

AR
Dollaway School District
4900 Dollaway Road
Pine Bluff AR 71602
870-534-7003

District Parent and Family Engagement Plan

NEW this year!! Your 19-20 plan has been populated below. Please make revisions or delete and paste your updated plan for 20-21, as it will be carefully reviewed for meeting the new expectations as outlined in the webinar "[Key Components to an Approved FACE Plan](#)".

District Name:	Dollaway School District
Coordinator Name:	Candice Jones
Plan Review/Revision Date:	7/31/2020
District Level Reviewer, Title	Candice Jones, Family Engagement Coordinator

Committee Members, Role:

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

First Name	Last Name	Position
Barbara	Warren	Superintendent
Candice	Jones	Family Engagement Coordinator
Lee	Meadows	Federal Programs Coordinator
Kanasha	Carmickle	Parent Facilitator
Kanacia	Sergeant	Parent Facilitator
Virginia	Jones	Parent Facilitator

Committee Members, Role:

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

First Name	Last Name	Position
Rose	Franklin	Parent
Evelyn	McArthur	Parent
Bruce	Lockett	Community Representative
Lorraine	Miller	Parent

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 Schoolwide/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.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

Please note that with the current Covid Situation, many events reflected in the plan may have to be held virtually. We are currently working to adhere to all requirements set forth by ADH and CDC. As such, gatherings will be altered to ensure safety for all participants.

Dollarway School District understands the importance of involving parents and families as a whole in promoting higher student achievement between the district and the families it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parent & family engagement and community engagement/involvement that will result in partnerships that lead to higher student achievement, better academic performance and stronger families.

Dollarway School district is governed by the following definition of parent & family engagement and will carry out programs & activities in accordance:

Parent & Family Engagement (**PFE**) means the participation of parents/families in regular two-way communication & meaningful communication involving student learning & other school activities that ensure that parents & families are equal partners in their child's education and play an integral role in assisting in their child's learning. PFE is the systematic inclusion of parents & families in programs and activities that promote a child's academic achievement & overall well being--U.S. Dept. of Ed. Parents are included in decision-making and on advisory committees to assist in their child's education, other activities will be carried out as those described in section 1118 of ESEA & section 1010 & 1116 of ESSA.

The district will strive to develop meaningful and productive PFE that will result in partnerships/relationships that are beneficial to the school, students, parents/families and community that will work to foster effective PFE strategies to improve student achievement. These measures may include, but shall not be limited to, the following:

1. Dollarway School District (**DSD**) has developed and written its 2020-2021 Title I Parent and Family Engagement Policy with input from Title I District PFE Committee, composed of staff, parents and families representative of the children in our district. By October 1st, the policy will be distributed to parents of Title I students through handouts given to students to take home or made accessible electronically. The plan AND a summary of the plan will be posted to the district's website by Oct. 1, sent to Indistar/Arkansas Dept of Education and a parent friendly summary of the PFE will also be placed on-line and in student handbook and a hard copy may be requested from the office at any time. It will be available at various school functions and meeting throughout the school year.
2. DSD will involve parents & families in the decisions of how funds reserved for PFE will be allotted for activities. This will be done during the district's PFE committee meeting.
3. Involve parents in the development of the district parent and family engagement plan, the schoolwide program plan, and support and improvement plans. The district plan will also be incorporated into the school wide plan.
4. All comments indicating parent and family concerns with the (LEA) district Title I plan shall be collected and submitted along with the plan to the Department of Education.
5. The district Title I Plan is part of the Title I program used by the School Improvement Committee and are aligned and was adopted.
6. The committee will meet 2-3 times a year (Sept. 2020, Dec. 2020 & May 2021) to review and update plan as needed.
7. The district involves parents/families & community in the development of its Title I program, which is part of the Arkansas Comprehensive School Improvement Plan by keeping parents & families informed about PFE engagement programs and plans during meetings such as: District Report to the Public (October 2020), Parent Teacher Conferences (Sept. 2020 & Feb. 2021), School Annual Title I meetings, Literacy Nights, and other workshops and activities.
8. Parent facilitators at each school have parent meetings to review the school's participation and development of Title I program & individual PFE plans for their school/buildings. Parent facilitators are: JMES-Kanasha Carmickle; RMMS-Kanechia Sergeant; DHS: Virginia Gulley-Jones.
9. Parents have opportunities to serve on building/district committees and for regular meetings upon request of building or district.

