

District Parent and Family Engagement Plan

District Name:	Pottsville School District
Coordinator Name:	Tara Thompson
Plan Review/Revision Date:	5/23/2019
District Level Reviewer, Title	Tara Thompson, Federal Programs Coordinator

Committee Members, Role:
(Select "Repeat" to open more entry fields to add additional team members)

First Name	Last Name	Position
Jennifer	Aday	Parent
Jonathan	Bradley	High School Principal
Annette	Bewley	High School Teacher/Parent Coordinator
Shane	Thurman	Jr. High Principal
Shanna	Bly	Jr. High Asst. Principal
Emily	Roach	Jr. High Counselor/Parent Coordinator

Committee Members, Role:
(Select "Repeat" to open more entry fields to add additional team members)

First Name	Last Name	Position
Houston	Townsend	MG Principal
Greg	Coffman	MG Assistant Principal
Lisa	Corbin	MG Teacher/Parent Coordinator
Shannon	Davis	Elem Principal
Melissa	Cox	Curriculum Coordinator
Lane	Smith	Elem Teacher/Parent Coordinator

Committee Members, Role:
(Select "Repeat" to open more entry fields to add additional team members)

First Name	Last Name	Position
Tara	Thompson	Federal Programs Coordinator
Larry	Dugger	Superintendent

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?

Hint

The Pottsville School District has developed jointly with parents/families a parent/family engagement implementation plan, a schoolwide program plan and a school improvement plan.

Based upon 2018 Parent/Family Surveys, it was indicated that parents and families would like teachers to promptly respond to requests for communication and more training in understanding eSchool. Therefore, our district goal is : With district support, building administrators and staff, will communicate effectively with parents regarding school programs and operations resulting in improvement in academic achievement.

District expectations and objectives include:

1. In an effort to inform parents and community members of school activities, a district web page will include school links and other pertinent information.
 2. Professional Development, with the focus on parental and family engagement and the importance of effective communication and avoiding barriers and the value and utility of the contributions of parents/families, will be scheduled (on the state required PD rotation or as needed).
 3. The Pottsville School District will support K-12 school activities/trainings provided throughout the school year that communicate to parents in practical language ways to be involved in their child's education and information related to school programs. In addition, K-12 schools will work with parents throughout the school year to educate them on understanding content and how to monitor their student's academic growth and provide materials/training to work with their children. Materials and supplies will be purchased as needed.
 4. Parents will have opportunities to contribute to the development of the School Improvement Plan, Parent and Family Engagement Plan and Schoolwide Plan and assist with the monitoring and adjustments of the the plans throughout the school year through parent meetings, surveys, emails, and attending PTO.
 5. Building administrators and certified staff grades K-12 will complete actions and utilize resources outlined in the building school improvement plans for effective communication with parents including a focus on prompt communication response. Resources include: Parent Contact Logs, Updated Webpages, School Messenger, eSchool, Test and Project Calendars, Newsletters, Parent Centers, Parent Meetings, LED Message Signs, etc.
 6. Parents/families will receive information/forms in other languages as needed.
 7. Two ELL Instructors will assist with communicating information to non-English-speaking parents/families - ideas and strategies to promote student achievement and growth.
 8. K-12 Special Ed faculty will assist General Ed faculty with ideas and strategies to assist parents/families in promoting student success in all classes.
 9. A District Special Ed Supervisor, Kelli Rainey-Arch Ford, will assist with parent communication and provide ideas and strategies to promote student achievement as well.
- During peer reviews and evaluations regarding the school improvement plans, parent/family engagement plans and schoolwide plans, parents and families will have input regarding funds set aside for parent and family engagement activities: professional development, snacks, materials and supplies used for parent/family

engagement Literacy/Math Days, Watchdog, etc.

