

Stuttgart School District Parent and Family Engagement Plan

2017 - 2018

The Stuttgart School District understands the importance of parent and family engagement and the community in promoting student achievement in all areas of a child's education. To foster better understanding and forge positive relationships, the District will strive to develop and maintain the capacity for meaningful and productive parent and community involvement.

Goal 1: The Stuttgart School District will foster effective parent and family engagement strategies and support partnerships among school, parents, and the community to improve student achievement through the following:

1. Designate an individual at each building as Parent and Family Engagement Facilitator. Each will serve on a district level Parent and Family Engagement Committee. Those persons are the following: Tia Brickey (673-3563) at Park Avenue, Tawnya Herring (673-3565) at Meekins, Kayci Greenwood (673-3562) at SJHS and Carol Jo Lambert (673-3561) at SHS.
2. To support the needs of parents and caregivers, Parent and Family Engagement Facilitators will maintain a parent center at each school with information and materials covering a wide variety of parenting topics.
3. To ensure that information related to school and parent programs is sent to parents, to the extent practical, in a language and form they can understand. An ESL Clerk/Paraprofessional/Translator, who speaks Spanish, has been hired by the district. She assists in translating documents and attends conferences when Spanish translation is needed. Additionally, the current foreign language teacher will be asked to serve as an interpreter as her schedule allows.
4. Reserve a minimum of 1% of the Title I, Part A allocation for parent and family engagement, with 90% going to Title I, Part A schools annually.
5. Distribute Student/Parent Handbook containing Parent and Family Engagement Policy and Parent, Teacher, Student Compact. These handbooks are distributed during Open House and Orientation events at each school in August. The compacts are completed during the Open House/Orientation events in August and also during Parent/Teacher Conferences in September. Building administrators oversee this task. (PAE – 673-3563), MMS 673-3565), SJHS 673-3562) and SHS 673-3561)
6. Utilize a variety of tools to increase stakeholder satisfaction, responsiveness, and involvement in the activities through the use of radio ads and announcements, newspaper ads, newsletters mailed to constituents, the district and school web-sites, public meetings, messenger system and electronic marquee.

7. Conduct a Parent Volunteer Survey and provide volunteer training as needed during the fall semester. Parent and Family Engagement Facilitator on each campus is the responsible person. During the February, 2018 Parent/Teacher Conference a survey will be completed with parents. The review of the information gained from both surveys will occur during the spring District Parent and Family engagement Committee meeting which James O'Neal (673-8701) will facilitate. The information gained will be used to help inform decisions for the next year's plan.

8. Hold an annual meeting for disseminating information to the community as well as to gain input to assist in updating the Title I, Part A schools' programs. The facilitator for this meeting will be the building principal or the school's parent and family engagement facilitator. A meeting will be held annually at the district level. Kathy Hopson (673-8701) will be the facilitator of this meeting.

9. A District level parent and family engagement plan will be developed, updated, and disseminated annually by posting on the District's website and by giving copies to families during visits to the various campuses. The District committee will include: James O'Neal, Director of Educational Pupil Services; Tia Brickey, Parent and Family Engagement Facilitator at Park Avenue Elementary; Tawnya Herring, Parent and Family Engagement Facilitator at Meekins Middle; Kayci Greenwood, Parent and Family Engagement Facilitator at SJHS; Carol Jo Lambert, Parent and Family Engagement Facilitator at SHS; Stephanie Prislovsky, 4th grade science teacher at PAE; Dot Flanagan, 6th grade science teacher at MMS; Azure Fitzpatrick, Parent of students in grades 1, 4 & 8; Melinda Collier, SJHS Teacher; Heather Henry, PAE Parent; Steven Saranie, SHS Assistant Principal and Elizabeth Vazquez-Rodriguez, ESL Clerk/Paraprofessional/Translator.

10. The Stuttgart School District will collaborate on parental involvement activities with other programs such as Arkansas Better Chance Pre-School. Pam Dean (673-3563), Principal at Park Avenue Elementary School, will be the contact person.

