

**PRESCOTT SCHOOL DISTRICT
PARENT & FAMILY ENGAGEMENT PLAN
2017-2018**

Superintendent: Mr. Robert Poole

**School District Improvement Status: Needs Improvement for Literacy &
Needs Improvement for Mathematics**

Parent Involvement Committee Members

Robert Poole	Position: Superintendent
Kathie Janes	Position: District Parent Involvement Coordinator
Pearl Bailey	Position: High School Parent Facilitator
Tonda Pennington	Position: Elementary School Parent Facilitator
Janis Wren	Position: Grandparent
Howard Austin	Position: Community Leader
Sonya Thomas	Position: High School Parent
Willie Wilson	Position: PHS Dean of Students & Community Outreach
Patricia Roberts	Position: Administrative Assistant & Prescott City Councilwoman
Tommy Poole	Position: PHS Principal
Kelley Dice	Position: District Testing Coordinator & Media Specialist
Kimberly Grimes	Position: PES Principal
Ashley Dixon	Position: Elementary Parent
Patricia Blake	Position: School Board President
Kim Jester	Position: Interventionist

Frank Henson

Position: District ESOL & Homeless

Goal 1: How will the LEA foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement?

1. Review the district parental involvement policy plan under the leadership of Kathie Janes & Robert Poole during the Report to the Public annually. The district parent involvement committee will meet to review the PI plan, discuss the parent-school compact, and discuss the Parent Engagement Plan for the district on September 18, 2017.
2. Conduct an annual meeting in the fall on November 13, 2017, with Kathie Janes as leader to review the current year's Title I, Part A Program. Prescott Elementary is the only Title I school in the district so at the annual meeting parents will be informed of all aspects of being a school-wide Title I school and also be informed of student achievement at PES and the ACSIP for the school. This will include a discussion of the 10 components of a school wide Title I school. A parental involvement contact person at all schools will be identified including the Title I School, Prescott Elementary. The district's and each local school's Parental Engagement Committee will work together to promote parental engagement and disseminate information to the community.
3. Reserve a minimum of 1% of the Title I, Part A allocation for parental involvement, with the other 95% going to Title I, Part A Schools. This does not apply.
4. Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand. This will be monitored by ESOL school Coordinators, Brenda Smith (PES) 870-887-2514, Marilyn Marks (PHS) 887-2770 and Frank Henson, District ESOL coordinator, as well as building principals. The coordination of parental engagement activities with all the programs that we have in the district will be supervised by the Prescott Elementary School's Parental Facilitator, Tonda Pennington and the kindergarten teachers. Kindergarten teachers will meet with any organizations that operate a pre-school program at least 1 time per semester for transition from pre-school to public school kindergarten. The high school career counselor, Haleigh Glass, will visit with sixth grade students at least 1 time per semester for transition from K-6 elementary to 7-12 high school. All other programs will be coordinated by Kathie Janes, District Parental Involvement Coordinator, 870-887-2521, or the building ESOL coordinators, Marilyn Marks, 870-887-2770, and Brenda Smith, 870-887-2514, and Frank Henson, 870-887-2521.
5. Conduct a district wide survey in May or June of each year (2018) to review the effectiveness of the parental engagement plans of each school and district as a whole.

The information will be tabulated by the district's Parent Engagement (PE) facilitators and shared with the district coordinator, Kathie Janes. The annual parent activity evaluation report will be shared with parents, staff and the community through the district's website or other communication. This report will be coordinated by Kathie Janes, PSD Parental Engagement Coordinator, 870-887-2521, and individual school PE facilitators, Tonda Pennington (PES), Pearl Bailey (PHS) as well as school administrators.

6. Parents are involved in the school improvement (ACSIP) process by having parents serve on each of the school's ACSIP Committees and on the district ACSIP Committee. In addition, parents are given a survey to complete and return to evaluate the effectiveness of the schools' plans. A Title I survey is given during the fall at parent Teacher Conference (October 16, 2017). This is coordinated through the Prescott District Title I coordinator, Ms. Kathie Janes, and Tonda Pennington, PES parent engagement facilitator, and Shannon Henderson, PES ACSIP process manager, contact phone numbers 870-887-2521 or 870-887-2514.

Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?

1. Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts. Conduct an annual school meeting to inform parents of their school's participation in the development of the parental involvement plans at each school and the district, and their right to be involved. This will be done during the Report to the Public Meeting on October 17, 2017, with Superintendent Robert Poole facilitating and each school's administration sharing.
2. Enhance the awareness and skills of teachers, principals, and staff in reaching out to, communicating with, and working with parents as equal partners during grade level collaborations & team meetings. Each building administrator will be responsible for providing information to teachers and staff about involving parents in the schools.
3. Ensure, to the extent possible, that information is sent home in a language and form parents can understand. Ms. Tonda Pennington, Prescott Elementary Parent Facilitator, (887-2514) ensures that this is accomplished. The schools also use the counselors to ensure that parent communications are in a parent friendly language.
4. Monitor Prescott Elementary, Title I Part A school wide program school, along with all schools in the district, to ensure they have developed a Parental Policy/Engagement Plan, provides information to parents about school programs with flexible meeting times, and provide information to parents concerning the use and access to the

district's *eschool* system to monitor their child's grades and attendance. Title I Monitoring will be throughout the year with emphasis during the months of November, February, and May under the supervision of Kathie Janes. Information to parents will be disseminated during Open House at the beginning of each year under the leadership of each school's administrators. Also, new students and their parents will receive this information during their registration by the school counselor. This information will also be reemphasized during the Annual Report to the Public on October 17, 2017, by Superintendent Robert Poole.

5. Conduct ongoing site visits to observe parental engagement practices under the leadership of Kathie Janes and Robert Poole as well as the high school principal Tommy Poole and elementary principal Kimberly Grimes.

6. School staff, parents, and students of Prescott Elementary (Title I School) and the high school will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving the student academic achievement and the means by which the school and parents will build and develop a partnership to help each child achieve the state's high academic standards. All stake holders will sign the compact. The school secretary, Satarra Williams, will be responsible for copying the compact. Teachers will be responsible for handing out compacts and discussing them with parents during Parent Orientation, PHS, August 8, 2017 and PES, August 10, 2017. The compacts will be reviewed at each school's PI Plan meeting and the district PI Plan meeting.

7. Volunteer Survey Forms will be given to all parents at each of the district's schools at the beginning of the year. These will be reviewed by the parent facilitator of each school and the schools will be encouraged to contact and utilize all volunteers throughout the school year. Training for volunteers will be the responsibility of each school's administrators, PI facilitators, and/or counselors, Brenda Smith, Marilyn Marks, and Frank Henson.

8. Prescott Elementary School, Title I School, will provide materials and training to help parents work with their children to improve academic achievement to include technology to foster parent involvement. The dates and topics of these trainings will also be included in the school's plan under the direction of Ms. Tonda Pennington (887-2514) Parent Facilitator and school counselors, Brenda Smith and Frank Henson as well as Kim Jester and Shannon Henderson, interventionists.

Goal 3: How will the district build the school's capacity for strong parental involvement?

1. Approve reasonable and necessary expenses associated with parental engagement activities. This will be done through the District Bookkeeper Debora McGough, district

treasurer, Judy Clampit, Federal/ District Programs Coordinator Kathie Janes, and Superintendent Robert Poole.

2. Provide any reasonable support for parental involvement/engagement at the request of participating Title I, Part A school under the supervision of Kathie Janes, district Parent Facilitator (870-887-2521) and Superintendent Robert Poole.

3. Assist schools in the development and operation of Parent Engagement Committees, Parental Engagement, & Plans with Kathie Janes as coordinator (870-887-2521). Each school will be required to host a PI plan meeting in September and/or October. PES PI committee is scheduled to meet on September 21, 2017, with the PES facilitator Tonda Pennington. PHS PI committee is scheduled to meet by September 5, 2017, with PHS facilitator Pearl Bailey and each school's administrator.

4. Encourage the formation of partnerships between schools and local businesses, civic organizations, and local colleges and universities that includes roles for parents and the community. Willie Wilson, District community liaison and parent/community outreach, and Haleigh Glass, high school, 7-12 career coach, will oversee this.

5. Involve parents through a beginning of the year survey and the end of the year surveys to improve school effectiveness.

