

AR
Manila School District
419 E. Olympia Street
Manila AR 72442
870-561-4419

District Parent and Family Engagement Plan

District Name:	Manila Public Schools
Coordinator Name:	Robin Baugher
Plan Review/Revision Date:	8/7/2019
District Level Reviewer, Title	Director of Federal Programs

Committee Members, Role:

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

First Name	Last Name	Position
Robin	Baugher	District Parent Coordinator
John	Parrish	High School Principal
LeAnn	Helms	Middle School Principal
Sherry	Mason	Elementary Principal
Jamie	Cole	Elementary Parent Facilitator
Melissa	Baker	Middle School Parent Facilitator

Committee Members, Role:

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

First Name	Last Name	Position
Angie	Gipson	High School Parent Facilitator
Jason	Baltimore	Community/Parent
Tiffany	Costner	Parent
Amy	Pryor	Parent
Jeff	Goff	Parent
Kyle	Ashabranner	Parent

1: Jointly Developed Expectations and Objectives

(Describe/List the District expectations and objectives for parent and family engagement. Describe/List how parents will be involved in the development of the district parent and family engagement policy. Describe/List how parents will be involved in the development and review of the School Improvement/Title I Schoolwide/Title I Targeted Assistance Plan and, if applicable, the Comprehensive Support and Improvement and the Targeted Support and Improvement plans. Describe/List how the District will submit to the State comments from parents who deem the LEA Plan unsatisfactory.)

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

The Manila School District will foster effective parental engagement strategies and support partnerships among school, parents, and the community to improve student achievement by:

Developing and disseminating a district parental engagement policy that establishes objectives for meaningful involvement and reflects the specific needs of students and families...The District Parent Engagement Plan will be developed jointly with parents and filed with the Department of Education by August 1st. The plan will be made available to families on the Manila Public School's website by August 1st. A parent-friendly copy will also be included in the student handbooks that are provided to all students and require acknowledgment of receipt by signature. The district will ensure adequate representation of parents and families in the development of this plan and will also incorporate the family engagement plan into the schoolwide plan. Comments from parents who deem the schoolwide plan unsatisfactory will be submitted to the State.

Conducting an annual meeting in the spring to update policy for next year's Title I, Part A program... The district will host 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 and are involved in decisions regarding how funds are allotted for activities. (Manila Public Schools receives less than the required amount of funds for set-aside). For the 2019-2020 school year, this meeting will be held on March 14th. The schools also host annual Title I meetings during the fall each year. 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 school's progress in comparison to 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. The 2019-2020 Title I meeting will be conducted by Robin Baugher.

Coordinating parental engagement activities with those of other programs... Manila Schools will support and promote transition activities from Pre-K through twelfth grade by working collaboratively with programs such as Head Start and Arkansas Better Chance at the lower grade levels and community colleges, state universities and technical schools at the upper grade levels. Sherry Mason, elementary principal, will be responsible transitions at the Pre-K level and John Parrish, high school principal, will be responsible for transitions at the secondary level.

Establishing a parental engagement contact person at each of the Title I, Part A schools... Robin Baugher will serve as the District Parent Engagement Coordinator. Melissa Baker will serve as the contact for middle school; Jamie Cole for elementary school; and Angie Gipson for high school.

Developing a district parental engagement committee to create a parental engagement policy and implement parental engagement activities as well as disseminate information to the community to promote parental engagement...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 parental engagement committee will be comprised of both faculty and parents. The committee will create a plan that is comprehensive and coordinated in nature and one that supports meaningful two-way communication between home and school. Robin Baugher will assure the completion of this action.

Conducting an annual review of the effectiveness of the parental engagement policy...The District Parent Engagement Committee will work collaboratively to review the plan and ensure that all barriers to positive parental engagement have been removed and that parents of students at all grade levels are involved in a variety of roles, including decisions making regarding how family engagement funds are used for activities. The plan will be reviewed on Wednesday, August 28, 2019 and the meeting will be facilitated by Robin Baugher, district parent coordinator.

Involving parents in the process of school review and improvement...Parents will be part of the District Parent Engagement Committee and the District Leadership Team. These teams will be responsible for leading the review, revision (when necessary) and implementation of policies regarding every aspect of school improvement.

Ensuring 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...Parents will be provided with all forms of communication, including the Parent Engagement Plan in a language that they can understand.

2: Building Staff Capacity through Training and Technical Assistance

(Describe/List how the district will provide support and technical assistance to all its Title I schools in planning and implementing effective parent and family engagement practices, inclusive of school parent and family

engagement policies/plans, school-parent compacts, and all Title I parent and family engagement requirements. Describe/List activities such as workshops, conferences, trainings, webinars, and online resources that will be used with school staff to build their capacity to work with parents as equal partners. Include information about how the district and/or schools 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 District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

The Manila School District will provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental engagement by:

Conducting ongoing site visits to observe parental engagement practices...The district will support the joint-development, implementation and regular evaluation of the parent engagement program at each school. Superintendent Jason Evers and District Facilitator, Robin Baugher, will assure the completion of this action.