Goal 2: The District will provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement through the following actions:

1. Subscribe to and implement an interactive web site providing information for parents on school activities, class assignments, grades and serve as a school to home communication link. Parents and Guardians will be able to access Home Access Center (HAC) and eSchool to view student grades and assignments. It will also provide a means for two-way communication between home and school. Teachers are expected to update these sites at least once per week. Instructions have been uploaded to the district website by Sharon Miller on how to set up an alert via email for issues related to grades, attendance or discipline. Building Administrators will monitor this task. (PAE 673-3565, MMS 673-3565, SJHS 673-3562 and SHS 673-3561)

2. Parental Involvement professional development will be provided based on the recommended rotation schedule for teachers and administrators. Kathy Hopson (673-8701) will facilitate this professional development.
3. On an ongoing basis, an automated calling system will be utilized by Building Administrators or their Designees to increase school to home communication. On the district level this use of the calling system will be done by the Superintendent or his assigned Designee.
4. Provide a copy of the school policy at each school for parents to view as well as provide a copy of each plan posted to the district web site by the District's Executive Administrative Assistant. This document will be housed in the principal's office at each campus.
5. The Parent and Family Engagement Facilitators will schedule or assist in scheduling parent meetings and activities at various times to accommodate varying parent schedules and maximize parent opportunities for participation.
6. Members of the District Parent and Family Engagement Committee will attend some of the scheduled parental involvement events on the campuses. Reports will be made of their observations from these visits via anecdotal notes given to James O'Neal. These notes will be discussed as the plan is updated and evaluated for the next year.
7. Provide to the extent possible, information to parents in a language and form parents can understand. The Director of Educational Pupil Services (673-8701), Building Administrators and the Building Parent and Family Engagement Facilitator will share the responsibility for the accomplishment of this task.
8. The Student/Parent Handbook, which contains the Parent and Family Engagement Policy, will be distributed during Open House and Orientation events at each school in August. The building principals will monitor the adherence to this procedure. (PAE 673-3563, MMS 673-3565, SJHS 673-3562 and SHS 673-32561)

Goal 3: The District will assist in building capacity for strong parental involvement by:

1. Administrators, Counselors and Teachers will provide information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A.
2. The Principal will assist in the formation of a parent organization such as PTA/PTO at each building. At Park Avenue, this organization is called C.I.A. (Community in Action).
3. The Parent and Family Engagement Facilitator (PAE 673-3563, MMS 673-3565, SJHS 673-3562 and SHS 673-3561) on each campus will conduct a Parent Satisfaction Survey in the spring semester. This survey will be utilized as one element of evaluating the current plan as plans are made for the next year.
4. Director of Educational Pupil Services (673-8701) will maintain a district-wide parent resource center containing a variety of age appropriate materials for parents.
5. A parent activity will be held regularly at Title I schools. To promote parent participation, when possible, childcare will be provided if needed.

6. Through the district's Director of Educational Pupil Services, James O'Neal (673-8701), reasonable support for parental involvement will be provided to participating Title I, Part A schools.

Parental/Community Involvement 2017 - 2018

August

PAE (673-3563):

Open House (Principal, Assistant Principal & Teachers)
Accelerated Reader Kick-off (Library/Media Specialist)
C.I.A. [Community in Action] (Parents, Staff and Community members)

Meekins (673-3565):

Open House (Principal & All Faculty)
Signing Days (All Faculty)

SJHS (673-3562):

Open House and Signing Day (Principal & Faculty/Staff)
PTO Meeting (PTO Officers)

SHS (673-3561):

Schedule pick-up and sign required forms (Administrators & Faculty)
Orientation for 9th grade students (Principal and Sandie Ragland)
Band Parent Association meeting (Kevin Sherman)
Booster Club meeting (President)
Homecoming planning meeting (Homecoming Committee)

September

PAE (673-3563):

Constitution Day Program (4th grade teachers and students)
Book Fair (Candace Prine, parent volunteer & Tia Brickey, Library/Media Specialist)
Parent/Teacher Conferences (Principal & Classroom Teachers)
Watch D.O.G.S. Pizza kick off (Matt Euler, Assistant Principal)
Rise and Shine Assembly (Counselors)

Meekins (673-3565):

PTO Meeting (PTO President and Principal)
Parent Teacher Conferences (Principal & Faculty/Staff)

SJHS (673-3562):

PTO Meeting (PTO Officers)
Parent/Teacher Conferences (Principal & Faculty/Staff)

SHS (673-3561):

PTO Meeting (PTO Officers)
Seniors' parent meeting (Angie Sherman)
College/Postsecondary Day (Angie Sherman)
Parent/Teacher Conference (Principal and Assistant Principal)
Parental Involvement Committee Meeting (Carol Jo Lambert)
Freshmen, Sophomore and Junior Parent Meetings (Class Sponsors)

October

PAE (673-3563):

C.I.A. Meeting (Staff, Parents and Community members)