6. Title I School (Prescott Elementary) will distribute informational packets each year that includes a copy of Title I Goals (federal, state, and local), the school's parental engagement plan, survey for volunteer interests, recommended roles for parents/teachers/students in school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year, parental rights, and information about the system that will be used to allow parents and teachers to communicate (notes, phone-calls, e-mail, Facebook, school webpage). Satarra Williams will be responsible for copying materials to put in this packet under the direction of Tonda Pennington, Parental Facilitator, 870-887-2514. The classroom teachers are responsible for putting the packets together and giving them to parents during Parent Orientation held on August 10, 2017, and/or throughout the school year during parent meetings or conferences.

7. Require all schools to conduct at least two parent teacher conferences (October 16, 2017 and March 15, 2018), host parent meetings, at least one per grade in PES, and encourage each school to host a parent fair in the fall or spring. Prescott Elementary has scheduled its Parent Fair in the December. Parents will be provided information and each grade configuration will be expected to involve the community and its services for parents. Parents will be shown how to access student grades through *eschool* using the schools' computer labs, and guest speakers will be available to discuss such topics as health, nutrition, ways parents can be involved, and other

services for parents and students such as juvenile court system, school based counseling, UAMS substance abuse information, etc. The high school will schedule meetings with parents throughout the school year on topics such as career and readiness, health and wellness, bullying, etc.

Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?

1. Conduct ongoing site visits under the leadership of building administrators, Kimberly Grimes, Tommy Poole, Kathie Janes and Superintendent Robert Poole to observe parental involvement practices. Develop procedures for collecting parent participation documentation through sign-in lists, agendas, and minutes for workshops, meetings, and conferences, brochures, meeting notes, and other means as appropriate throughout the school year through the Parental Engagement Committee under the leadership of the building administrators, Prescott Elementary, Kimberly Grimes and Prescott High, Tommy Poole.

2. Survey parents annually during the fall. Surveys will be given during September for Prescott High and for PES in September and for all the district's schools in spring or May, including questions to identify barriers to parental engagement. This information will be collected and analyzed by the District Parental Involvement Committee under the leadership of Kathie Janes, District PI Coordinator (870-887-2521). Each building PI facilitator, Tonda Pennington and Pearl Bailey, will be expected to share the results to all stakeholders.

3. Use parent survey results to: (These surveys will be in hard copy forms as well as available on the district and schools' websites/pages.) ***curleywolves.org***

A. Make recommendations to each participating school for parental engagement plan revisions.

B. Provide suggestions for designing school improvement policies, as they relate to parental engagement. This will be accomplished through the Parental Engagement Committee Meeting each September with Kathie Janes as leader. A summary of information will be shared with parents, staff, and the community electronically as well as paper copies as feasible.

Goal 5: How will the district involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)?

1. The district Federal Coordinator, Kathie Janes, Shannon Henderson, ACSIP chairperson for PES, and PES Principal Kimberly Grimes will form a team of district

employees, parents, and community representatives to work on the district and school ACSIPs. With the help of PES Principal Kimberly Grimes, the PES ACSIP Process Manager and chairperson Shannon Henderson, and other team members, will provide input and help create the Prescott Elementary ACSIP and Title I School-wide Plan and evaluate the schoolwide program components using a rubric. The application will be shared with parents and community at its annual Title I meeting each Fall.

2. This team will serve as an Advisory Team and will be utilized to help recruit other parents and key community/business leaders.

3. The district ACSIP & building team will send out a survey to parents of Prescott Elementary School (Title I School) to gain information on how to better improve the effectiveness of the Title I and ACSIP. This survey will be distributed at the first Parent-Teacher Conference, October 16, 2017. The survey results will be shared at the annual Title I Meeting on November 13, 2017.

Planned activities for Prescott School District Schools:

Open House & Orientation	August 8 & 10, 2017
District/School Fall Surveys	Sent September 15, 2017
Prescott Elementary PI Plan meeting	September 21, 2017
Grandparents' Day Breakfast	September 28, 2017
Title I Annual Meeting	November 13, 2017
Annual Report to Public	October 17, 2017
District/School Spring Surveys	Sent May 4, 2018
Prescott High PI Plan meeting	September 5, 2017
Fall Parent Teacher conferences	October 16, 2017
Spring Parent Teacher conferences	March 15, 2018
Prescott Elem. Parent Fair	December 2017
Parent Nights	TBA by each grade level (K-6)
Prescott Elem. Spring Fling	May 25, 2018
Pre-school Transition Day	May 3, 2018
Sixth grade Transition Day to PHS	May 4, 2018
Prescott High School Graduation	May 11, 2018