10. Parents are informed of school improvement status and choices they have in educating their student during parent meetings throughout the year, Report to the Public, Title-I Meetings.
11. All PFE meetings will provide Sign-in sheets, minutes, and agenda for monitoring and to provide documentation.

Building Principals: James Matthews Elementary-Leondra Williams, 870-534-0726; Robert Morehead Middle School-R. Thompson, 870-534-5243; Dollarway High School-Yolanda Prim, 870-534-3878.

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 can understand.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

The district will build staff capacity through training & technical assistance in the following. These measures may include, but shall not be limited to, the following:

The district ensures professional development requirements are met for teachers & administrators-

1. Staff Development is the responsibility of the superintendent and district administrators with assistance in parent/family engagement training from the district's parent facilitators and district parent coordinator.
2. District wide Professional Development on Parent/Family Engagement is embedded and conducted regularly and on scheduled years according to ADE guidelines.

Provide coordination, technical assistance & other support to schools in-

1. Technical assistance is provided to staff by the IT Department as needed.
2. Jointly developing school & parent family engagement plans and assist schools in planning & implementing effective parent & family engagement practices by hosting PFE workshops for staff during professional development, and via Arkansas IDEAS website to ensure that professional requirements are met for teachers.
3. District staff attend appropriate workshops to enhance skills as needed such as Federal Programs, Parent/Family Engagement Conferences, Math and Literacy program workshops, and RISE training, High-Reliability Schools workshops, etc.
4. ADE State templates are provided for use in developing Title I PFE Plans
5. Sending out to staff articles and important resources about PFE via email, post info to PFE page on district on how to work with parents as equal partners.
6. District Parent Coordinator will perform site visits to each campus to observe parent & family engagement practices.
7. Instructing buildings to jointly develop school-parent compact with parents and teachers. Work with principals and parent facilitators at each school to ensure that a PFE plan is developed, a school-parent compact is developed jointly with parents-school. The compacts outline how parents, school staff, and students share the responsibility to improve students' academic achievement and the means by which they will build and develop a partnership to help children achieve the state's high academic standards. **(Building principals & Facilitators)**

Provide training opportunities to teachers, specialized instructional staff, principals & other staff in-

1. How to recognize the importance and value of parents as equal partners & best strategies to reach out to and communicate with parents.

2. Assign tasks to parent facilitators to involve staff on parent advisory board and/or PTO in implementing & coordinating parent organizations and programs.
3. Send out links to resources made available through ADE and parenting.com, that can impart ideas to staff about engaging families.
4. Beginning in school-year 2014-15 and every fourth year teachers shall receive two (2) hours of PD designed to enhance their understanding of effective parental involvement strategies.
5. Beginning in school-year 2014-15 and every fourth year thereafter, administrators shall receive two (2) hours of PD designed to enhance their understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Provide training at least annually for volunteers-

1. A volunteer orientation will be held informing parent volunteers about rules, responsibilities, and different areas they can sign-up for. The district provides information to parent/family/community as partners in students' education about volunteer opportunities in the district's Volunteer Program.
2. A Volunteer Orientation (Oct. 2020) provides volunteers with a list of volunteer opportunities and requirements for volunteering in schools. New ideas are solicited. Participants receive a Volunteer Handbook.
3. A Volunteer Reception may be scheduled in 2020-2021 to honor volunteers at each Title I school in the district and an article is placed in the paper, recognizing volunteers for their work in the Dollarway School District. **(Family Engagement Coordinator)**

Place a parent-friendly summary of the district Parent & family engagement plan in the handbook and place on district website along with ADE approved plan-**(Family Engagement Coordinator)**

