

South Side School District Parent and Family Engagement Plan

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The South Side School District recognizes the importance of involving parents in the educational process to build a community that fosters the collaboration of the school, teachers, parents and students for a common goal. It is the goal of the South Side School District to educate students to become lifelong learners that will compete in an ever-changing world. Parents must be informed of the educational possibilities available to their children as well as give their input as to the strategies being used to teach their children. Parents are viewed as valuable resources that can help expand students' exposure to real life experiences in the areas of vocation, personal life skills, etc.

The following parental engagement actions are present in the handbook and reflect all requirements of ACT 307 of 2007, ACT 397 of 2009, ESSA and any supplemental funded activities

1. Jointly Developed Expectations and Objectives:

It is the purpose of the South Side School Parent and Family Engagement Plan to promote a positive interaction between home and school, encourage parental and family engagement in our students' education, and establish the policies and procedures that will govern parental engagement. Parents are invited to help develop, review, and update this plan annually.

South Side School District will make the district parent and family engagement plan available to the families and the local community

- File with the Department of Education by October 1, 2019, and then annually by August 1 for each school year here-after.
- Place a copy on the district website by October 1, 2019, and then annually by August 1 each school year here-after.
- Place a parent-friendly summary/explanation of the parent and family engagement plan online and as a supplement to the student handbook.
- Obtain signatures from each parent acknowledging receipt of the South Side School District parent and family engagement plan summary.

Goals:

1. To enhance and increase student achievement through parental engagement.
 2. To increase the number of parents actively involved in their child's education.
 3. Raise awareness of the school's curriculum and educational activities.
 4. Develop a core volunteer group to aid with school activities.
- Electronic surveys are available to parents during P.T. conferences held in September. This information is used to evaluate current activities and plan future parental engagement activities. Results and comments are given to teachers in an organized manner to facilitate needed changes and any comments from parents who deem this plan unsatisfactory will be sent in to the state.
 - Parent and family engagement meetings will be offered during the fall semester prior to a home basketball game and in the spring during parent teacher conferences.
 - Our Parental Engagement Team establishes expectations and objectives for meaningful involvement, reflecting the specific needs of students and families
 - South Side School has an established Parent, Teacher, and Student Organization. This organization holds several meetings throughout the year and hosts the Fall Festival as their major fundraiser. They plan and conduct activities throughout the year that will allow parents to be engaged in their child's

education as well as provide them educational opportunities to help in the parenting process. The PTSO provides support for school clubs, activities, Stinger Store, and helps make physical improvements to the campus.

- A reviewed and updated copy of The Parent and Family Engagement Plan will be given to each family in September of each year.

2. Building Staff Capacity through Training and Technical Assistance:

- South Side School District will ensure professional development requirements are met for teachers and administrators
 - Provide coordination, technical assistance, and other support to schools in:
 - jointly-developing school parent and family engagement plans.
 - implementing effective parent and family involvement activities
 - Dads and Donuts
 - Moms and Muffins
 - Grandparents' Day
 - Christmas on the Hill
 - High School FAFSA meeting for parents to fill out the FAFSA
 - High School Parent Scheduling and Information night
 - jointly-developing school-parent compacts
 - The South Side Elementary school-parent compact is located in the elementary handbook that is given out at the beginning of each school year.
- Train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in:
 - the value and utility of contributions of parents
 - how to reach out to, communicate with, and work with parents as equal partners
 - how to implement and coordinate parent programs
 - how to build ties between parents and the school
- Provide training at least annually for volunteers
- Place a parent-friendly summary of the district parent and Family engagement plan as a supplement to the student handbook
 - Obtain signatures from each parent acknowledging receipt of the district's parent and family engagement plan
- Ensure information is sent in a language and format parents and families can understand

3. Building Parent Capacity:

- Provide assistance to parents, as appropriate, in understanding the challenging State academic standards.
 - Essential learnings are shared with parents during conferences and on the school website.

- State and local academic assessments
 - the requirements of Title I, Part A
 - A computer technician is on staff (.25 FTE Title VI Federal REAP Funds) to network school computers, aid teachers in technology inclusion in the classroom, instruct students on school account usage, conduct teacher professional development, and maintain the school website which provides access to school information for parents and community members. Title-IID carryover funds will be used to purchase technical supplies for the classroom.

 - How to monitor a child's progress and work with educators to improve the achievement of their children
 - ACT Aspire scores are given and discussed with parents during fall parent-teacher conferences.

