

AR
 Manila High School (Manila School District)
 P.O. Box 670
 Manila AR 72442
 870-561-4417

School Parent and Family Engagement Plan

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| School Name: | Manila High School |
| Facilitator Name: | Angie Gipson |
| Plan Review/Revision Date: | 8/1/2019 |
| District Level Reviewer, Title: | Director of Federal Programs |
| District Level Approval Date: | 8/7/2019 |

Committee Members, Role:

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

| First Name | Last Name | Position |
|------------|-----------|--------------------------------|
| John | Parrish | Principal |
| Angie | Gipson | High School Parent Facilitator |
| Jennifer | Harper | Parent |
| Tiffany | Costner | Parent |
| Mary | Smith | Committee Chair |
| Kesha | Smith | Parent |

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Involve parents in the development of the school parent and family engagement plan .

Parents will be a foundation component of the Manila High School District Parent and Family Engagement Team. This team will lead all aspects of developing policies regarding every aspect of parent and family engagement.

Involve parents in the review, update, and improvement, at least annually, of the school parent and family engagement plan to meet the changing needs of parents and the school .

Parents will be part of the School Parent and Family Engagement Committee and the Leadership Team. These teams will lead in the review, update, and improvement of policies regarding the changing needs of the parents and students. Parental input at this stage will help ensure Manila High School in in tune with community needs and values.

Ensure adequate representation of parents of participating children in the process in a variety of roles .

Parents are valuable partners in the education process. We, Manila High School, realize this and therefore have three parents on our School Parent and Family Engagement Plan team.

Submit any parent comments to the district if the Title I School wide Plan is not satisfactory to parents.

Any parent who feels that the school-wide or the high school plan is unsatisfactory, will have the right to submit those feelings to the Arkansas Department of Education. The contact person for the high school is Mary Smith.

Address opportunities for regular meetings if requested by parents .

Flexible meeting times will be offered. Parents are encouraged to request meetings that meet their individual needs which is why we offer varied times and locations for our meetings.

2: Annual Title I Meeting

(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Manila High School will conduct an annual Title I meeting each fall. Parents will be provided information about the Title I program and explanations of the school's curriculum, information on forms of academic assessment used to measure student progress, and information on proficiency levels students are expected to meet. The 2019-2020 Title I Fall Meeting will be August 8, 2019. The District hosts an annual Title I meeting each spring to discuss any changes that have occurred in the program during the school year and updates that need to be made for the coming school year. Parents are invited to attend. The District sponsored Title I meeting will be March 14, 2020. These meetings provide information to parents about curriculum; the parent's right to request information pertaining to the professional qualifications of teachers; the state of the school as reported on the Annual Report Card; student assessment reports; the schools progress in comparison to the other districts; complaint procedures regarding Title I issues; the right of disabled parents to request aids for communication with the school; the Parent Engagement Plan; and the School-Parent Compact.

3: Communications

(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

- **Make the school parent and family engagement plan available to families and the local community .**

The School Parent and Family Engagement Plan will be made available to families on the Manila Public School website by August 1, 2019. A parent friendly copy will also be included in the student handbooks that are provided to all students and require acknowledgment of receipt by a signature. The plan will also be available to all

constituents on our school website. Mary Smith (smithm@manilaschools.org) is the high school parent facilitator and is the contact person for any questions or comments.

Ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand, and that the informational packet is appropriate for the age and grade of each child.

Parents will be provided with all forms of communication including the Parent Engagement Plan in their preferred language.

Distribute an informational packet annually.

