



## **Pottsville High School Parent and Family Engagement Plan 2017-2018**

Parent and family engagement is a crucial element of successful student education. Studies continuously support that parent and guardian/family engagement in their children's education at home improves student achievement and that parent and family engagement at school results in higher long-term student achievement. Benefits are not limited to the early childhood or elementary years but continue to have a positive impact throughout the high school years. The school and the home must work together in order to enable a child's full potential to be met. It is also recognized that this is especially important for children from families with different cultural and language backgrounds than their prevailing culture.

Pottsville High School recognizes that a child's education is a responsibility that is shared by the parent/family, the child, the school and the community at large. Parent and family engagement must be comprehensive and is built upon the understanding that communication between home and school is two-way. Parent/family engagement is defined as and is to include non-parent guardians, though in this plan the reference is to the simpler "parent" designation. PHS school policy is a coordinated effort to address these needs and ensure compliance with the State of Arkansas Act 603 of 2003, also to address and comply with the Federal Every School Succeeds Act (ESSA)-Section 1010. The plan is designed to involve parents/families of students at the 10-12<sup>th</sup> grade levels and in a variety of roles. This plan is effective September 1, 2003. It is implemented but open to annual review based on developing knowledge and ongoing input from parents/families and staff.

### **In accordance with Arkansas Act 603/ 6-15-1602 and ESSA-Act/Section1010:**

- I. Pottsville High School includes programs and practices that enhance parent and family engagement and reflect the needs of students and their families.
- II. The PHS plan is designed to address the unique needs of high school students and their parents/families.

- a. It addresses the parents/families and staff of students in the 10<sup>th</sup> through 12<sup>th</sup> grades.
- b. It is comprehensive and coordinated in nature.
- c. It builds on an understanding that parent/family and school communication must be regular and two-way.
- d. Family Kits/Information Packets will be developed that are grade appropriate
  - i. Kits will contain information on the school's Parent and Family Engagement Program
  - ii. Parents/families, students, teachers and the school all have a role in creating the home and school partnership. The significant interrelated roles are described below:
    1. Parents/families have the right and the responsibility to support student achievement efforts in these ways: to participate in two-way communication with the school; send their children regularly and prepared for the day's activities; and to be involved at the school.
    2. Students have the responsibility to be respectful of themselves, their peers and teachers, to come to school prepared to participate fully in the educational process, and to facilitate parent/family/school communication.
    3. Teachers have the responsibility to provide the information that parents/families need to help their children, to be responsive to parents/families and provide opportunities for parent involvement in a welcoming environment.
    4. Administrators have the responsibility to provide a welcoming and supportive environment for parents/families, to provide opportunities for parents/families to be involved either at the school or at home and to clearly communicate school expectations, policies, procedures, and calendars.

**III. Parents/families can be involved in their children's education through:**

- a. Maintaining communication with their children about the child's school experience.
- b. Practicing regular communication with their child's teacher and other school personnel.
- c. Attending school conferences, school meetings, booster clubs, and extra-curricular events as possible.

- d. Keeping track of school activities, teacher and classroom information through the Pottsville School Web site [www.pottsvilleschools.org](http://www.pottsvilleschools.org) and the monthly calendar.
- e. Keeping track of grades and attendance through the use of Home Access Center (HAC), a real-time grade book program used by the district.
- f. Checking and using the school handbook
- g. Working in the school or at home helping with classroom and school activities.

IV. Activities planned throughout the school year that provide and encourage parent and family engagement include:

- a. Informing parent's/family's as to the usage of the school's website, facebook, twitter, school messenger, Remind 101, and school calendar.
- b. "Parents/Families Make A Difference Night" is open house scheduled early in the fall semester.
- c. Parent/Family teacher conferences are held twice a year at the nine week and five week grading periods respectively.
- d. Career Action Planning Conferences (CAPS) held annually.
- e. Progress reports are distributed at 5-week points within each quarter, and Report cards are distributed during parent/family-teacher conferences and/or at the end of each quarter.
- f. Field trips, band and academic competition trips are held regularly which require parent/family chaperones.
- g. Tutoring volunteers are welcome.
- h. Booster organizations for sports and academic pursuits meet on a regular basis.
- i. Participate in parent/family and community advisory committees.
- j. Assist in classroom activities and the development of classroom materials.
- k. Attend and help with school fundraisers, music, athletic, art and drama programs, and club and organizations activities.

V. Pottsville High School has a multi-faceted communication system that invites meaningful two-way communication between parents/families and school personnel.

Communication includes:

- a. The use of teacher/staff/parent/family e-mail.
- b. A monthly calendar posted on the website.

- c. School Messenger, a telephone system for sending mass telephone messages.
- d. The school website on which each teacher maintains information specific to the classes taught.
- e. Home Access Center (HAC).
- f. A parent/family newsletter on the school website.
- g. Training office personnel in developing communication skills with parents/families.
- h. A written notification system that notifies parents/families of school absences. In addition, School Messenger notifies parents/families daily of absences.
- i. Parent/Family-teacher conferences held twice a year.
- j. Progress reports are distributed 5 weeks into each new semester and second quarter.

