

## **Manila School District Parental Engagement Plan 2018-2019**

**District Parent Engagement Committee:**  
**Robin Baugher, District Parent Coordinator**  
**John Parrish, High School Principal**  
**LeAnn Helms, Middle School Principal**  
**Sherry Mason, Elementary Principal**  
**Jamie Cole, Elementary School Parent Coordinator**  
**Melissa Baker, Middle School Parent Coordinator**  
**Angie Gipson, High School Parent Coordinator**  
**Jason Baltimore/Community, Parent**  
**Mark Manchester, Parent**  
**Tiffany Costner, Parent**  
**Amy Pryor, Parent**

**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...**The District Parent Engagement Plan will be developed jointly with parents and made available on the Manila Public School's webpage. It will also be included in the student handbooks that are provided to all students.

**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. For the 2018-2019 school year, this meeting will be held on March 14<sup>th</sup>. The schools also host annual Title I meetings the first week of August 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 2018-2019 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, 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.

**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.

**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. The plan will be reviewed on Wednesday, August 29, 2018 and the meeting will be facilitated by Robin Baugher, district parent coordinator.

**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.

**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.

**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.

**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 development, implementation and regular evaluation of the parent engagement program at each school. Superintendent Jason Evers will assure the completion of this action.

**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 and technical assistance.

**Ensuring, to the extent possible, that information is sent home in a language and form parents can understand...**

Robin Baugher, District Parent Engagement Coordinator (870) 561-1036, building principals John Parrish High School (870) 561-4417, LeAnn Helms Middle School (870) 561-4815, and Sherry Mason Elementary (870) 561-3145 will be responsible for assuring this action is complete.

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

- Develop parental engagement policy.
- Offer flexible meeting times.
- Provide information to parents about the school's program, include parent information guide.
- Develop and use the School-Parent Compact.

- 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.
- 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.
- 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.
- Coordinate and integrate parental engagement strategies and staff training with the Readiness Coalition Committee.
- 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.

Robin Baugher will assure the completion of this action.

**The Manila School District will build the school's capacity for strong parental engagement 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...** This information will be disseminated in part at both the Annual Open House meeting and the Title I meeting. Information will also be made available by ongoing parent meetings, school newsletters, and the school website. In addition, the school will pay attention to the policies that affect students and parents who are economically disadvantaged, disabled, limited English proficient, limited literacy, or who are of a racial or ethnic minority. Robin Baugher and Jason Evers will be responsible for this action.

**Assisting in the development of parent engagement groups at each school...** The district will support flexibility in scheduling parent meetings and/or events and thereby promote engagement and participation of the family in the education process. Robin Baugher will be responsible for this action.

**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.

**Providing any reasonable support for parental engagement at the request of participating Title I, Part A schools...** The district will provide coordination, technical assistance, and other support necessary to assist schools in the planning and implementation of an effective Parent Engagement Plan and the activities associated with the plan. Robin Baugher, district parent coordinator, will be responsible for this action.

**The Manila School 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 school improvement policies, as they relate to parental engagement. Parent coordinator, Robin Baugher will be responsible for this process.

**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 webpage. Notification of the availability of this plan will be made during public meetings and in the local newspaper. Robin Baugher will be in charge of this process.

**The Manila School District will involve parents in the joint development of the district Title I Application under section 1112 (ACSIP).**

**Recruiting parents to serve on district ACSIP committee to develop the Title I Application...**Parents will serve on the district ACSIP committee and in the development of the Title I Application and the development of the goals, interventions and actions required for school improvement. The Title I director, Robin Baugher, and the building principals, John Parrish, LeAnn Helms, and Sherry Mason will be responsible for this recruitment.

**Parents may contact the person listed after the action if they have questions or need additional information about any of the actions listed in this plan. Please call (870) 561-4419 to be connected to the appropriate party.**