Building and district parent/family coordinators with the assistance of ELL teachers, SPED/504 faculty, our dyslexia specialist invite parents/families of varying abilities and cultures during peer reviews and evaluations regarding the school improvement plans, parent/family engagement plans and schoolwide plans. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies and updating the Title I Program as needed. A survey tool or questionnaire will be used to assist in the evaluation process. This tool will be made available to parents, staff, and the community. Principals at each school will collect surveys and tabulate the results. School results as well as district wide results will be communicated to parents, staff and community along with the opportunity for feedback. Tara Thompson is responsible for making sure the evaluation findings are included in recommendations and suggestions to the schools for revision of school parent involvement plans and practices. Tara Thompson will coordinate the development of an annual parent activity evaluation report to be developed and disseminated to parents, staff and the community. Attendance at parent involvement activities and parent-teacher conferences will be strongly encouraged and attendance documented by each school.

Attendance data will be collected, tabulated, reviewed, and evaluated by building principals. School level as well as district level results will be communicated to parents, staff and the community. **August 2019 and April 2020.**

The parent and family engagement plans are incorporated into school-wide plans to support parent/family involvement and increase student growth and achievement.

Should any parent/family deem our schoolwide plan unsatisfactory, we will electronically submit (email, etc....) any comments from parent surveys or emails to the ADE parent/family specialist.

Each Title I Part A school will also be monitored to ensure that they have a current Parent/Family Engagement Plan, and it is disseminated to parents and the community.

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?

Hint

The Pottsville School District will monitor and provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance: district personnel will continue to work with the school principals and staff to provide necessary assistance in planning and implementing parental involvement activities; the district will provide meaningful professional development opportunities for teachers and administrators designed to enhance understanding of effective parental involvement strategies with emphasis on the importance of effective communication, value and utility of contributions of parents; provide training at least annually for volunteers who assist in an instructional program for parents; and provide necessary support for each

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building's school parent involvement plans. Responsible District Staff: Tara Thompson, Shannon Davis, Houston Townsend, Shane Thurman, Greg Coffman, Shanna Bly, Jonathan Bradley, Melissa Cox, Larry Dugger, Annette Bewley, Emily Roach, Lisa Corbin, and Lane Smith.

The Pottsville School District will coordinate and integrate parental involvement strategies with parental involvement strategies from other parental involvement programs such as Head Start, HIPPIY or other state operated pre-school program. Responsible District Staff: Shannon Davis and Lane Smith.

The Pottsville School District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, through the operation of a parent center, budgeting funds at the school level for purchasing necessary materials, and providing school parent communication tools such as eSchool grade reporting, School-in-Sites, AR Home Connect, Facebook, Twitter, teacher web pages, and school activity calendars-website.

The Pottsville School District will, with the assistance of its schools and parents, educate its teachers, principals and staff in how to reach out to, communicate with, and work with parents as equal partners; in the value and utility of contributions of parents; and in how to implement and coordinate parent programs and build ties between parents and schools by providing staff development activities focusing on working with parents as resources, and providing opportunities for parents to participate in the education of their children.

The Pottsville School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children by:

- Distributing parenting information at parent centers;
- Assisting with the development and use of the School-Parent Compact;
- Hosting awareness activities at school;
- Providing information to parents about higher education; opportunities for all students through school counselors;
- Providing the district and school websites
 - o District: www.pottsvilleschools.org
 - o High School: www.phs.pottsvilleschools.org
 - o Junior High: www.pjhs.pottsvilleschools.org
 - o Middle Grades: www.pmg.pottsvilleschools.org
 - o Elementary: www.pes.pottsvilleschools.org
- Providing parent access to grades through the eSchool grade reporting system;
- Providing the Accelerated Reading HomeConnect Program;
- Providing SchoolMessenger, Email, Facebook, Twitter, and School-in-Sites as school-parent communication tools.
- The Pottsville School District will ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.
- The Pottsville School District will offer flexible meeting times to increase parent involvement in student learning. Meetings will be held at various times of the day and evening to better accommodate parents. Examples include: Task Force meetings, Title I meetings, Awards and Presentations, Open House, Family Fun Day/Night Activities, CAPs, Career Days, Watchdogs, Athletic meetings, etc.

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?

Hint

The Pottsville School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

Responsible District Staff: Tara Thompson, Shannon Davis, Houston Townsend, Shanna Bly, Shane Thurman, Melissa Cox, Greg Coffman, Larry Dugger, and Jonathan Bradley.

