

**HIGH SCHOOL PARENT ENGAGEMENT PLAN: 2018-19**

**Pangburn High School**

**Chris Collett, Principal & Suzanne Louks, 7-8 Principal**

**1100 Short Street, Pangburn, AR 72121**

**Telephone: 501-728-3513**

**www.pangburnschools.org**

Grade Levels: 7th through 12th grades

Campus Parent Engagement Coordinator: Counselor – Dutchess Butler, & Social Worker – Brandy Gallegly

Free & Reduced price meal eligibility in High School, for 2018-19 is 54 %.

Parent Engagement Committee Members: Brandy Gallegly, Social Worker, Dutchess Butler, Counselor; Principals- Collett & Louks; Stephanie Vernon, ELA Facilitator, Jennifer Hutchings, Morgan King, Teacher; April Brown, Para Professional; David Wilson, Community Member; Deanna Wilson, Parent; Shannon Galyan, GT Coordinator.

**PROGRAM COMPONENTS:**

***1. Various communication strategies used in your school to provide additional information to parents and to increase parental engagement in supporting classroom instruction:***

\* A district wide Open House, will be held for High School students and parents to meet faculty to pick up schedules, receive supply lists, tour facilities, pick up textbooks and provides information related to coursework, clubs & organizations . After the Open House was finished, a Freshman Orientation was held in PAC where clubs on campus also shared membership process. The session informed students of academic expectations and parents of opportunities for engagement in their child’s education as well as changes in the ARK Framework standards and ACT ASPIRE assessments. Student handbooks are shared at registration and Open House, and are available for a new student at each campus office as well as the electronic copy of student handbook is available from the district website. Open House is held during the second week of August in the evening, with final date and time posted on school website, district electronic sign, Facebook and letters mailed to students shared at registration. Principal Collett and Counselor Butler will coordinate the event, (contact number: 728-3513).

\* The High School Staff will continue to improve communication between parents and teachers with using campus email, online gradebook access, and district website, phone calls, Remind APP, newsletters, seminars, sports, club, and organization activities. Principal Collet, Dutchess Butler, & Principal Louks will coordinate events and times, (HS contact number: 728-3513; MS contact number: 728-4912).

\* Teachers will provide parents with specific information related to the ASPIRE assessment changes & expectations by utilizing new sample items during parent-teacher conferences, newsletters, and released

items practice sheets. Each parent will be provided with a contact number and email address of each teacher in case parents need more in additional information or have questions about student class work and/or . Two parent-teacher conferences will be held during September and January of the school year in the evenings. Parents & students can check school website for dates. Utilizing a new secondary mentoring program from grades 7-12, the students direct these meetings between their advisor and their parents which include discussions about their coursework, events & projects they are in as well as career interests the students currently has. These unique sessions have been very well received by parents and staff members. The High School shares information with students and parents by and the Remind App which is a quick messaging system which can be done by campus leaders, teachers, administrators, club sponsors, etc.

\* Parents will be notified of activities related to the leadership & character education and drug prevention programs and services. Pangburn HS Counselor, Dutchess Butler (contact number, 728-3513) and Social Worker, Brandy Gallegly (contact number, 728-4912), and School Nurse, Amie Smith (contact number: 728-4230) will provide information to parents throughout the year and each individual serves as a valuable resource to parents, staff and community.

\* Information disbursed to parents will be made available in various languages reflecting the diverse student population. This information will be disbursed in the high school and middle school office by the High School & Middle School Principals, Chris Collett (contact number, 728-3513) and Suzanne Louks, (contact number: 728-4912).

\* Pangburn High School staff continues to utilize a variety of methods to help support struggling students. The campus will utilize counseling, 504 criteria, Special Education Services, online course software programs to regain credit or accelerate courses or use for ACT prep if needed. Counselor Butler, Special Education Teacher Benton, Distance Learning Para Drye, Office Secretaries McKee & Stacy, as well as Media Specialist, Peggy Gosser, Math Teacher/Coach Whitworth, & Para's: Knapp & Brown & Martin provides small group assistance and remediation to students. Students in grades 7th – 12th have assigned advisory groups which ware led by a staff member. The advisory groups meet weekly with the same staff member to discuss programs, academics, school work, vocational preparation, etc. The advisory groups have been very effective in reducing the number of semester failures in the past year as well as helping reduce student absences.