- Provide materials and training to help parents to work with their children to improve their children's achievement
 - such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
 - Parenting resources are provided on the school website under counseling resources.
 - Parent center activities are available to parents in the lower elementary.
 - Teachers post pieces of actual class lessons on social media to keep parents and families up to date on curriculum and current lessons.
 - South Side School's process for resolving parental concerns is posted in the student handbook. (policy attached)

- Provide such other reasonable support for parental involvement activities under this section as parents may request
 - Two parent/teacher conferences will be held each year. For the 2021-2022 school year, they will be held on Thursday, September 23rd and Thursday, March 10th.

- To keep the community informed; announcements of school events, concerts, plays, report cards and progress reports are put on the school's electronic sign, the school websites as well as on the weekly elementary lunch menu that is sent home every Friday.
- Informational packets are given to each family at least once a year. These packets contain various sources of information pertaining to school, health & wellness, internet safety, and homework tips.
- South Side has purchased the Phone Messenger system, an automated calling system, to inform parents of upcoming events, school closings, etc... This system will automatically call each student's home phone, cell phone, or send an email.
- The Parent and Family Engagement Committee invites parents to programs honoring student achievement and class orientations. Awards assemblies are held at the end of each semester.
- South Side School will provide information to a parent on how to incorporate developmentally appropriate learning activities in the home environment.

4. Reservation and Evaluation:

- In May of each year, South Side School District will conduct an annual evaluation of the plan identifying
 - barriers
 - needs
 - strategies
- The District Parent and Family Engagement team will meet and discuss the findings from the evaluation to design evidence-based strategies for more effective parental involvement
 - Review and approve the plan for each school
 - Review and update the district plan annually by October 1 (2019-2010) and by August 1 beginning the 2020-21 school year.

5. Coordination:

- South Side School has an established Parent, Teacher, and Student Organization. This organization holds several meetings throughout the year and hosts the Fall Festival as their major fundraiser. They plan and conduct activities throughout the year that will allow parents to be engaged in their child's

education as well as provide them educational opportunities to help in the parenting process.

- The PTSO provides support for school clubs, activities, Stinger Store, and helps make physical improvements to the campus.
- Parenting tips and resources are available at open house and parent-teacher conferences.
 - Information and tips for parents is available at any time through any counseling office on campus.
 - Parenting resources are provided on the school website under counseling resources.
- On campus school-based mental health services are provided by Methodist.
 - Students are allowed to use these mental health services throughout the day as needed for appointments.
- Kindergarten registration is organized to where parents are given resources and given an opportunity to ask questions and express concerns.
 - South Side partners with Boston Mountain to provide free kindergarten physicals.
- The sheriff's department is involved in Red Ribbon Week activities.
 - The Van Buren County Sheriff's Office will bring in guest speakers to speak to high school and elementary students at various points throughout Red Ribbon Week.
- South Side partners with many businesses and community members to bring in guest speakers from the community to speak with students.

GRIEVANCE-DUE PROCESS

Students have the right to be immediately informed of alleged violations of standards of behavior as established by board policy and/or school regulations, and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow board-established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for a conference when needed and to arrange with proper school authorities for desired student hearings.

6.7—COMPLAINTS

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services. The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies.

The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline, coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

- Teacher, coach, or other staff member against whom the complaint is directed
- Principal
- Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a finder of fact, not unlike a jury, in matters such as student suspensions initiated by the Superintendent, expulsions, and personnel discipline. For this reason, the board may not be involved or informed prior to a board hearing on particular disciplinary matters.

Complaints that are related to district use or administration of federal funds generated through specific programs identified by the Arkansas Department of Education and authorized in the 2002 reauthorization of the Elementary and Secondary Education Act ¹

may be taken directly from a patron or by referral from the Arkansas Department of Education (ADE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner.

1. The complaint shall be referred to the federal programs director,² who shall assemble a team of at least two people to investigate the complaint.
2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.
3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint, including legal counsel.
4. The investigation of complaints referred by the ADE shall be completed within 30 work days of receipt of the complaint, unless a longer time period has been approved by the ADE.³
5. The investigation of complaints made directly to the district shall be completed within 40 work days unless there are extenuating circumstances; in such a case, a preliminary report shall be made within 40 work days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.⁴
6. The report of the conclusions of the investigation shall be given to the complainant. It shall contain: a summary of the allegations of the complaint; a summary of the investigative actions taken by the team; a summary of the findings concerning each alleged violation or implied violation; a statement of corrective actions needed to resolve the issues involved in each allegation and finding of complaint.