Curriculum Night (Parental Involvement Committee)

Rise and Shine Assembly (Counselors)

Meekins (673-3565):

Bring Someone You Love to Lunch Day (Tawnya Herring)

SJHS (673-3562):

PTO Meeting (PTO Officers)

1st 9 weeks good behavior party (Parents & Principal)

Literacy Night/Book Fair (Principal, Librarian & Faculty)

SHS 673-3561):

Financial Aid Parent Night (Angie Sherman)

Annual report to the public (Principal)

PTO formation meeting (PTO Officers)

Homecoming Coronation (Principal & Assistant Principal)

Sophomore Parent Meeting (Class Sponsors)

November

PAE (673-3563):

Spelling Bee (Library/Media Specialist)

Thanksgiving Lunch (2nd grade teachers)

Rise and Shine Assembly (Counselors)

Meekins (673-3565):

PTO Meeting (PTO President & Principal)

MMS Spelling Bee (Tawnya Herring)

SJHS (673-3562):

PTO Meeting (PTO Officers)

SHS (673-3561):

December

PAE (673-3563):

1st semester award programs (Principal & Classroom Teachers)

Holiday parties (Classroom teachers)

Christmas program (Music Teacher and 3rd grade students)

Rise and Shine Assembly (Counselors)

Meekins 673-3565):

Tacky Sweater Christmas Dance (PTO & All Faculty/Staff)

SJHS (673-3562):

PTO Meeting (PTO Officers)

SHS (673-3561):

Choir Concert (Shannon Hudgins)
Band Concert (Kevin Sherman)

January

PAE (673-3563):

Parental Involvement Night (Parental Involvement Committee)
C.I.A. Meeting (Staff, Parents and Community members)
Rise and Shine Assembly (Counselors)

Meekins (673-3565):

PTO Meeting (PTO President & Principal)
Awards Ceremony (Principal, Counselor & Classroom Teachers)

SJHS (673-3562):

PTO Meeting (PTO Officers)
2nd 9 weeks good behavior party (Parents & Principal)

SHS (673-3561):

February

PAE (673-3563):

Real Men Read (Jessica Hosman & Tia Brickey)
Parent/Teacher Conference (Principal and Classroom teachers)
Valentine's Day parties (Classroom Teachers)
Parental Involvement Survey (Tia Brickey)
Rise and Shine Assembly (Counselors)

Meekins 673-3565):

Parent/Teacher Conferences (Principal & Faculty/Staff)
Real Men Read – entire month – (Tawnya Herring and Literacy Teachers)

SJHS (673-3562):

PTO Meeting (PTO Officers)
Parent/Teacher Conference (Principal & Faculty/Staff)

SHS (673-3561):

Parent/Teacher Conferences (Principal & Assistant Principal)

March

PAE (673-3563):

C.I.A. Meeting (Staff, Parents and Community members)
Rise and Shine Assembly (Counselors)

Meekins (673-3563):

Pi(e) Night (All Faculty/Staff)
My School Color Run 5K (Running Club Sponsor, K. Wilson, Volunteer Faculty/Staff and Parents)

SJHS (673-3562):

PTO Meeting (PTO Officers)
3rd 9 weeks good behavior party (Principal & Parents)

SHS (673-3561):

April

PAE (673-3563):

Rise and Shine assembly (Counselors)

Meekins (673-3565):

National Walk at Lunch Day (Jane Reeves) and Bring Someone You Love to Lunch (Sara Ray) – This is a combined activity. (Tawnya Herring)

SJHS (673-3562):

PTO Meeting (PTO Officers)

Spring Fling (Principal and PTO)

SHS (673-3561):

FAFSA Night (Sherman & Lisko)

College Goal Day (Sherman & Lisko)

Spring Choir Concert (Shannon Hudgins)

Awards Assembly (Principal & Assistant Principals)

College & Postsecondary Signing Day (Sherman & Lisko)

District (673-8701):

Maker Fair – to be held at the Grand Prairie Center – (Brickey, Herring, Greenwood & Lambert)

May

PAE (673-3563):

Wonderful Women Read (Jessica Hosman & Tia Brickey)

2nd semester awards program (Grade level classroom teachers for 1st-4th grades)

Kindergarten end of the year program (Kindergarten teachers)

Accelerated Reader end-of-the-year celebration (Library/Media Specialist)

4th grade talent show (4th grade teachers and students)

C.I.A. meeting (Staff, Parents and Community members)

Rise and Shine Assembly (Counselors)

