

FORREST CITY HIGH SCHOOL
Parent and Family Engagement Plan
2018-2019

Superintendent:
Dr. Tiffany Hardrick

Parent Facilitator:
Whitney Carter

School Improvement Status:
Priority

Forrest City High School Committee Members:
Whitney Carter, Parent and Family Engagement Facilitator
Melissa Buford, Parent /Community
Tamika Futrell, Parent/Staff
Marilyn Tucker, Parent
Heather Casey, Parent /Community
Karen Hodges, Parent
LaCrystal Barnett, Parent / Staff

Goal 1: Forrest City High School will utilize various communication strategies to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.

Strategies for reaching goal:

- The Forrest City School District technology department will create a Web site to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom Web sites. Also, parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff.
- Parents may use e-mail to communicate with members of the school staff. Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The Forrest City High School principal and registrar will provide to parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.
- The Forrest City High School parent and family engagement facilitator and the Forrest City School District public relations director will distribute brochures, post notices in

school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings.

Goal 2: Forrest City High School will host parent meeting, conferences and activities regularly throughout this year, offering flexible meeting times, to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts.

Strategies for reaching goal:

- The parent and family engagement facilitator will hold an orientation for parents at each grade level to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I Plan.
- Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.
- The school will hold a minimum of two mandated parent-teacher conferences during the school year to keep parents abreast of the student's academic progress.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Back to School Fair
 - Open House
 - College Night
 - Financial Aid Night
 - FAFSA Preparation Workshop for parents and students (Saturday)
 - Annual Title I Meeting
 - Annual Report to the Public
 - Academic Honors Programs
 - Academic Success Night for Math and Literacy
 - Career Action Plan Night
 - Parent Teacher Conference and Progress Report Dates: Parent Teacher Conference September 20; Reports cards go home on Oct.19;Progress Reports go home Nov.16; Report cards go home Jan.11; Parent Teacher Conference Feb.13;Report Cards go home Mar.26.
 - Parent Advisory Board Meeting
 - Band Booster
 - District Parent Summit
- The meetings will be held at various times to better accommodate parents.

Goal 3: Forrest City High School will provide information to parents about volunteer opportunities.

Strategies for reaching goal:

- The school's parent and family engagement facilitator will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents and parent surveys. The parent and family engagement coordinator will explain the requirements to parents and encourage them to become involved in the school.
- Forrest City High School will work with Forrest City Junior High School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transition. Coordinator will be Michelle Branch, Director of Ninth Grade Academy.
- The Parent and Family Engagement Facilitator will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Goal 4: Forrest City High School will work with parents and families to create a School-ParentCompact.

Strategies for reaching goal:

- The high school principal will designate a date when the school staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact.

Goal 5: Forrest City High School will provide opportunities for parents and families 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.

Strategies for reaching goal:

- To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. The parent and family engagement facilitator at Forrest City High School will lead in the recruitment of former FCHS graduates to serve on the alumni board.
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.

Goal 6: Forrest City High School will provide resources for parents.

Strategies for reaching goal:

- The Forrest City School District Parent and Family Engagement Coordinator will work with the Forrest City High School parent and family engagement facilitator to distribute Informational packets each year that includes a copy of the school's parent and family engagement plan, survey for volunteer interests, recommended roles for parents/teachers/students and school, suggestions of ways parents and families can become involved in their child's education, parent and family 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, e-mail, etc).
- 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.
- The Forrest City School District superintendent and local school board shall include in the school's policy handbook 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 and family engagement facilitator.
- The high school principal and parent and family engagement coordinator shall create a parent center which is located in the high school library.
- Parents may check out materials, use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan located in the parent resource center or media center. A suggestion sheet will also be available for parent and family input. The school will open the resource center at hours that are convenient to parents.

Goal 7: Forrest City High School will engage parents in the evaluation of your parent and family engagement efforts.

Strategies for reaching goal:

- The high school parent and family engagement facilitator and the Forrest City School District Parent and Family Engagement Coordinator will engage parents in the annual evaluation of the Title I, Part A Program's parent and family engagement efforts through an annual evaluation using 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 parent and family engagement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parent and family 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's academic growth.
- The parent and family engagement facilitator at Forrest City High School will send out and annual parent and family engagement survey.
- A parent focus group will be created by the parent and family engagement facilitator to discuss the results of the parental involvement survey.

Goal 8: Forrest City High School will use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year.

Strategies for reaching goal:

- The Forrest City High School guidance department shall sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.
- The school's parent and community engagement facilitator will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parent and family engagement plan evaluation.
- The parent focus group will use the results of the parent interest survey will be used to plan the parental and family engagement activities for the year.

Goal 9: Forrest City High School will plan the Annual Title I Meeting.

Strategies for reaching goal:

- The Forrest City High School principal and leadership team will engage parents in decision making about the allocation of its Title I, Part A funds for parent and family engagement.
- 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 and kept on file in the school's office.

- The Forrest City High School principal and parent and family engagement facilitator 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.