1. DSD has developed a written 2020-2021 Title I Parent and Family Engagement Policy with input from Title I District PFE Committee, composed of staff, parents and families representative of the children in our district. By October 1st, the policy will be distributed to parents of Title I students through handouts given to students to take home, and at various school functions and meeting throughout the school year. The plan and summary will be posted to the district's website by Oct. 1, sent to Indistar/Arkansas Dept of Education and a parent friendly summary of the PFE will also be placed on-line and in student handbook and a hard copy may be requested from the office at any time.
2. Obtain signatures from parents acknowledging they have received a summary of the district's PFE plan.
3. Each building will establish and maintain parent resources to provide materials and info to parents in supporting their child's academic achievement. The Parent Facilitator in each building will send home a list of parenting books, magazines, etc. that are available through the parent center or library.
4. The district will provide reasonable support for family engagement at the request of the schools. This support may include, but is not limited to, publicizing PFE events and provide district level staff to support events, identify workshop presenters, assist with planning events (flyers, sign-in sheets, etc.) and communicating to parents.
5. The district provides assistance as needed to each campus in the district to meet all Title I requirements & continues to integrate technology and technology training into the district by purchasing more technology equipment to promote students' academic success.
6. The district's parenting staff develop Family Information Guides that are available online. Families may request a hard copy of the guide.
7. Staff communicate and work with parents as equal partners at two Parent/Teacher Conferences, 3:00-7:30 p.m. (flexible times), per campus held throughout the district each year which are on the district calendar of events. At conferences, teachers review and discuss with parents student academic achievement, Title I Compacts with the parent/family as relative to student achievement, interact and collaborate with families.

Parent Facilitators & Building Principals: James Matthews Elementary-Leondra Williams, 870-534-0726; Robert Morehead Middle School-R. Thompson, 870-534-5243; Dollarway High School-Yolanda Prim, 870-534-3878.

Ensure information is sent home in a language & format parents & families can understand-

1. Teachers will provide information about school and parent programs, meeting and other activities to parents in a format, to the extent possible, and language parents can understand.
2. ELL Coordinator receives information on TransACT Parent Notices

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.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

The district will support parents in helping their student's academic success, and will accomplish building parent capacity in the following ways:

The district provides assistance to parents, as appropriate in understanding:

1. State & local assessments and state academic standards during parenting events such as Open House, Annual Title nights in which parents Title I requirements are shared with parents, College & Career Day (Share ACT/ASVAB scores), Report to the Public, Senior Parent Fall Mixer
2. Info about assessments provided within the district (ACT Aspire, ACT, ASVAB, Advanced Placement Test, etc.)
3. Teachers/staff communicate with parents regularly & shares info regarding how to monitor a child's progress & work with teachers to improve academic achievement through providing progress reports, access to HAC (Home Access Center) is available for parents to view students academic progress, Counselor & career coach aid in planning for student's post-secondary education.

School Improvement Specialists, Parent Facilitators & Building Principals: James Matthews Elementary-Leondra Williams, 870-534-0726; Robert Morehead Middle School-R. Thompson, 870-534-5243; Dollarway High School-Yolanda Prim, 870-534-3878.

Provide materials and training to help parents to work with their children to improve their child's academic achievement:

1. Parent/family meetings, conferences & activities are held regularly to build parent capacity.
2. Host at least 2 Parent-Teacher Conferences and other meetings throughout the semester at flexible times to encourage parent participation and share strategies, resources with parents.
3. Hold Parent & Family Engagement workshops during professional development.
4. Host other parent meetings to share with parents how to work with teachers to monitor their child's progress, such as math/literacy that provide instruction and supplemental information for families to use at home in working to increase child's achievement. Each building provides for the formation of parent engagement groups such as PTO or similar organization.

Provide such other reasonable support for parental involvement activities:

1. Families have access to district Parent Center that has computers and other PFE resources.
2. Tutoring assistance may be provided by outside sources like TOPPS, Boys & Girls Club, Ivy Center for Education.
3. Host a Senior-Parent Fall Mixer to help parents and students understand the transition from high school to college, applying for financial aid & scholarships, explore other career options, etc.
4. Send communications to parents about how to work with their children to improve academic achievement, events in our district, opportunities to volunteer through email, text messages, letters home, campus newsletter
5. The district provides parents with materials that are secured from state & national websites, the Dept. of Education, Title I PFE funds & local resources in the form of brochures and guides.
6. Technology training may be demonstrated at math/literacy nights or tech nights for HAC.
7. Notify parents of the District Family Engagement Center which provides tools and resources to help parents become more involved in their child's education. Resources include--parenting education brochures, internet access, activity book, workshops, volunteer opportunities, GED & Adult Ed info, etc.
8. Parents will be given the opportunity to participate in an annual survey to improve school effectiveness. Use

survey results to address the needs and interests of parents & help resolve any barriers to learning.