VI. Parent's/Family's Right to Know – 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. Parents/families may contact the high school principal at 968.6334 or the Superintendent of Schools with questions. If, at any time, a student has been taught for four (4) or more consecutive weeks by a teacher that is not state certified, the student's parent/family will be notified by the school of this information.

VII. Professional Development- In accordance with our ACSIP plan and the State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts, Pottsville School District will provide no fewer than two (2) hours of parent and family engagement professional development (as required on a rotating four year basis) for teachers designed to enhance the understanding of effective parent and family engagement involvement strategies. The same amount of hours (2) as required by ADE on a rotating basis will also be provided to administrators designed to enhance understanding of effective parent and family engagement and the importance of administrative leadership in setting expectations and creating a climate conducive to parent and family engagement and participation.

VIII. Community Resources-Pottsville School District recognizes that community resources strengthen school programs, family practices and student learning. Pottsville School District has a "Task Force" / "Alumni Advisors" committee who wish to become involved by providing advice and guidance for school improvement.

IX. Parenting/Family Materials-A Parent's/Family's Resource area in the Media

Center has been established to provide parenting materials such as books, magazines and other informative materials regarding responsible parenting. These materials are available for checkout. Parent/Family Center hours are 8:00 A.M. to 3:30 P.M. on Monday-Friday when students are in attendance. Free materials from the Department of Education are also made available to parents/families (as available).

- X. Parent/Family Facilitator-Annette Bewley serves as the parent/family facilitator for PHS. Please feel free to contact Ms. Bewley through the school office at 968.6334 or via email at [annette.bewley@pottsvilleschools.org](mailto:annette.bewley@pottsvilleschools.org) with any questions regarding parent/family involvement at PHS.
  
- XI. Annual Review- This plan is a living document and may be revised and will be reviewed on an annual basis. A copy of the plan will be filed with ADE annually. The effectiveness of the parent and family engagement plan will be evaluated and changes made as warranted. Parents/families will be surveyed annually and the appropriate data collected throughout the year to help assess parent/family participation in workshops and meetings, specific needs of parents/families, effectiveness of specific strategies, and the overall engagement of parents/activities in activities that support student academic growth. The annual review 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).

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
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27	28	29	30	31		

JANUARY '18						
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14	15	16	17	18	19	20
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1-3 New Year's/Christmas-  
 Holidays-No School  
 4 First Day of 2<sup>nd</sup> Semester  
 15 Martin Luther King, Jr., Day

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

SEPTEMBER '17						
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FEBRUARY '18						
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25	26	27	28			

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



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



OCTOBER '17						
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29	30	31				

MARCH '18						
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25	26	27	28	29	30	31

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

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

NOVEMBER '17						
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APRIL '18						
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29	30					

- 26 End of 5 Weeks-4<sup>th</sup> Qtr
- 27 PD Day-No Students\*



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



DECEMBER '17						
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17	18	19	20	21	22	23
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31						

MAY '18						
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- 19 Graduation Day
- 1 5 Weeks Progress Reports
- 22-24 Semester Tests
- 24 End of 4<sup>th</sup> Qtr/2<sup>nd</sup> 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-up days as needed.

