff will be encouraged to use volunteer surveys to compile a volunteer resource book which includes interests and availability of volunteers. This book will be available to teachers to help select volunteers for various classroom needs and events.**
- **Parents/guardians have the opportunity to be involved in a variety of ways, such as...**
  - **Clothes Closet/Food Pantry**
  - **Guidance Resources, Mental and Emotional Health Resources**
  - **Career Resources**
  - **Parents Resource Guide**
  - **Technology training through online videos to aid parents accessing student information and online learning resources.**

## **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.)*

- **During the Report to the Public parents will be given information on the Title I funds. Surveys will be available online to gain input on how funding should be spent for parent and family engagement activities and committees.**

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

### **Required Components**

- Involve parents and family members of children receiving services under Title I in the decisions regarding how reserved funds are allotted for parent and family engagement activities
  - ✓ (if the school system receives more than \$500,000 Title I, Part A allocation and a percentage of the 1 percent reservation of funds is allocated to the school)

**Not Applicable for Benton Junior High**



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

**Required Components**

- ☐ Investigate and, where feasible, utilize community resources in the instructional program
  - ☐ Coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs (*applicable to elementary schools*), college and career ready resources or organizations (*applicable to middle and high schools*), parent resource centers, or other programs that encourage and support parents in fully participating
  - ☐ Promote and support responsible parenting
  - ☐ Consider recruiting alumni to create an alumni advisory commission
  - ☐ Enable the formation of a Parent Teacher Association or organization
    - ✓ Leaders of said organization will be utilized in appropriate decisions
  - ☐ Engage in other activities that will use community resources to strengthen school programs, practices, and learning
  - ☐ Ensure the plan is comprehensive and coordinated in nature
  - ☐ Incorporate this plan into the school's improvement plan
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- **Form advisory counsel specific to BJH, to make informed and appropriate decisions to the instructional programs. Parents and Community members will aid in making instructional decisions regarding plans for on-site and blended instruction during the Covid-19 pandemic/and future school closures.**
  - **Provide parents with guidance on being successful during off-site learning. Including tips for managing time, completing assignments, gathering resources, school/ student/ parent communication and accessing technology.**
  - **Make a positive impact on students to be lifelong learners, develop model citizens, through hosting the career night. Career Coach provides career resources to parents and students.**
  - **Parent Resources- Morgan Nick Internet Safety/Accessing Technology and Resources.**
  - **Create an Alumni Advisory Committee.**
  - **Provide resources to the parents that promote literacy.**
  - **Incorporate community resources to strengthen literacy programs, practices, and continued learning while also incorporating these strategies in the school improvement plan.**

## **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.)*

- Parents will be provided various opportunities to be involved with regular meetings such as parent/teacher conferences.
- Materials will be translated into native languages for our ELL population as well as interpreters available during conferences and meetings.
- **Arkansas Academic Standards:**  
<http://dese.ade.arkansas.gov/divisions/learning-services/curriculum-and-instruction>
- **ACT Aspire:**  
<https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/arkansas/aspire.html#interpretation>
- **Title I, Part A requirements:**  
<http://dese.ade.arkansas.gov/divisions/public-school-accountability/federal-programs/title-i-part-a>
- Strategies parents can use to support their child's academic progress:
  - Show how to log onto and use the school website
  - Show how to log onto and use the school online grade reports, HAC
  - Demonstrate how to use the online school programs, such as Google Classroom, Online textbooks, etc.
  - Review the school's mission statement and goals for learning.
  - Encourage communication between parent/guardian and teachers.
- Partnering with teachers to support their child's academic achievements
- Incorporating developmentally appropriate learning activities
- Use of ADE website and tools for parents [<http://www.arkansased.gov>]
- Assistance with nutritional meal planning and preparation
- How parents can be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities
- Including role play and demonstration by trained volunteers
- Provide parents with links and instruction on Khan Academy, Newsela, Scholastic, Science Online book, Edulastic, Google Classroom, GoFormative, EdPuzzle.
- Provide links to responsible parenting.  
<https://kidshealth.org/en/parents/nine-steps.html>
- Healthychildren.org  
<https://healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Return-to-School-During-COVID-19.aspx#.XvzNXe6-A3c.email>
- Parenting.org
- Covid-19 Health Resources
- Arkansas Department of Health

- CDC

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

### **Required Components**

- ☐ Schedule regular parent involvement meetings
- ☐ Provide parents with a description and explanation of the curriculum in use
- ☐ Provide parents with individual student academic assessment results and interpretation of those results
- ☐ Provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of challenging State academic standards
- ☐ Provide assistance and instruction to parents of children served by the school in understanding these topics:
  - ☐ Arkansas Academic Standards
  - ☐ State and local academic assessments including alternate assessments
  - ☐ Title I, Part A requirements
  - ☐ Strategies parents can use to support their child's academic progress
  - ☐ Partnering with teachers to support their child's academic achievements
  - ☐ Incorporating developmentally appropriate learning activities
  - ☐ Use of ADE website and tools for parents [<http://www.arkansased.gov>]
  - ☐ Assistance with nutritional meal planning and preparation
  - ☐ How parents of high school students can be involved in the decisions affecting course selection, career planning ,and preparation for postsecondary opportunities
  - ☐ Including role play and demonstration by trained volunteers
  - **Provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.**
  - **Promote and support responsible parenting.**

## ***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 )*

- **Through Professional Development the school will ensure that teachers have a working understanding of the following:**
  - **That parents play an integral role in assisting student learning.**
  - **In the value and utility of contributions of parents.**
  - **In how to reach out to, communicate with, and work with parents as equal partners.**
  - **To implement and coordinate parent programs and build ties between home and school.**
  - **To welcome parents into the school and seek parental support and assistance.**
  - **To provide information in a format, to the extent practicable, in a language the parents can understand.**
  - **To respond to parent requests for parent and family engagement activities.**
  - **To recognize that a parent is a full partner by including in the school handbook the school's process for resolving parent concerns.**

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

### **Required Components**

- **Ensure professional development requirements are met for teachers and administrators.**
- **Train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents:**
  - **That parents play an integral role in assisting student learning**
  - **In the value and utility of contributions of parents**
  - **In how to reach out to, communicate with, and work with parents as equal partners**

- To implement and coordinate parent programs and build ties between home and school
- To welcome parents into the school and seek parental support and assistance
- To provide information in a format, to the extent practicable, in a language the parents can understand
- To respond to parent requests for parent and family engagement activities
- To recognize that a parent is a full partner by including in the school handbook the school's process for resolving parent concerns

### **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?**

- **Training:** Involve parents in the development of training for teachers, principals, and educators to improve the effectiveness of the trainings concerning: Covid-19, HAC/TAC, Google Classroom, LMS, and many other technology platforms used in offsite, onsite, virtual, and blended learning.
- **Literacy Training:** Provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training. Apply for Comprehensive Literacy State Grant at the Secondary levels. This grant will allow Benton Junior High the ability to integrate comprehensive language and literacy instruction to increase literacy skills, while incorporating the goals of the 2020-2021 Benton Junior High School Improvement Plan.
- **Expenses to Enable Participation:** Pay reasonable and necessary expenses associated with local parental involvement activities, including: providing translators, transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- **Parent Leadership:** Train parents to enhance the involvement of other parents. Parent and Community Engagement committee members can aid in parental engagement/involvement activities.
- **Flexible Options:** Arrange school meetings at a variety of times, conduct teleconferences, or in-home conferences between teachers or other educators

who work directly with participating children, with parents unable to attend conferences at school to maximize parental involvement and participation in their children's education.

- **Model Approaches:** Adopt and implement model approaches to improving parent and family engagement.
- **Parent Advisory Council:** Establish a districtwide parent advisory council to provide advice on all matters related to parental involvement.
- **Community and Business Roles:** Develop appropriate roles for community-based organizations and businesses in parent and family engagement activities.

*(See complete Arkansas Guide and Suggested Template for School Parent and Family Engagement Plan for references)*