Provide training at least annually for parent volunteers-

1. A volunteer orientation will be held informing parent volunteers about rules, responsibilities, and different areas they can sign-up for. The district provides information to parent/family/community as partners in students' education about volunteer opportunities in the district's Volunteer Program.
2. A Volunteer Orientation (Oct. 2020) provides volunteers with a list of volunteer opportunities and requirements for volunteering in schools. New ideas are solicited. Participants receive a Volunteer Handbook.
3. A Volunteer Reception may be scheduled in 2020-2021 to honor volunteers at each Title I school in the district and an article is placed in the paper, recognizing volunteers for their work in the Dollarway School District.
4. We will host a district wide meeting informing parents about challenging state academic standards & local academic assessments, requirements of Title I Part A.

The district will consider providing, upon request, any reasonable support for PFE and community engagement that is in the best interest of the students in the district to improve achievement and promote using effective PFE strategies.

Parent Facilitators & District Family Engagement Coordinator

4: 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.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

The district will share with parents & family members the budget for parent & family engagement activities & programs:

1. The district reserves a minimum of 1% of the Title I, Part A allocation for parental engagement, with 90% going to T-I, Part A schools receiving \$500,000 or more T-I funding.
2. The district determines the amount of the 1% set aside for each school in the district using parental input, staff, students, stakeholders & needs assessment data. The school uses PFE funds to support at least one of the five areas approved by law. **(Federal Programs Coordinator)**

Ensure parents & families are involved in the decisions regarding how funds reserved for parent and family engagement are allotted for parental involvement-**(Federal Programs & Family Engagement Coordinator)**

- Parents/families engage in the allocation of Title I, Part A funds for parental engagement at district meetings and the Parents' Advisory Council Meetings, the budget is shared during the Title I Parents Right to Know/Annual Title I Meeting.

Ensure the funded activities and strategies are consistent with the district PFE policy/plan.

1. 2020-2021 funds will provide for reasonable, necessary costs of parent/family engagement activities/ nights, parenting resources, parent/family engagement staff salaries, and professional development, and will support all district's schools.
2. The Federal Programs Supervisor with the assistance of the Federal Programs coordinator oversees the allocation of funds with suggestions from administrators, the district parent coordinator, and parents/families engaged in the schools that are consistent with the district parent and family engagement plan. **(Federal Programs & Family Engagement Coordinator)**

Conduct an annual evaluation identifying barriers, needs, strategies-

1. The district actively engages with the Parent and Family Engagement committee and buildings to review and evaluate the content and effectiveness of the district's/schools Parent and Family Engagement Plan/Compact, the School Improvement Plan, and Federal/Title I programs, in improving the academic quality of the schools. The District Committee meets 2-3 times yearly. There is also a mid-year parent engagement committee meeting December 2019.
2. Information is reviewed on parent/family participation in district events and parent workshops; parent/family needs to assist in students' learning; the effectiveness of parental engagement strategies; and the engagement of parents/families to support students' academic growth or barriers preventing engagement.
3. Barriers to greater PFE participation in activities are identified along with needs of parents/families to assist in child's learning and engage school staff. **(District PFE Committee)**

Use findings from the evaluation to design evidence-based strategies for more effective parental involvement:

1. The district uses the data from surveys and other sources to guide the parent/family engagement requirements for professional development as identified in Arkansas Department of Education rules.
2. Data is shared and used to plan speakers and agendas for parent nights; identify parent/family engagement barriers and the needs of parent/family members; identify strategies to support successful school and family interactions; and serve as a guide to the School Improvement Plan along with other relevant data and information. Comments and suggestions guide the district in its long-range planning.
3. The district parent coordinator and technology integration specialist, are responsible for placing the assessments on line and compiling the data from the Needs Assessments to share with district administrators and staff to utilize at the building level.
4. The District Title I committee, made up of teachers, parents/community, and school staff, determines the effectiveness of the Parent/Family Engagement Plan and Title I program and makes changes to the needs assessments as warranted.

