

AR
 Manila Elementary School (Manila School District)
 Po Box 670 Davis St
 Manila AR 72442
 870-561-3145

School Parent and Family Engagement Plan

School Name:	Manila Elementary School
Facilitator Name:	Jamie Cole
Plan Review/Revision Date:	8/7/2019
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
Sherry	Mason	Principal
Jamie	Cole	Elementary Parent Facilitator
Malorie	Adcock	Counselor
Jamie	Murray	Parent
Heather	Cohn	Parent
Ginger	Baltimore	Teacher/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 part of the District School Parent and Family Engagement Committee and the District Leadership Team. These teams will be responsible for leading the development of 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 (when necessary) and improvement of policies regarding the changing needs of the parents and students.

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

Recognizing that parents should be full partners in the decisions that affect their children and family, and that parents play an integral role in assisting student learning, the district committee is made up of both parents and faculty.

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

Comments from parents who deem the school-wide plan unsatisfactory will be submitted to the State. The contact person for the elementary school is Jamie Cole.

Address opportunities for regular meetings if requested by parents.

Flexible meeting times will be offered. Parents are encouraged to participate through innovative scheduling of activities through strategies such as holding meetings at a variety of times and locations, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities.

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?

Conduct an annual Title I meeting.

Manila Elementary 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. Jamie Cole is the Elementary

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 a language that they can understand.

Distribute an informational packet annually.

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

- Parent volunteer survey...Parents will be given an opportunity 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.
- Student handbook with parent-friendly engagement plan
- Schedule of activities planned throughout the school year... Scheduled events/activities will be planned at various times during the school day and evening to provide greater opportunities for parent participation. Parents will be given a list of scheduled events and will participate in planning.
- List of regular two-way communication opportunities..Open house, parent teacher conferences, classroom dojo, family engagement app, emails, phone calls, social media, Remind app, and school open-door policy.

Offer meetings in different formats ...In addition to in-person meetings, parents may meet with principal and teachers through email, group meetings, home visits, phone calls, and student specific meetings, such as 504 or IEP.

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?

Jointly develop a School-Parent Compact

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 at Open House
- Classroom communication apps (ex. Dojo)
- Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement.
- Training opportunities through scheduled literacy & math nights.

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

Manila Elementary 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 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.

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 reservation of funds; however, the district and 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?

Utilize community resources in the instructional program.

Manila Elementary will encourage and support parents by providing a parent resource center. The school also supports and promotes transition activities from Pre-K through 4th grade. There is collaboration with Head Start and Arkansas Better Chance.

Promote and support responsible parenting.

Parents will be provided with information regarding school programs, including a parent information guide given at the beginning of the school year. Parents will be given opportunities throughout the school year to participate in various types of classes including topics on parenting, computer use, literacy support, etc.

Consider recruiting alumni to create an alumni advisory commission

Manila School District has an active alumni committee. Additionally, Manila Elementary will work collaboratively with counselors from mental health, local doctors and dentists, local law enforcement officials, Lions Club, Business & Professional Women, Senior Citizens Center members, Mayor Wagner and city council members, and several local churches.

Enable the formation of a Parent Teacher Association or organization.

Manila Elementary School does not have a formal PTA/PTO program. However, there is an active parent group. These parents are leaders in the community and school. Some of these parents serve on the Parent Engagement Committee and 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 this are:

- Manila Public Library
- Guest Speakers/Presentations in classrooms
- Tutors from community members

Ensure the plan is comprehensive and coordinated in nature.

Manila Elementary 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, and several local churches.

Incorporate this plan into the school's improvement plan.

The Manila Elementary School'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.

Information and guidance will be given to parents at

- Open House
- Parent Teacher Conferences
- Title I meeting
- Newsletters
- School website
- 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.

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 Elementary 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.

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?

Ensure professional development requirements are met for teachers and administrators

The Manila Elementary School building 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 Elementary School will provide resources that support an effective parental engagement program. This will include opportunities for professional development 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

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?

Manila Elementary 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, 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"/>		
4: School-Parent Compact:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
5: Reservation of Funds:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Manila Elementary does not receive the amount required for reservation of funds.	8/9/2019
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 - Discretionary:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		