



**POTTSVILLE SCHOOL DISTRICT
PARENT AND FAMILY ENGAGEMENT PLAN
2017-2018**

The Pottsville School District has developed jointly with parents and families, a parent and family engagement implementation plan designed to encourage our parents/families to form strong partnerships with our schools and our schools to reach out to form strong relationships with our parents/families. We seek additional involvement and engagement of parents/families 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 Parent and Family Engagement Plan, and it is disseminated to parents/families and the community. Thus, our plan includes the following components and will be made available to our community and to parents/families by posting it to our district website, placing an ad in local newspaper, and by making copies available at parent/family and community events. Principals of each school will make sure copies of this policy are made available at the annual school open house events in the fall or parent-teacher conferences. In addition, the Pottsville K-12 Student Handbook that is distributed to every student at the beginning of the school year will also include the District Parent and Engagement Plan (along with a separate parent/family acknowledgement receipt of the plan). An acknowledgement receipt for the building plan will also be distributed and collected when plan disseminated at open house and/or teacher-parent/family conferences in the fall.

STATUTORY REQUIREMENTS

The Pottsville School District agrees to implement the following statutory requirements. Responsible District Staff: Tara Thompson, Shannon Davis, Houston Townsend, Shane Thurman, Melissa Cox, Kenny Bell, Jonathan Bradley and Larry Dugger.

- The school district will put into operation programs, activities and procedures for the involvement of parents/families in all of its schools with Title I, Part A programs, consistent with section 1010 of the Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents/families of participating children.
- Consistent with section 1010, the Pottsville School District will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of section 1010 of ESSA, and each include, as a component, a school-parent/family compact consistent with section 1010, ESSA.
- The Pottsville School District will incorporate this district wide parent/family involvement and engagement policy into its LEA plan developed under section 1010 of the ESSA.
- In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the Pottsville School District and its schools will provide full opportunities for the participation of parents/families with limited English proficiency, parents/families with disabilities, and parents/families of migratory children, including providing information and school reports required under section 1010 of the ESSA in an understandable and uniform



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format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If the LEA plan for Title I, Part A, developed under section 1010 of the ESSA, is not satisfactory to the parents/families of participating children, the Pottsville School District will submit any parent/family comments with the plan when the school district submits the plan to the State Department of Education.
- The Pottsville School District will involve the parents and families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than 90 percent of the one percent reserved goes directly to the schools. *Pottsville School District has not received \$500,000.00 in Title I funds for the 2017-2018 school year.
- The Pottsville School District will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- that parents/families play an integral role in assisting their child’s learning;
- that parents/families are encouraged to be actively involved in their child’s education at school;
- that parents/families are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- the carrying out of other activities, such as those described in section 1010 of the ESSA.
- the Pottsville School District will inform parents/families and parental organizations of the ADE Parent Resource website: <http://www.arkansased.org/im-looking-for/parents>.

IMPLEMENTATION

The district will provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family engagement. Tara Thompson will be responsible for making sure that ongoing site visits are conducted throughout the school year at each school to observe parent and family engagement practices.

1. The Pottsville School District has taken the following actions to involve parents/families in the joint development of its district wide parent and family engagement plans under section 1010 of the ESSA: communicating and requesting parental input in the district parent and family engagement plan and ensuring parents/families of children receiving Title I, Part A



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services are involved in the review/revision/development process. The Parent and Family Engagement Committee members for Title I are as follows:

- Tara Thompson, Instructional Supervisor
 - Houston Townsend, Principal Pottsville Middle Grades
 - Shannon Davis, Principal Pottsville Elementary
 - Jonathan Bradley, Principal Pottsville High School
 - Kenny Bell, Principal Pottsville Jr. High
 - Melissa Cox, Curriculum Specialist
 - Shane Thurman, Assistant Principal Jr. High
 - Larry Dugger, Superintendent
 - Jennifer Aday, Parent
 - Lisa Corbin, Teacher Pottsville Middle Grades
 - Carla Staggs, Teacher Pottsville Elementary
 - Emily Roach, Teacher Pottsville Jr. High
 - Annette Bewley, Teacher Pottsville High School
2. The Pottsville School District will take the following actions to involve parents/families in the process of school review and improvement under section 1010 of the ESSA: encourage the participation of parents/families in parent groups like the PTO; require schools to seek parent/family input into school improvement activities in order to meet the educational needs of students; require schools to provide parents/families with current information regarding school policies and practices through the student handbook; and provide parents/families with current information regarding school performance data and solicit parent/family input and feedback. Lisa Corbin, Carla Staggs, Emily Roach, Annette Bewley and Tara Thompson along with building principals will be responsible for recruiting parents/families to serve on the school improvement ACSIP committees.
3. The Pottsville School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement 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 parent and family engagement activities; the district will provide meaningful professional development opportunities for teachers and administrators designed to enhance understanding of effective parent/family engagement strategies with emphasis on the importance of effective communication, value and utility of contributions of parents/families; provide training at least annually for volunteers who assist in an instructional program for parents/families; and provide necessary support for each building's school parent and family engagement plans. Responsible District Staff: Tara Thompson, Shannon Davis, Houston Townsend, Shane Thurman, Kenny Bell, Jonathan



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Bradley, Melissa Cox, Larry Dugger, Annette Bewley, Emily Roach, Lisa Corbin, and Carla Staggs.

4. The Pottsville School District will coordinate and integrate parent and family engagement strategies with parent and family engagement strategies from other parent and family engagement programs such as Head Start, HIPPEY or other state operated pre-school program. Responsible District Staff: Shannon Davis and Carla Staggs.
5. The Pottsville School District with Tara Thompson as facilitator will take the following actions to conduct, with the engagement of parents and families, an annual spring evaluation on April 13, 2018, of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents/families in parent and family engagement activities (with particular attention to parents/families 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 parent and family engagement policy and activities to design strategies for more effective parent/family engagement, and to revise, if necessary (and with the engagement of parents/families) its parent and family engagement 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/families, 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/families, 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/family activity evaluation report to be developed and disseminated to parents, staff and the community. Attendance at parent and family engagement activities and parent/family-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/families, staff and the community.
6. The Pottsville School District will build the schools' and parents'/families' capacity for strong parent and family engagement in order to ensure effective engagement of parents/families and to support a partnership among the school involved, parents/families, and the community to improve student academic achievement, through the following activities specifically described below:
Responsible District Staff: Tara Thompson, Shannon Davis, Houston Townsend, Kenneth Bell, Shane Thurman, Melissa Cox, Larry Dugger, and Jonathan Bradley.
 - A. The district will, with the assistance of its Title I, Part A schools, provide assistance to parents/families of children served by the school district or schools, as appropriate, in understanding topics such as the following, by conducting and strongly encouraging parent/family attendance and participation in open meetings addressing the following:
 - The State's academic content standards;
 - The State's student achievement standards;



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- The State and local academic assessments including alternate assessments;
 - The requirements of Part A;
 - How to monitor their child's progress; and
 - How to work with educators.
- B. The Pottsville School District will, with the assistance of its schools, provide materials and training to help parents/families work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent and family engagement, through the operation of a parent/family center, budgeting funds at the school level for purchasing necessary materials, and providing school-parent/family communication tools such as eSchool grade reporting, School-in-Sites, AR Home Connect, Facebook, Twitter, teacher web pages, and school activity calendars-website.
- D. The Pottsville School District will, with the assistance of its schools and parents/families, educate its teachers, principals and staff in how to reach out to, communicate with, and work with parents/families as equal partners; in the value and utility of contributions of parents/families; and in how to implement and coordinate parent/family programs and build ties between parents/families and schools by providing staff development activities focusing on working with parents/families as resources, and providing opportunities for parents/families to participate in the education of their children.
- E. The Pottsville School District will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other programs that encourage and support parents/families in more fully participating in the education of their children by:
- District Contact:
 - Tara Thompson (Central Office - 968-8101)
 - Building Principals:
 - Shannon Davis (Grades K-3 - 968-2133)
 - Houston Townsend (Grades 4-6 - 890-6631)
 - Kenneth Bell (Grades 7-9 - 968-6574)
 - Jonathan Bradley (Grades 10-12 - 968-6334)
 - Employing parent facilitators for each building:
 - Carla Staggs (Pottsville Elementary School - 968-2133)
 - Lisa Corbin (Pottsville Middle Grades - 890-6631)
 - Emily Roach (Pottsville Junior High – 968-6574)
 - Annette Bewley (Pottsville High School – 968-6334)
 - Distributing parenting/family information at parent/family centers;
 - Hosting awareness activities at school;
 - Providing information to parents/families about higher education; opportunities for all students through school counselors;