Meekins (673-3565):

Cinco de Mayo Celebration (Tawnya Herring & Elizabeth Vazquez-Rodriquez)

Talent Show (Tawnya Herring, Sara Schroeder & Nikki Hawkins)

What's Next night? (Fifth Grade Faculty)

Field Day (Josh Anderson & All Faculty/Staff)

Awards Ceremony (Principal, Counselor & Classroom Teachers)

SJHS (673-3562):

PTO meeting (PTO Officers)

4th 9 weeks good behavior party (Principal & Parents)

Field Day (P.E. Teacher and Faculty/Staff)

SHS (673-3561):

Spring Choir Concert (Shannon Hudgins)

Spring Band Concert (Kevin Sherman)

FFA Banquet (Rogers & Adcock)

Senior Recognition Night (Principal & Counselors)

Band Banquet (Kevin Sherman & Shannon Hudgins)
Ricebird Booster Club Sports Banquet (President & Athletic Director)
Graduation (Principal, Assistant Principal, Counselors & Class Sponsors)

Goal 4: The District will conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parent and family engagement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation by:

1. Conducting a Parent Satisfaction Survey and evaluate the results. The survey will be conducted during the 2nd Parent/Teacher Conference held in February, 2017. The Parent and Family Engagement Facilitator on each campus will be responsible for collecting this information. Once collected at the building level, the results will be reviewed and discussed by the district committee, which includes a parent, during a meeting in the spring semester. James O'Neal (673-8701) will facilitate this meeting and review.
2. Developing procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year. Each campus Parent and Family Engagement Facilitator will receive and store this documentation from various faculty and staff members. (PAE 673-3563, MMS 673-3565, SJHS 673-3562 and SHS 673-3561)
3. The campus Parent and Family Engagement Facilitator will conduct an annual review of the parental involvement plan with input from parents, teachers and community members. Input from this meeting should also address barriers to increased parental involvement and how these barriers may be successfully reduced. Minutes of this meeting will be taken. Revisions will be made as necessary with the guidance of the school's principal. (PAE 673-3563, MMS 673-3565, SJHS 673-3562 and SHS 673-3561)
4. The district Parent and Family Engagement Committee will meet to discuss the results of the annual survey. Parent comments will be included and encouraged by the facilitator, James O'Neal (673-8701), as efforts are made to improve the plan.
5. Members of the district Parent and Family Engagement Committee will disseminate results from the survey to faculty, staff, parents and community. Included in this report will be a request for increased parent participation.
6. During the district team's annual meeting, facilitated by James O'Neal (673-8701), comments on evaluation forms/anecdotal notes will be discussed. The focus will be to improve the parental involvement and increase satisfaction of having attended events at their child's school.

Goal 5: The District will involve parents in the joint development of the district Title I Application under section 1112 (ACSIP/INDISTAR).

1. Parents will be recruited by the building principals and campus Parent and Family Engagement Facilitator to serve on the ACSIP/INDISTAR committee at each school and the district level. The committee will review the Title I plan and will be encouraged to offer suggestions in developing the Title I plan.

Parent contacts will be initiated based upon information gained from sign in sheets from school and district activities and upon lists of names submitted by principals.

2. Parents will be asked to complete an annual survey suggesting ways to improve district effectiveness in terms of parental involvement. The Parent and Family Engagement Facilitator will be responsible for collecting the surveys and distributing the information gained. Tia Brickey 673-3563, Tawnya Herring 673-3565, Kayci Greenwood 673-3562 and Carol Jo Lambert 673-3561)

Stuttgart School District Parent and Family Engagement Committee

James O'Neal – Director of Educational Pupil Services

Tia Brickey – Parent and Family Engagement Facilitator Park Avenue Elementary (PAE)

Tawnya Herring – Parent and Family Engagement Facilitator Meekins Middle (MMS)

Kayci Greenwood – Parent and Family Engagement Facilitator Stuttgart Junior High (SJHS)

Carol Jo Lambert – Parent and Family Engagement Facilitator Stuttgart High (SHS)

Heather Henry – Parent at PAE

Stephanie Prislovsky – 4th Grade Science Teacher at PAE

Dot Flanagan – 6th Grade Science Teacher MMS

Azure Fitzpatrick – Parent of 1st, 4th & 8th graders

Melinda Collier – SJHS Teacher

Steven Saranie – SHS Assistant Principal

Elizabeth Vazquez-Rodriguez – ESL Clerk/Paraprofessional/Translator