Monitoring each Title I, Part A School to ensure that each school performs the following tasks:

- Jointly develop parent and family engagement plans.
- Offer flexible meeting times... Encourage parent participation 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.
- Provide information to parents about the school's program, include parent information guide (supplement to the student handbook) and obtain signatures acknowledging receipt
- Jointly develop and use the School-Parent Compact
- Ensure, to the extent possible, that information is sent home in a language and form parents can understand by providing translated materials as needed. The district also offers assistance with forms and translation through the services of Mrs. Norma Lee, the district's bi-lingual liaison.
- 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. Parents will have training opportunities through scheduled literacy & math nights and through resources made available in the schools' parent centers.
- Reinforce parenting skills to support the acquisition of academic skills and their application in real-life situations for parent use.
- 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. Convene annual school meeting to inform parents of their school's participation in the development of the parental engagement policy and their right to be involved

Enhancing the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners...The district 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

3: Building Parent Capacity

(Describe/List activities, such as workshops, conferences, classes, online resources, and any equipment or other materials that may be necessary to support parents in helping their student's academic success. If applicable, describe how each discretionary item your district and parents chose will be implemented.)

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

The Manila School District will build the school's capacity for strong parental engagement , including parents' rights as defined in Title I, Part A by:

Providing information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A ...Information and guidance will be disseminated during the Annual Open House meeting, the Title I meeting, and parent/teacher conference nights. Information and assistance will also be made available by ongoing parent meetings, school newsletters, school website and app. Assistance to parents will include, but not be limited to understanding:

- Challenging State academic standards
- State and local academic assessments
- Requirements of Title I, Part A
- Guidance on monitoring student progress toward improved academic achievement

Providing materials and training to help parents to work with their children, and monitor progress to improve their children's achievement...Parents will have the opportunity to received training during literacy night and math night. In addition to literacy and math concepts, these trainings will offer assistance with any and all technology used, either for student achievement, or parent communication purposes. Parents also have access to instructional and informative materials in the parent resource center.

Involving parents through an annual survey to improve school effectiveness...Parents will be given the opportunity to participate in surveys during parent/teacher conferences and/or other public meetings. Building principals, Lee Ann Helms, Sherry Mason, and John Parrish will assure the completion of this action.

4: Reservation and Evaluation

(Describe/List how the district will share with parents and family members the budget for parent and family engagement activities and programs and how parents and family members will be involved in providing input into how the funds are used. If the district does not receive a Title I, Part A allocation greater than \$500,000, then the district is not required to include a description of its Reservation of Funds. If a reservation is required, then a minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. Describe/List actions for how the annual evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents and family members will play.)

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

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

Surveying parents annually, including questions to identify barriers to parental engagement... Parents will be given the opportunity to participate in surveys during parent/teacher conferences and/or other public meetings. These surveys will help identify and eliminate barriers that keep parents from being involved in their child's education. Building principals, John Parrish, LeAnn Helms, and Sherry Mason will assure the completion of this activity.

Providing an opportunity for the parents to assist in the development of the evaluation procedures,

including analysis of data collected...The district will conduct, with the engagement of parents, an annual evaluation of the Parental Engagement Plan thereby improving the academic quality of the school. Robin Baugher will be responsible for this action.

Using findings from evaluation process... The district will make recommendations to each participating school for parental engagement policy revisions and provide suggestions for designing evidence-based strategies for school improvement, as they relate to parental engagement.

Developing and disseminating an annual parent activity evaluation report to share with parents, staff and the community...The district will conduct an annual review of the Parental Engagement policies to examine their effect on promoting higher student achievement. This will be done by a committee consisting of parents and school staff. As part of this evaluation, a report will be generated that lists the different activities offered during the year. The committee will determine how beneficial those activities were to parents and the program. The Parent Engagement policies will be part of the District's Title I plan and distributed to the district's parents and community through student handbooks and the district website by August 1st. Notification of the availability of this plan will be made during public meetings and in the local newspaper.

5: Coordination

(Describe/List how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families such as public preschool programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.)

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

The Manila School District will develop relationships with a variety of partners including alumni, elected officials, businesses, and other educational organizations for the purpose of whole child advocacy by:

Coordinating parental engagement activities with those of other educational programs... Manila Schools will encourage and support parents by providing a parent resource center. Manila Schools will support and promote transition activities from Pre-K through twelfth grade by working collaboratively with programs such as Head Start and Arkansas Better Chance at the lower grade levels and community colleges, state universities and technical schools at the upper grade levels. Sherry Mason, Pre-K Director, will be responsible transitions at the Pre-K level and John Parrish, high school principal, will be responsible for transitions at the secondary level.

Coordinating supports through a variety of partners including health, social service, law enforcement, non-profit, civic, and faith organizations...Manila Schools work 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.

Engaging in workforce development, internships, and community service through business and industry partnerships...Manila High School partners with Arkansas CTE and Arkansas Northeastern College to provide workforce readiness opportunities, internships and industry certifications. The high school also conducts an annual career fair where students are exposed to information and opportunities with local businesses, colleges, industries, and the military.

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

ADE Reviewer Responses:

Sections	Changes Required	Federal Compliance	State Compliance	Comments	Date of Feedback
Section 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		