Parents will be given a beginning of the school year packet that will include:

- * A parental volunteer survey will be given at the beginning of the school year to volunteer for specific roles, responsibilities and engagement opportunities. Parents will participate in scheduling and planning events throughout the school year.
- * A student handbook which includes a parent friendly Engagement Plan (parents signs received)
- * Schedule of activities planned throughout the school year. Parents will be encouraged to attend planning sessions during the day or evening throughout the school year which will provide greater opportunities for parent participation. Parents will be given a list of scheduled events and will be an integral component in the development of our school culture.
- * Manila High School will provide parents several ways to participate in two way communication with teachers and staff at school. These include open house, two parent teacher conferences, social media, e-mail, and the remind app. Our counselor, Angie Gipson, offers parental meetings that include scholarship opportunities, financial aide, and scheduling summits. We offer programs in the summer where parents can come with or without their child to participate in walks where parents get to know the counselor, have opportunities to improve their health, and then go on a hike at Petite Jean State Park. This serves several purposes: it allows students and parents activities that get them out of the house and away from social media and video games, it provides exercise for parents and students alike, and it allows our counselor and staff to communicate with parents in a non-customary manner while providing much needed exercise to parents and students alike.

4: School-Parent Compact

(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Knowing that communication between the parent and teacher is important for the success of students, many opportunities are given for that two-way communication. Some are as follows:

- 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 achievement and the means by which the school and parents will develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact.
- Parent Teacher Conferences twice a year (9/19/19 and 2/13/20)
- Progress reports for parents send home every mid-quarter
- Email access to staff through the school website
- Sign-up sheet for volunteer opportunities

- Classroom communication apps
- Parent meetings including topics on graduation requirements, scholarships, scheduling, financial aid, course offerings, and financial literacy training.
- Home access center where parents can check grades and attendance from any computer

Build and develop a partnership to help children achieve the challenging State academic standards .

Manila High School will provide an opportunity during the first quarter to explain ACT Aspire test scores and state standards. this is to improve student academic achievement.

Encourage school staff to use volunteer surveys to compile a volunteer resource book listing interests and availability of volunteers.

Parents will be given an opportunity during open house to sign a volunteer sheet. There will be a listing of monthly activities with a variety of times.

Involve parents in a variety of roles.

The staff at MHS is encouraged to contact parents to provide them with an opportunity to volunteer to have an active role in the education of their children. The volunteer sheet provides staff with information about the availability of parents at various times that are available to help our school.

5: Reservation of Funds

(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Involve parents and family members of children receiving services under Title I in the decisions regarding how reserved funds are allotted for parent and family engagement activities .

The Manila School District receives less than the amount required for the reservation of funds; however, the district and the schools will conduct, with the engagement of parents, ongoing evaluations of the content and effectiveness of the parental engagement policy as it relates to strategies for increasing parental participation.

6: Coordination of Services

(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Investigate and, where feasible, utilize community resources in the instructional program .

MHS partners with area businesses from across the region and the state to provide transition opportunities for students wanting to enter the work place after graduation. Partnering with parents, our career fair includes businesses such as Nucor, Big River Steel, Hytrol, branches of the military, and dozens of other well-paying companies that come to Manila High School to give students much needed information on transition from high school. Our counselor incorporates MHS parents in the design, invitations, snacks, and all aspects of the MHS

Career Fair.

Walmart and Target also donate items to needy families.

Promote and support responsible parenting

Parents will be provided with information regarding school programs including the MHS hygiene closet which provides all needed hygiene materials for our needy students which is also available for parents. We have a backpack program which provides food and clothing to students. Parents will be given opportunities throughout the school year to participate in various types of classes including topics on parenting, financial literacy, computer use, literacy support, and English/Spanish language support.

Consider recruiting alumni to create an alumni advisory commission

Manila School District has an active alumni committee. Additionally, Manila High School works collaboratively with counselors from mental health, local doctors, and dentist, local law enforcement officials, Lions Club, Business and Professional Women, Senior Citizens Center members, Mayor Wagner and city council members, and several local churches. The Agricultural Alumni Association partners with the high school to provide \$4,000 scholarships to all students in Future Farmers of America and take at least one AGRI class.