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- Providing the district and school websites
 - District: www.pottsvilleschools.org
 - High School: www.phs.pottsvilleschools.org
 - Junior High: www.pjhs.pottsvilleschools.org
 - Middle Grades: www.pmg.pottsvilleschools.org
 - Elementary: www.pes.pottsvilleschools.org
 - Providing parent/family 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/family communication tools.
- E. The Pottsville School District will ensure that information related to the school and parent/family programs, meetings, and other activities, is sent to the parents/families of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents/families can understand.
- F. The Pottsville School District will offer flexible meeting times to increase parent and family engagement in student learning. Meetings will be held at various times of the day and evening to better accommodate parents/families. Examples include: Task Force meetings, Title I meetings, Awards and Presentations, Open House, Family Fun Day/Night Activities, CAPs, etc.
- G. Parent's/Family's Right to Know – Under Title I, Part A parents/families have the right to request information regarding the professional qualifications of their student's classroom teacher(s) and or paraprofessional(s) assisting their student's teacher(s). Parents/Families 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/family will be notified by the school of this information.

FEEDBACK

Persons wishing to provide comments/feedback regarding the Pottsville School District Parent and Family Engagement Policy should contact the Superintendent of Schools, Larry Dugger, at Pottsville Central Office at (479) 968-8101.



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7-11 Prof. Dev'l Days
14 First Day of School-
Students



| AUGUST '17 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| JANUARY '18 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

1-3 New Year's/Christmas-
Holidays-No School
4 First Day of 2nd Semester
15 Martin Luther King, Jr., Day

4 Labor Day-No School
15 End of 5 Weeks-1st Qtr
19 Five Wks. Progress Report

| SEPTEMBER '17 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| FEBRUARY '18 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | | | |

9 End of 5 Weeks-3rd Qtr
15 P/T Conferences (3-8 P.M.)
16 PD/Flex Day-No Students*



13 End of 1st Grading Qtr
19 P/T Conferences (3-8 P.M.)
20 PD/Flex Day-No Students



| OCTOBER '17 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| MARCH '18 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

16 End of 3rd Grading Qtr
27 Report Cards
19-23 Spring Holidays-No School*
30 Good Friday-No School*

17 End of 5 Weeks-2nd Qtr
20-24 Thanksgiving Holidays-
No School
28 5 Wks. Progress Report

| NOVEMBER '17 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| APRIL '18 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

26 End of 5 Weeks-4th Qtr
27 PD Day-No Students*



18-20 Semester Tests
20 End of 2nd Qtr/End of 1st
Semester
21-29 Christmas Holidays-
No School



| DECEMBER '17 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| MAY '18 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

19 Graduation Day
1 5 Weeks Progress Reports
22-24 Semester Tests
24 End of 4th Qtr/2nd Sem
24 Last Student Day*
25, 29 Professional Dev'l Days*
29 Last Teacher Day*
30, 31, June 1, 4, 5 Make-up*
28 Memorial Day-No
School

*May be used as additional make-



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Grading Attendance

1st Quarter: Aug.14-Oct. 13
2nd Quarter: Oct. 16-Dec. 20
3rd Quarter: Jan. 4-Mar. 16
4th Quarter: Mar. 26-May 24

Total Days

44 Days
42 Days
50 Days
42 Days
178 Student Days
10 Staff Dev'l Days
2 P/T Conferences
190 Teacher Days

Pottsville School District's Mission Statement: It is the aim of PSD in partnership with the core values and hopes of our community to create a learning environment that will produce lifelong learners, productive citizens and successful contributing members of a global society.

District calendar adoption: 02.16.17