The district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or schools, as appropriate, in understanding topics such as the following, by conducting and strongly encouraging parent attendance and participation in open meetings addressing the following:

- o The State's academic content standards;
- o The State's student achievement standards;
- o The State and local academic assessments including alternate assessments;
- o The requirements of Part A;
- o How to monitor their child's progress; and
- o How to work with educators.

The Pottsville School District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, through the operation of a parent center; budgeting funds at the school level for purchasing necessary materials, and providing school parent communication tools such as eSchool grade reporting, School-in-Sites, AR Home Connect, Facebook, Twitter, teacher web pages, and school activity calendars-website.

The Pottsville School District will, with the assistance of its schools and parents, educate its teachers, principals and staff in how to reach out to, communicate with, and work with parents as equal partners; in the value and utility of contributions of parents; and in how to implement and coordinate parent programs and build ties between parents and schools by providing staff development activities focusing on working with parents as resources, and providing opportunities for parents to participate in the education of their children.

The Pottsville School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children by:

- District Contact:
 - o Tara Thompson (Central Office - 968-8101)
- Building Principals:
 - o Shannon Davis (Grades K-3 - 968-2133)
 - o Houston Townsend (Grades 4-6 - 890-6631)

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- o Shane Thurman (Grades 7-9 - 968-6574)
- o Jonathan Bradley (Grades 10-12 - 968-6334)
- Employing parent facilitators for each building:
- o Lane Smith (Pottsville Elementary School - 968-2133)
- o Lisa Corbin (Pottsville Middle Grades - 890-6631)
- o Emily Roach (Pottsville Junior High - 968-6574)
- o Annette Bewley (Pottsville High School - 968-6334)
- Distributing parenting information at parent centers;
- Hosting awareness activities at school;
- Providing information to parents about higher education; opportunities for all students through school counselors;
- Providing the district and school websites
- o District: www.pottsvilleschools.org
- o High School: www.phs.pottsvilleschools.org
- o Junior High: www.pjhs.pottsvilleschools.org
- o Middle Grades: www.pmg.pottsvilleschools.org
- o Elementary: www.pes.pottsvilleschools.org
- Providing parent access to grades through the eSchool grade reporting system;
- Providing the Accelerated Reading HomeConnect Program;
- Providing SchoolMessenger, Email, Facebook, Twitter, and School-in-Sites as school-parent communication tools.

The Pottsville School District will ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

The Pottsville School District will offer flexible meeting times to increase parent involvement in student learning. Meetings will be held at various times of the day and evening to better accommodate parents. Examples include: Task Force meetings, Title I meetings, Awards and Presentations, Open House, Family Fun Day/Night Activities, CAPS, Career Days, Watchdogs, Athletic meetings, etc.

Parent's Right to Know - Under Title I, Part A parents have the right to request information regarding the professional qualifications of their student's classroom teachers(s) and or paraprofessional(s) assisting their student's teacher(s). Parents may contact the principal of their student's school or the Superintendent of Schools at 968-8101. If at any time a student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, the student's parent will be notified by the school of this information.

The Pottsville School District with Tara Thompson as facilitator will take the following actions to conduct, with the involvement of parents, an annual spring evaluation on April 15, 2019, of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies and updating the Title I Program as needed. A survey tool or questionnaire will be used to assist in the evaluation process. This tool will be made available to parents, staff, and the community. Principals at each school will collect surveys and

tabulate the results. School results as well as district wide results will be communicated to parents, staff and community along with the opportunity for feedback. Tara Thompson is responsible for making sure the evaluation findings are included in recommendations and suggestions to the schools for revision of school parent involvement plans and practices. Tara Thompson will coordinate the development of an annual parent activity evaluation report to be developed and disseminated to parents, staff and the community. Attendance at parent involvement activities and parent-teacher conferences will be strongly encouraged and attendance documented by each school. Attendance data will be collected, tabulated, reviewed, and evaluated by building principals. School level as well as district level results will be communicated to parents, staff and the community.

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?

Hint

Pottsville School District does not receive an allocation greater than \$500,000.