Review & approve the plan for each school-

- The Title I Parent and Family Engagement Plans for each school in the district are developed in committee and approved by the building principal; then they are reviewed and approved by the **District Family Engagement Coordinator** before they are submitted in Indistar and placed on schools website.

Review & update the district plan annually by August 1 (Beginning Jan. 2021).

- The District Title I Parent and Family Engagement Plan will be reviewed and updated annually at the spring meeting (May). The plan is further reviewed in September 2020, before being submitted to the state for approval by October 1, 2020 this year and by August 1, hereafter. **(District PFE Committee)**

5: 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.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

The district will coordinates with organizations, businesses and community partners (listed below) to provide supports & resources to families. The district has an active role in the participation of community in improving students' achievement, and recognizes that community resources strengthen the school's program, PFE & student learning and will:

Coordinate & integrate programs & activities with other federal, state and local programs-

1. Title I & National School Lunch Act through our nutritional services, provides nutritionally balanced, low-cost

or free lunches to children each school day.

2. Headstart at James Matthews Elementary, promotes school readiness of children ages birth to five from low-income families by supporting the development of the whole child. Programs connect families with medical, dental, and mental health services to ensure that children are receiving the services they need.
3. HIPPY in Dollarway School District-equips parents with skills, tools, and confidence to prepare their children for success in school and serves families with children ages 2 to 5 and helps them overcome barriers and build a foundation for school success.
4. Forward Arkansas-an organization that helps students graduate, prepared for success in college and the workplace. Works with Robert Morehead Middle School students & teachers.
5. UAPB Parenting Education-Develops workshops and provides tools to schools and parents on how to build stronger families and use resources available in community to achieve goals. This organization works closely with the district PFE Coordinator.
6. Ambassadors for Christ-Inspire excellence and promote leadership to youth through one-on-one and group mentoring (teen parents, etc.) to provoke positive change and enrichment in communities. Host workshops that help teachers identify troubled students.
7. SEARK/UAPB Colleges-Helps parents/students understand the process of transitioning from school to college.
8. Dollarway School District Family Engagement Center: Provides tools and resources to help parents become more involved in their child's education. Resources include--parenting education brochures, internet access, activity book, workshops, volunteer opportunities, GED & Adult Ed info, etc.
9. TOPPS-is a non-profit agency that offers a full range of services to youth of all ages. Primarily serves Dollarway High School students. Services include education, recreation, job training, cultural awareness and physical fitness.
10. Ivy Center for Education-a non-profit organization that promotes student excellence in academics and good character that improves community stability and continued growth. Encourages student success by providing programs to help improve their educational opportunities.

Conduct other activities, develop parent resource center, that encourage & support parents.

1. The district PFE Coordinator partners with the high school annually to plan the Senior/Parent Fall Mixer. A College & Career Planning event that helps to prepare seniors in their transition from high school to real-life.
2. The district collaborates with primary school staff & local preschool programs to host orientation programs for students entering kindergarten.
3. The district collaborates with mental health agencies and child welfare agencies to promote student's wellbeing.
4. The district supports the middle school in project-based learning in the EAST Program for grades 6th-9th, that work with businesses in the community to solve problems. EAST Night Out is held annually for parents & community members to engage with EAST students & their families.
5. The district has a Parent & Family Engagement Coordinator who is available to help support parents as equal partners in their child's education.
6. The district's Parent Resource Center is located at 4900 Dollarway Road. Hours of operation are 8am-4pm, Mon-Friday, 870-534-7003.

(See complete [Arkansas Guide for District Parent and Family Engagement Plan](#) for references)

ADE Reviewer Responses by Section

Section 1 - Jointly Developed Expectations and Outcomes

Comments:

Section 2 - Building Staff Capacity through Training and Technical Assistance

Comments:

Section 3 - Building Parent Capacity

Comments:

Section 4 - Reservation and Evaluation

Comments:

Section 5 - Coordination

Comments: