

AR
LAVACA MIDDLE SCHOOL (LAVACA SCHOOL DISTRICT)
P.O. BOX 8
LAVACA AR 72941
479-674-5618

School Parent and Family Engagement Plan

**This form was adapted from, *A Toolkit for Title I Parent Involvement*.
Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement*. Austin, TX: SEDL.**

Hint

District

Lavaca School District

Grade Levels

5-8

Building Facilitator and District Coordinator

Joanna Bartlett

Title I Status

- ☒ Schoolwide
☐ Targeted Assistance
☐ Non-Title I School

Percent of free and reduced lunch

Parent and Family Engagement Committee Members

(Select "Repeat" to open more entry fields to add additional team members)

Enter committee members

First Name

Destini

Last Name

Brown

Position

Parent

Enter committee members

First Name

Heather

Last Name

Cates

Position

Parent

Enter committee members

First Name

Danna

Last Name

Glidewell

Position

Parent

Enter committee members

First Name

Krysta

Last Name

Winchester

Position

Parent

Enter committee members

First Name

Joanna

Last Name

Bartlett

Position

Parent Facilitator

Enter committee members

First Name

Kenny

Last Name

Holland

Position

Principal

Enter committee members

First Name

Stephanie

Last Name

Whitman

Position

Counselor

Enter committee members

First Name

Mary

Last Name

Rollins

Position
Teacher

Enter committee members

First Name
Melissa

Last Name
Johnson

Position
Teacher

1. List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.

- The Middle School has its own section on the district's website. Upcoming events are posted as well as pictures of school related events. (David Moore, District Computer Tech 479-674-5611)
- 5th and 6th grade students are given a folder in which they may place school announcements and the student's work to inform parents of their child's work/progress and of any events or activities taking place at school. School work and progress reports will be sent home every two weeks beginning August 29, 2017. (Ken Holland, Principal 479-674-5618)
- Agenda Planners have been provided for all middle school students to be used as a communication tool between school and home.
- A calendar is used to provide information to parents regarding upcoming events and activities and can be located on the district's website. (David Moore, District Computer Tech 479-674-5611)
- An activity calendar which includes school district events has been provided by Farmers Bank for each middle school student.
- All staff school email addresses can be located in the "Information Kit" distributed at Parent Orientation (August 10, 2017) and are also accessible on the district's website. (Information Kit: Joanna Bartlett, Parent Facilitator 479-674-5618; District Website: David Moore, District Computer Tech 479-674-5611)
- Scrolling district marquee (Dawn Smithson, High School Secretary 479-674-5612)
- Scrolling Middle School marquee (Heather Cates, Middle School Secretary 479-674-5618)
- Facebook is used by the district and classroom teachers to notify parents and community members of upcoming events, school cancellations, and other pertinent information regarding the school. Posts are made by the designated administrators which are currently the building principal, Ken Holland (479-674-5618) and David Moore, District Computer Tech (479-674-5612).
- Teachers provide weekly eSchool updates to students' grades, bi-weekly progress reports, and quarterly report cards with information regarding students' academic progress, upcoming classroom assignments/activities, and school events. (All Middle School teachers 479-674-5618)
- The superintendent makes announcements and updates regarding the school on a weekly radio program (KDYN 92.7 in Ozark). (Steve Rose, Superintendent 479-674-5611)
- The Middle School uses "Remind" as a communication tool to send announcements and reminders to parents and students via text message. (Ken Holland/Middle School Principal 479-674-5618, all

2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)

- Open House/Parent Orientation - August 10, 2017 (Ken Holland, Principal 479-674-5618)
 - Title I Meeting – August 10, 2017 (Ken Holland, Principal 479-674-5618)
 - Fall Book Fair – October 16-25, 2017 (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - Fall Parent/Teacher Conferences – October 19, 2017 (Ken Holland, Principal 479-674-5618)
 - Middle School PTO Booster Club Meetings (August 28, 2017, and the rest TBA) (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - Parental Involvement survey results - September 2017 (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - Literacy/Social Studies Fall Parents' Night – October 24, 2017 (Ken Holland, Principal 479-674-5618)
 - District Spelling Bee – December 7, 2017 (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - Spring Book Fair - February 5-14, 2018 (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - Spring Parent/Teacher Conferences - February 12, 2018 (Ken Holland, Principal 479-674-5618)
 - Math/Science Spring Parents' Night – March 13, 2018 (Ken Holland, Principal 479-674-5618)
 - Testing Information Meeting for Parents – March 13, 2018 (Stephanie Whitman, Counselor 479-674-5618)
 - Meet the Teacher Day (4th grade students tour the middle school to meet their teachers and walk through the schedule) – May 14, 2018 (Ken Holland, Principal 479-674-5618)
 - Middle School Awards Assembly – May 18, 2018 (Ken Holland, Principal 479-674-5618)
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3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

- 2 hours of Parental Involvement professional development is provided for teachers by the district (Ken Holland, Principal 479-674-5618)
 - Email (Josh Jewell, District Technology Coordinator 479-674-5611)
 - Remind (Ken Holland, Principal 479-674-5618)
 - eSchool notifications by phone, text message, email, and voice mail (Josh Jewell, District Technology Coordinator 479-674-5611, Felicia Owen, High School Principal, 479-674-5612)
 - Booster Club registration at Parent Orientation (August 10, 2017) (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - School calendar on the district's website (David Moore, District Computer Tech 479-674-5611)
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4. How will your school work with parents to create a School-Parent-Compact?

- Request parent volunteers to serve on the School Parent Compact committee (Ken Holland, Principal 479-674-5618)
 - Meet with a representation of parents, students, teachers, and principal to create compact (Ken Holland, Principal 479-674-5618)
 - Compact is disseminated to parents and signed copies are collected and maintained on file in the office (Principal, Ken Holland, 479-674-5618)
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5. How will your school 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?

- Request parent volunteers, students and teachers to serve on committees (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - Parents, students and teachers will develop the Parental Involvement Plan (PIP). (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - The PIP will be placed on the district's website and disseminated to parents during the Fall Parent/Teacher Conferences on October 19, 2018 (Ken Holland, Principal and Joanna Bartlett, Parent Facilitator 479-674-5618 and Wendi Curtis, Federal Programs 479-674-5611)
 - Parent Teacher Organization (LMS Booster Club) has been formed (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - An alumni advisory committee to provide advice and guidance for school improvement is being considered (Ken Holland, Principal 479-674-5618)
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6. How will your school provide resources for parents?

- The Middle School allows parents to check out books (from the library or the Destiny Discover eBook library) and use computers in the media center (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - Parenting books, magazines, and other informative materials regarding responsible parenting are purchased through the school library, advertised in the "Information Kit" given out at Parent Orientation, and available for check out by parents. (Joanna Bartlett, Media Specialist/Parent Facilitator 479-674-5618)
 - Parent Resource Center is open during school hours or by appointment (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - Information Kits are distributed to parents at the Parent Orientation/Open House August 10, 2017 (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - The school's student handbook includes the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions (Ken Holland, Principal 479-674-5618)
 - The Middle School parent facilitator is Joanna Bartlett/Media Specialist 479-674-5618.
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7. How will your school engage parents in the evaluation of your parent and family engagement efforts?

- Anonymous parent surveys are completed or sent home at Parent Orientation/Open House August 10, 2017 (Joanna Bartlett, Parent Facilitator 479-674-5618)
 - Parental Involvement Committee has been formed and is made up of parents, students, teachers, and the principal (Ken Holland, Principal 479-674-5618; Joanna Bartlett, Parent Facilitator 479-674-5618)
 - Sign-in sheets at all Parental Involvement events (Ken Holland, Principal ; Joanna Bartlett, Parent Facilitator 479-674-5618)
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8. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?

- Parent interest survey conducted at the beginning of the school year (Joanna Bartlett, Parent Facilitator 479-674-5618)

- Survey results compiled and reported to principal (Joanna Bartlett, Parent Facilitator 479-674-5618)
- Parental involvement activities are planned based on survey results (Ken Holland, Principal 479-674-5618).
- Parental involvement activities will be evaluated at the end of the year as part of the parental involvement plan evaluation by a committee made up of teachers, principal, and parents (Ken Holland, Principal 479-674-5618; Joanna Bartlett, Parent Facilitator 479-674-5618)
- A Volunteer Resource Book is compiled containing parents' names and contact information along with the activities for which they are willing to volunteer. (Joanna Bartlett, Parent Facilitator 479-674-5618)
- Parents of 8th grade students are invited to attend a seminar given by the high school counselor to be informed about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities (Stephanie Whitman, Middle School Counselor 479-674-5618 and Steve Moody, High School Counselor 479-674-5612)

9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)

- An Annual Title I Meeting was conducted on August 10, 2017 (Ken Holland, Principal 479-674-5618)
- The Annual Title I Meeting was conducted separately from any other meeting
- A sign-in sheet and agenda were generated for this meeting and kept on file in the Principal's office (Ken Holland, Principal 479-674-5618)

****After completion of this form, the school should print and submit to district for review and approval. Once approved, the school is required to post their School Parent Plan on their website.***