\* Communication with the Middle School staff, students and parents help in the transition from 7/8th grade to 9th grade and the various academic requirements in high school. Middle School offers a TRIO program to help students think about possible careers, academic course work, time management, etc. Seminars led by Counselor Butler (contact number: 728-3513) and Para Jo Stacy informs parents and students about how to be prepared and involved in career decisions, and scholarship opportunities with meetings offered in fall and spring of each year (meeting dates posted on campus and on [www.pangurnschools.org](http://www.pangurnschools.org)).

\* Pangburn Schools has an informational sign as well as regularly updated website, [www.pangburnschools.org](http://www.pangburnschools.org). The sign and website posts upcoming school meetings, important dates and times, school pride information, etc. Contact person for posting campus and district events, is Tonya Rider, administrative assistant (contact number, 728-4511).

***2. Proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parental engagement and build staff and parent capacity to engage in***

***these types of efforts. Staff and family contacts includes the two state mandated parent/teacher conferences each year; usually scheduled for October and January as well as Open House offered in August and any other additional meetings requested by parent.***

\*Pangburn High School & Middle School will schedule a minimum of two parent/teacher conferences during the fall and spring each school year. Staff, students, parents and community members can regularly check on the district web-site for dates. Information pertaining to scheduling additional conferences with faculty, administration, and staff will be provided to parents within the Student Handbook. The meetings will be held at various times during the day or evening to better accommodate parents. Pangburn High School Parent Center is open from 7:45 am to 3:15 pm on school days to provide resources and information to students, parents, guardians and community members related to the following: (a) Information packets, (b) Parent Engagement meetings, (c) Volunteer Information, (d) Campus process for resolving parental concerns in handbook, (f) Provide instruction to parents on how to incorporate learning activities in the home environment including a variety of resources available through parent newsletters, district website, Arkansas Department of Education website/resources, and (g) Resources to help a parent assist their child's learning and vocational/technical information. Contact Jo Stacy, Dutchess Butler, or Brandy Gallegly, (HS contact number, 728-3513 & MS contact number, 728-4912).

\* The High School provides multiple opportunities for parents and family members to engage with their children and other parents in school activities including Grandparent's Day Breakfast in September--- which HS students serve as greeters and assist in the event, Book fairs, and Art fairs, Band & Choir performances, Club activities and programs, athletic events and competitions as well as a variety of public service & community support events that many of the students participate in throughout the year.

### ***3. The secondary campus will provide information to parents about volunteer opportunities:***

\* Pangburn High School & Middle School staff members will be encouraged to utilize the Parent Volunteer Resource Book provides information pertaining to the availability and areas of interest for each volunteer that will work within the schools. Dutchess Butler, Counselor & Campus Parent Coordinator (contact number, 728-3513) & Brandy Gallegly, District Social Worker (contact number, 728-4912), Erika McKee, High School Office Secretary, (contact number, 728-3513) and Deanna Wilson, Middle School Office Secretary (contact number, 728-4912) are responsible for updating the volunteer resource book for the school year.

\* Informational resources corresponding to drug and alcohol awareness and prevention will be made available to parents in the Parent Resource Center with the contact person of Dutchess Butler, Counselor, (contact number, 728-3513) as well as Health Teacher and Coach, Christi Rolland.

\* Pangburn High School & Middle School will provide resources for school and community- a based preschool as well as Day Care that focus on strategies to increase parental engagement The campuses will continue to create and disseminate brochures, flyers, and fact sheets that will help parents and community

members better understand school policies and procedures and acquaint them with areas where their volunteer services are most needed and who the campus contacts are.

\* Various resources are available at each campus office as well as the district website, [www.pangburnschools.org](http://www.pangburnschools.org) including: staff directory including email addresses, school calendar, cafeteria menus, lunch applications, student handbook & curriculum guide, various sport schedules, school board policy, district financial documents, etc.

\* STATE REQUIREMENT - The school will distribute informational packets each year that includes a copy of the school's Parental Engagement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, Parental Engagement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, email). At the Back-to School August orientation each year, informational packets are given to parents. Principals Rolland and Louks are contacts, (HS contact number, 728-3513; MS contact number, 7284912). Campus secretaries, will assist in collecting responses to annual volunteer interest surveys shared during Parent-Teacher meetings during the year.

\* STATE REQUIREMENT - To promote and support responsible parenting, the school shall, as funds are available: purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review. Counselor Butler (contact number, 728-3513) and Social Worker Gallegly (contact number, 728-4912) will be responsible for selecting appropriate parenting materials. A list of materials, books, videos, pamphlets, and other resources available for checkout, can be obtained from the District Parent Center, contact Counselor Butler or Jo Stacy for more information.

\* Included in the school's policy handbook, a description of the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. Peggy Gosser, HS Library Media, serves as the Secondary Parent Facilitator, (contact number, 728-3513).

\* The State Board of Education's Standards for Accreditation of Arkansas Public Schools require no fewer than two (2) hours of professional development for teachers & administrators designed to enhance the understand of effective parental engagement strategies following the update PD Schedule enacted by 2013 Legislative Session. Current Secondary Staff members received Parental Involvement training during District Wide In-Service during August of each school year, and each campus provided Parental Engagement Updates at their campus meetings in August. Principal, Counselor & Social Worker led the update, (HS contact number, 728-3513). MS contact number, (728-4912).

\* Pangburn High School & Middle School will conduct annual training for volunteers assisting in instructional programs, classroom activities and field trips. The training will include topics aligning to both building and district level Parental Engagement plan goals and objectives, as well as topics requested by parents and/or the community. Training is held as needed in each semester by teachers & administrators, Principal Rolland & Louks, (HS contact number, 728-351). (MS contact number, 7284912).

#### ***4. Work with parents to create a School-Parent-Compact:***

\* Parents, teachers, and administrators will work together to develop a School/Parent Compact. The compact will be included in the Student Handbook which all students and parents receive. Principals Collett, (contact number, 728-3513) and Principal Louks, (contact number, 728-4912) are responsible for making sure the compact is disseminated to parents; compacts are signed by parents and returned back to school in August.

\* Each campus will maintain School-Parent Compacts that reflect the following criteria and assurances: (a) Programs to insure assistance to parents in understanding content how to monitor a child's progress; standards, academic assessments, and (b) Materials, workshops, and training will be made available through the parent center and each campus to help parents work with their children to improve academic achievement; Counselor Butler, (contact number, 728-3513) and Social Worker Gallegly (contact number, 728-4912). (c) Professional development will be provided to teachers, principals, and other staff in the importance of effective communication, value and utility of contributions of parents; (d) Programs will be utilized that foster the coordination and integration of community and parental engagement programs and activities; (e) Information about school and parent programs, as well as required documentation, will be made available in a language familiar to the parents; (f) The implementation of parental engagement programs will be supervised by Principals: Chris Collett & Suzanne Louks (7-12).

\* Campus Administrators have an "open door" policy where parents and students are welcome to visit, call, or email any staff members about ideas and/or concerns about their child.

***5. Provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision making processes regarding the school's Title I, Part A Program:***

\* Title I funds will be allocated for the purchase of materials and supplies to facilitate parent engagement activities and resources for the Parent Center. Campus Principals (Collet & Louks) are responsible for getting parent feedback on how parental engagement funds will be spent, (HS contact number, 728-3513. MS contact number, 728-4912).

\* Various resources in the Parent Center are available to parents throughout the year. PSD's Facebook page (Tonya Rider, contact number 728-4511), provides stories of interest, upcoming dates, contact information for the district, etc.

\* To take advantage of community resources, the campus shall consider recruiting alumni and guest speakers to present information to students and classes as well as serve as a resource throughout the year; Principals Collet & Louks & grade level leaders are responsible for recruiting the guest speakers, (HS - contact number, 728-3513, MS contact number 728-4912).

\* The District & Campuses will utilize the support and services of the Parent-Teacher Organization which has been very active for the last few years in raising funds to support academic projects at various grade levels. The PTO meets monthly and schedules meetings at various campuses and times to better fit our parent's schedules. School staff and Administrators regularly attend the PTO and Athletic Booster Club meetings and sponsored events. For more information related to PTO, contact Elementary Office at 728-4230 and contact Athletic Boosters by contacting Athletic Director, Coach Rolland at 728-4230.

## ***6. Engage parents in the evaluation of your parental engagement efforts:***

\* Pangburn Schools will engage parents in the annual evaluation of the Title I parental engagement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental engagement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental engagement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth. Principals Collet & Louks serves as contact person for this, (HS - contact number, 728-3513, MS contact number 728-4912).

\* Enhance the awareness of teachers and school staff to communicate and work with parents and family members as equal partners in educating their children.

\* District Administrators – David Rolland, Superintendent, Stacy Hopkins, Federal Programs Director and Business Manager, Tonya Rider, Administrative Assistant as well as Maintenance Director Aaron Russell, Transportation Director, David Mckee attend a variety of Parental Engagement activities throughout each year that includes clubs, organization, fund raising projects, ceremonies for veterans, health fairs, community flu shots, etc. As District Staff, we may offer suggestions on parking, places to meet that better fits need and size of function; effectiveness of the session, and if limited attendance, ways to better advertise the event or program. . In the majority of events that district staff attends, they find each event to be a positive and enjoyable event for students, staff and community.

## ***7. Use the parent interest surveys to select, plan and implement parental engagement activities that will be offered throughout the year:***

\* Pangburn High School & Middle School will ask parents to fill out a parent interest survey during each school year to gain information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. Contact persons are Counselor Butler, (contact number, 728-4230) and Social Worker Gallegly, (contact number, 728-4912).

\* The Pangburn School Board and School District recognizes and values the many contributions support organizations as well as volunteers make to the District's schools. Parent/teacher organizations and booster clubs work to augment and strengthen the District's educational and extracurricular objectives through the goods and services they provide. Enlisting the support of volunteers is a way in which the District can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow licensed personnel more time to devote to instruction.

\* Pangburn Secondary Campuses will use the results of the parent interest survey to plan the parental engagement activities for the 2017-18 school year. The results will be compiled by campus & district administrators.

## ***8. Schools plan the Annual Title I Meeting that must be conducted separately that is separate from other campus parent meetings:***

\* The school will conduct an Annual Title I Meeting for parents of students in grades 7th-8th and 9<sup>th</sup>-12th. The meeting will be held in the fall or spring semester. Principals Collett & Louks will facilitate the meeting, (HS - contact number, 728-3513, MS contact number, 728-4912). Date and time of the meeting will be shared with parents and posted on district website.

\* The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet. For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events.

\* The campus and district will continue to offer parents & grandparents of students to assist with the evaluation procedures as we look at Parent & Staff Interest Surveys related to school parent engagement plans. Annual evaluation meetings will be planned for April of each school year. Data will be utilized in planning activities for the next school year. At this spring meeting each year, current PSD Parent Engagement Policy and procedures will also be considered as well as a review of the variety of parent engagement activities that were held throughout the year. Resulting recommendations will be shared with campus & district administrators, staff and parents. Principals Collett & Louks as well as Title I Director, Kathy Berryhill, and Parent Engagement Coordinator, Brandy Gallegly will meet to evaluate the past year's events, consider any necessary changes in the PSD Board Policy related to parent engagement and consider results of parent and staff surveys in the spring of 2017. (Contacts: Collett: 728-3513; S. Louks: 728-491; M. Rieck: 728-4230; D. Rolland 728-4511; and B. Gallegly: 728-4912).

## ***9. Plan Adoption:***

\* The Pangburn Secondary Parental Engagement Plan has been developed with input of parents, staff, community members and administration. The High School Parental Engagement plan for 2018-19 school year will be approved by Pangburn School Board in the fall of the school year. This campus plan will have copies available to all secondary parents and plan will be posted on the district website, [www.pangburnschools.org](http://www.pangburnschools.org).