### Grading Attendance

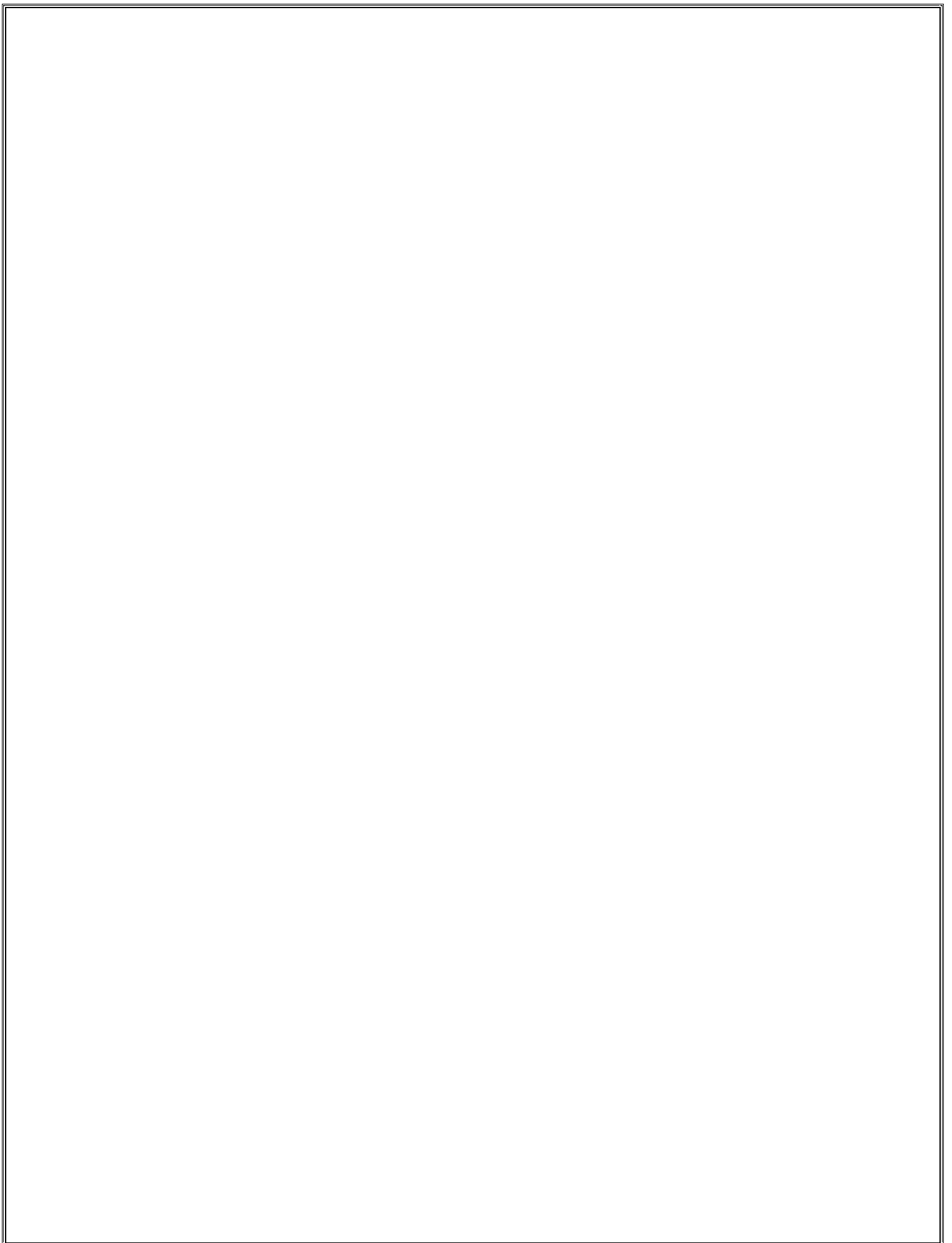
- 1<sup>st</sup> Quarter: Aug.14-Oct. 13
- 2<sup>nd</sup> Quarter: Oct. 16-Dec. 20
- 3<sup>rd</sup> Quarter: Jan. 4-Mar. 16
- 4<sup>th</sup> Quarter: Mar. 26-May 24

### 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.





## 2016-2017 Pottsville School District Calendar



July 2016						
S	M	T	W	T	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						

August 2016						
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September 2016						
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October 2016						
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30	31					

November 2016						
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December 2016						
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11	12	13	14	15	16	17
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Aug 8-12	Professional Development Days
Aug 15	First Day of School for Students
Sep 5	Labor Day- No School
Sep 16	End of 5 Weeks-1st Qtr
Sep 20	5 Weeks Progress Reports
Oct 14	End of 1st Grading Qtr
Oct 20	Parent-Teacher Conf. (3-8 P.M.)
Oct 21	Prof. Dev'/Flex Day-No Students
Nov 18	End of 5 Weeks-2nd Qtr
Nov 22	5 Weeks Progress Reports
Nov 23-25	Thanksgiving Holidays-No School
Dec 14-16	Semester Tests
Dec 16	End of 2nd Grading Qtr/End of 1st Sem
Dec 19-30	Christmas Holidays-No School
Jan 2	Professional Dev'l Day-No Students *
Jan 3	First Day of 2nd Semester
Feb 3	End of 5 Weeks-3rd Qtr
Feb 9	Parent-Teacher Conf. (3-8 P.M.)
Feb 10	Prof. Dev'/Flex Day-No Students *
Mar 3	End of 3rd Grading Qtr
Mar 7	Report Cards
Mar 20-24	Spring Holidays-No School *
Apr 13	End of 5 Weeks-4th Qtr
Apr 14	Good Friday-No School *
Apr 18	5 Weeks Progress Reports
May 20	High School Graduation
May 18, 19, 22	Semester Tests
May 22	End of 4th Qtr/End of 2nd Semester
May 22	Last Student Day *
May 23	Professional Dev'l Day *
May 24	Professional Dev'l Day *
May 24	Last Teacher Contract Day *
May 25, 26, 30, 31, June 1	Make-up Days *
May 29	Memorial Day-No School *

January 2017						
S	M	T	W	T	F	S
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February 2017						
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March 2017						
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April 2017						
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30						

May 2017						
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June 2017						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

\* Maybe used as additional make-days as needed.

Grading Attendance Quarters	
1st Quarter:	Aug. 15 - Oct. 14
2nd Quarter:	Oct. 17 - Dec. 16
3rd Quarter:	Jan. 03 - Mar. 03
4th Quarter:	Mar. 06 - May 22

Days/Totals	
44 Days	
41 Days	
43 Days	
50 Days	
<b>178 STUDENT DAYS</b>	
<b>10 STAFF DEV'L DAYS</b>	
<b>2 PARENT/TEACHER CONF. DAYS</b>	
<b>190 TEACHER CONTRACT DAYS</b>	

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