The Pottsville School District with Tara Thompson as facilitator will take the following actions to conduct, with the involvement of parents, an annual spring evaluation on April 15, 2019, (before August 1, 2019) of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies and updating the Title I Program as needed. A survey tool or questionnaire will be used to assist in the evaluation process. This tool will be made available to parents, staff, and the community. Principals at each school will collect surveys and tabulate the results. School results as well as district wide results will be communicated to parents, staff and community along with the opportunity for feedback. Tara Thompson is responsible for making sure the evaluation findings are included in recommendations and suggestions to the schools for revision of school parent involvement plans and practices. Tara Thompson will coordinate the development of an annual parent activity evaluation report to be developed and disseminated to parents, staff and the community. Attendance at parent involvement activities and parent-teacher conferences will be strongly encouraged and attendance documented by each school. Attendance data will be collected, tabulated, reviewed, and evaluated by building principals. School level as well as district level results will be communicated to parents, staff and the community.

During peer reviews and evaluations regarding the school improvement plans, parent/family engagement plans and schoolwide plans, parents and families will have input regarding funds set aside for parent and family engagement activities: professional development, snacks, materials and supplies used for parent/family engagement Literacy/Math Days, Watchdog, etc. Sign-in sheets will be used for documentation.

After peer reviews and evaluations regarding the school improvement plans, parent/family engagement plans and schoolwide plans, updates will be given to the District Committee for approval to ensure updates/actions/activities follow state rules and regulations. Sign-in sheets will be used for documentation.

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?

Hint

The Pottsville School District has developed jointly with parents a parental involvement implementation plan designed to encourage our parents to form strong partnerships with our schools and our schools to reach out to form strong relationships with our parents. We seek additional involvement of parents in support of every phase of their children's education. Each Title I Part A school will also be monitored to ensure that they have a current Parental Involvement Plan, and it is disseminated to parents and the community.

The Pottsville School District will, with the assistance of its schools and parents, educate its teachers, principals and staff in how to reach out to, communicate with, and work with parents as equal partners; in the value and utility of contributions of parents; and in how to implement and coordinate parent programs and build ties between parents and schools by providing staff development activities focusing on working with parents as resources, and providing opportunities for parents to participate in the education of their children. PSD recruits parents to parents to serve on district School Improvement committee to develop the Title I Application-(Tara Thompson-479.968.8101); recruits parents for a district Parent Advisory Committee; encourages the formation of partnerships between the district and local businesses that includes roles for parents; and involve parents through an annual survey to improve district effectiveness.

The Pottsville School District will coordinate and integrate parental involvement strategies with parental involvement strategies from other parental involvement programs such as Head Start, HIPPIY or other state operated pre-school program. Responsible District Staff: Shannon Davis and Lane Smith.

The Pottsville School District with Tara Thompson as facilitator will take the following actions to conduct, with the involvement of parents, an annual spring evaluation on April 15, 2020, of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies and updating the Title I Program as needed. A survey tool or questionnaire will be used to assist in the evaluation process. This tool will be made available to parents, staff, and the community. Principals at each school will collect surveys and tabulate the results. School results as well as district wide results will be communicated to parents, staff and community along with the opportunity for feedback. Tara Thompson is responsible for making sure the evaluation findings are included in recommendations and suggestions to the schools for revision of school parent involvement plans and practices. Tara Thompson will coordinate the development of an annual parent activity evaluation report to be developed and disseminated to parents, staff and the community. Attendance at parent involvement activities and parent-teacher conferences will be strongly encouraged and attendance documented by each school. Attendance data will be collected, tabulated, reviewed, and evaluated by building principals. School level as well as district level results will be communicated to parents, staff and the community.

(See complete [Arkansas Guide for District Parent and Family Engagement Plan](http://www.arkansased.gov/public/userfiles/Public_School_Accountability/Federal_Programs/Arkansas_Guide_and_Sample_Template_for_references) (http://www.arkansased.gov/public/userfiles/Public_School_Accountability/Federal_Programs/Arkansas_Guide_and_Sample_Template_for_references) for references)

ADE Reviewer Responses:

Sections	Changes Required	Federal Compliance	State Compliance	Comments	Date of Feedback
Section 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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