Enable the formation of a Parent Teacher Association or organization

Although Manila High School does not have a formal PTA/PTO program, there is an active parent group that helps in FFA, band, athletics along with our career fair and opportunity fair for students. These parents in each criteria participate in all aspects of decision making.

Engage in other activities that will use community resources strengthen school programs, practices, and learning .

Community members are encouraged to work collaboratively with the school to enrich the learning process. Some examples of these are the librarian from the Manila Public Library, and guest speakers from area banks, Nucor, Big River Steel, Hytrol, and Southworks.

Representatives from the Mississippi Extension Office, partnered with our Agri department to cross types of cotton to create a new type of cotton that will only be grown in our school green house. The students will then plant this new brand of cotton and the agri classes will have t-shirts made from the newly created cotton plants.

Ensure the plan is comprehensive and coordinated in nature

Manila High School works collaboratively with counselors from mental health, local doctors and dentists, local law enforcement officials, Lions Club, Business & Professional Women, Senior Citizens Center members, Manila Alumni Committee, Mayor Wagner and city council members, Manila Agri Alumni, and several local churches.

Incorporate this plan into the school's improvement plan

The Manila High Schools's Family and Community Engagement is included in the goals and objectives of the school improvement plan.

7: Building Capacity of Parents

(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Schedule regular parent involvement meetings.

Manila High School will roster and schedule parent involvement meetings during open house, parent teacher

conferences, Title I conferences, and before extra-curricular competitions. In our experience, this has been the easiest way to get a more robust attendance. Information and guidance will be given through newsletters, school website, social media, and ongoing parent meetings.

Provide parents with a description and explanation of the curriculum in use.

Curriculum guides and descriptions are available on the school website. Information is also made available during open house and parent teacher conferences.

Provide parents with individual student academic assessment results and interpretation of those results. Provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging state academic standards.

Parents and students are given individual academic assessment results during the first quarter of school. A parent meeting is planned during this time to fully interpret the results. The following topics will be discussed:

- State and local academic assessments, including alternate assessments
- Arkansas Academic Standards
- Title I, part A requirements
- Strategies parents can use to support their child's academic progress
- Developmentally appropriate learning activities and websites
- Use of ADE website and tools for parents
- Assistance with nutritional meal planning and preparation

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 parent and family engagement.

Manila High School will encourage and support parents by providing a parent resource center. The resource center will provide technology training for the community, literacy training for parents, and information to improve student engagement. Literacy teachers discuss and disseminate packets to parents concerning use of chrome books, internet use policy and our copyright policy.

8: Building Capacity of School Staff

(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

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Ensure professional development requirements are met for teachers and administrators.

The Manila High School Principal will provide required professional development and maintain documentation of completion.

Train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents:

The Manila High School will provide resources that support an effective parental engagement program. This will

include opportunities for professional development in:

- The value and worth of contributions of parents
- The value of outreach through social media
- How to implement and coordinate parent programs
- How to reach out to, and communicate with, and work with parents as equal partners
- How to build ties between parents and the school

9: Building Capacity - Discretionary

(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)

Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?

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Manila High School will arrange school meetings at a variety of times or conduct in-home conferences between teachers or other educators who work directly with participating children to help with parents unable to attend conferences at school to maximize parental involvement and participation in their children's education.

(See complete [Arkansas Guide for School Parent and Family Engagement Plan](#) for references)

District Feedback:

| | Attention: Changes Needed! | In Compliance | Comments | Date of Feedback |
|--|-----------------------------------|-------------------------------------|---|-------------------------|
| 1: Jointly Developed: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| 2: Annual Title I Meeting: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| 3: Communications: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Your team has developed some unique ways to communicate with stakeholders. | 8/8/2019 |
| 4: School-Parent Compact: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| 5: Reservation of Funds: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Your district does not received the amount required for reservation of funds. | 8/8/2019 |
| 6: Coordination of Services: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| 7: Building Capacity of Parents: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| 8: Building Capacity of School Staff: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| 9: Building Capacity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |

