

Arkansas Indistar  
**School Engagement Plan**

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Please read over the updated form closely. Note the new Assurances section allows you to confirm practices that are *required* but do not need further elaboration. In the response fields, please include links to additional information that can help support your story as you answer the guiding questions.

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**1: Jointly Developed Expectations and Objectives**

Describe how the School works with parents and families to develop and review relevant plans, policies, and strategies related to engagement.

*Guiding Questions*

- **1.1:** *How does the School - in collaboration with parents - establish an engagement plan that reflects the specific academic improvement needs of the School, and that includes programs and practices that enhance engagement and address the specific engagement needs of students and their families?*  
[A.C.A. § 6-15-1702(a)]
- **1.2:** *What efforts have been made to ensure adequate representation of parents and families of participating children in the process (Title I families)?*  
[ESSA § 1116(c)(3)]

\*The Charleston High School will 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.

\*The Charleston High School will submit any parent comments to the district if the plan is not satisfactory and will ensure that adequate representation of parents of participating children in the process in a variety of roles.

\*The Charleston High School will have various parent meetings and activities throughout the year.

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**2: Communication**

Describe how the School will communicate with and distribute information to parents and families.

*Guiding Questions*

- **2.1:** *How does the School distribute an informational packet appropriate for the age and grade of each child annually, ensuring to include:*
  - *description of the engagement program*
  - *recommended roles for parents, students, teacher, and the School*
  - *ways for a family to get involved*
  - *survey regarding volunteer interests*
  - *schedule of activities planned throughout the school year*
  - *regular, two-way, and meaningful system for parents/teachers to communicate*[A.C.A. § 6-15-1702(b)(3)(B)(1)]
- **2.2:** *How will the School ensure information related to school and parent programs, meetings, and other activities is provided to parents in a format and in a language that parents can understand (to the extent practicable)?*
  - *how is relevant information provided in a variety of ways? (For example, paper copies made available, as well as social media posts, website links, parent apps, etc.)?*[ESSA § 1116(e)(5)]
- **2.3:** *How does the School offer flexible opportunities for meetings with families?*  
[ESSA § 1116(c)(2)]

Parents will be kept informed of upcoming events, meetings, ways to participate by the district's website, face book, and twitter accounts.

Charleston High School will have a school parent and family engagement plan available to families and the local community. It will also include contact information of the parent facilitator.

An informational packet will be sent home with every student at the beginning of the school year. The information will be written in an understanding and appropriate format that will include such as items as; parent and family engagement plan, ways for families to be involved in their child's education, a volunteer survey.

Signatures will be obtained from each parent acknowledging receipt of the and Family Engagement Plan.

Parents and families will be kept up to date throughout the year of planned activities by way of social media.

Parents can communicate with staff by email, phone, and the home access center in school. The Charleston High School realizes that communication with parents is an important facet in their child's academic success.

The Charleston High School will host two parent teacher conferences, one in the fall and one in the spring. Staff will be available to communicate with parents should parents not be able to attend the parent/teacher conferences.

The Charleston High School Parent and Family Engagement Plan will be placed on the district website by August 1, 2022.

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### **3: Building Staff Capacity**

Describe activities that will be used with School staff to build their capacity to work with parents as equal partners.

#### *Guiding Questions*

**3.1:** How does the School build staff capacity to work with parents as equal partners? This may include workshops, conferences, trainings, webinars, and online resources that will be used to ensure ALL School staff (including teachers, specialized instructional personnel, principals, and other School leaders) are aware of:

- the value and utility of contributions of parents [Title I schools]
- how to reach out to, communicate with, and work with parents as equal partners [Title I schools]
- how to implement and coordinate parent programs and build ties between home and the School [Title I schools]
- how to respond to parent requests for parent and family engagement activities [Title I schools]
- that parents play an integral role in assisting student learning [all schools]
- how to welcome parents into the School and seek parental support and assistance [all schools]
- the School's process for resolving parent concerns as outlined in the School handbook, including how to define a problem, whom to approach first, and how to develop solutions [all schools]

[ESSA § 1116(e)(3;14); A.C.A. § 6-15-1702(b)(5-7)]

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

\*The Charleston High School believes that parents play an integral role in assisting student learning and value the contribution that parents make in the student's learning.

\*The Charleston High School wants parents to work along side the school to help student's academic achievement and build relationship between the school and community.

\*Parents are asked and are welcomed to become involved in parent and family engagement activities throughout the school year.

\*The Charleston High School parent and family engagement plan will be in a parent friendly and language friendly.

\*The Charleston High School recognizes that a parent is a full partner by including in the school handbook the school's process for resolving parent concerns.

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### **4: Building Parent Capacity**

Describe how the School provides opportunities to build parents' capacity to play a role in their children's academic success. This may include conducting workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings or providing equipment or other materials.

#### *Guiding Questions*

- **4.1:** How does the School provide timely information about the following:
  - a description and explanation of the curriculum in use at the School
  - the forms of State and Local academic assessments used to measure student progress, including alternate assessments
  - the achievement levels of the challenging State academic standards students are expected to meet

[ESSA § 1116(c)(4)(B)]

- **4.2:** How does the School provide assistance to parents in understanding the following:
  - the requirements of Title I, Part A
  - how to monitor their child's progress

- how to work with educators to improve the achievement of their children.  
[ESSA § 1116(e)(1)]
- **4.3:** What types of materials and training does the School provide to help parents work with their children to improve their children's achievement? This may include:
  - literacy training
  - technology training, including education about copyright piracy and safe practices
  - resources that describe or assist with the child's curriculum
  - other activities such as workshops, conferences, online resources like tutorials or webinars, and any equipment or other materials, including parent resource centers  
[ESSA § 1116(e)(2)]
- **4.4:** Involve parents of students at all grade levels in a variety of roles, including without limitation:
  - involvement in the education of their children
  - volunteer activities
  - learning activities and support classroom instruction
  - participation in School decisions
  - collaboration with the community
  - development of School goals and priorities
  - evaluating the effectiveness of the School-level Improvement Plan  
[A.C.A. § 6-15-1702(b)(1); ADE Rules Governing Parental Involvement Section 3.03]
- **4.5:** How does the School promote and support responsible parenting? The School shall, as funds are available:
  - purchase parenting books, magazines, and other informative material regarding responsible parenting through the School library, advertise the current selection, and give parents an opportunity to borrow the materials for review
  - Create parent centers  
[A.C.A. § 6-15-1702(b)(4)(A)]
- **4.6:** How does the School provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation:
  - role play and demonstration by trained volunteers
  - the use of and access to Department of Education website tools for parents  
[<https://dese.ade.arkansas.gov> (<https://dese.ade.arkansas.gov/>)]
  - assistance with nutritional meal planning  
[A.C.A. § 6-15-1702(b)(5)(B)(ii)(a-d)]

\*The Charleston High School will host two parent/teacher conferences, one each semester in October and in February.

\*Parents are also include in each student's success plan that is developed in the eight grade and for each year after that. Parents will work with teachers and their child to update and revise the student success plan each year.

\*Parents and students are invited to the 9th Grade Orientation that will take place in the Spring of 2022. The counselor will go over high school graduation requirements, course selections, high school opportunities.

\*The counselor will help students with college application and the free and federal student aid application.

\*A Report to the Public, Parent/Teacher conferences, Wellness committee, the Home Access Center are provided to assist parents with understanding the state academic standards, state and local assessments. Links are also provided for parents to the Department of Elementary and Secondary Education website.

\*Responsible parenting is promoted and supported by the Family and Community Engagement Plan.

## **5: Coordination**

Describe how the School will coordinate with other organizations, businesses, and community partners, including alumni, to provide additional supports, services, and resources to families..

### **Guiding Questions**

- **5.1:** How does the School investigate and utilize community resources in the instructional program?  
[ADE Rules Governing Parental Involvement Section 5.06]
- **5.2:** How does the School coordinate and integrate programs and activities with other Federal, State, and local programs? Some examples include:
  - public preschool programs such as Head Start
  - organizations/activities to help students transition to elementary, middle, high, and postsecondary schools or careers
  - wraparound services that allow families to send their children to school ready and able to focus on learning  
[ESSA §1116(e)(4)]
- **5.3:** In what ways does the School enable the formation of a Parent Teacher Association or organization and ensure leaders of said organization will be included in appropriate decisions?  
[A.C.A. § 6-15-1702(b)(8)(B)(ii)]

Charleston High School with the collaboration with parents will develop the student success plans for their child.



The Family and Community Engagement Plan is coordinated through the efforts of staff and administration at the high school with the district working together.

The District has a Parent Teacher Organization that works with parents and staff in making decisions for parent activities for the District and making opportunities for parents to be involved in their child's education.

The Family and Community Engagement Plan will be incorporated in the school improvement.

Charleston High School will collaborate with community resources, the district's (SOS) Support Our Students fund, the Homeless Liaison, to help strengthen our programs and student's academic achievement and learning.

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#### **6: Annual Title I Meeting** *(Title I schools)*

Describe the details regarding the Annual Title I meeting used to inform parents of the requirements of Title I, the School's participation, and the parents' rights to be involved.

##### *Guiding Questions*

- **6.1:** *How and when (month/year) does the School conduct the Annual Title I meeting, ensuring that parents are informed of the following? (\*Include a link to the detailed agenda, meeting minutes, and/or slide deck for this year's Annual Title I Meeting, if available.)*
  - *the requirements of Title I and the School's participation*
  - *the parents' rights under Title I (The Right to Know Teacher Qualifications, Right to Request Meetings)*  
[ESSA § 1116(c)(1)]

The Charleston High School is not a Title I School.

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#### **7: School-Parent Compact** *(Title I schools)*

Describe the process School will follow to jointly develop with parents a School-Parent Compact as required under Title I, Part A.

##### *Guiding Questions*

- **7.1:** *How does the School jointly develop a School-Parent Compact which does the following:*
  - *Outlines how parents, the entire School staff, and students will share the responsibility for improved student academic achievement*
  - *Addresses the importance of regular two-way, meaningful communication through:*
    - *conferences (no fewer than 2 each year)*
    - *frequent reports on progress*
    - *reasonable access to staff*
    - *opportunities to volunteer*
    - *observation of classroom activities*  
[ESSA § 1116(d)]
- **7.2:** *How do families access the compact in order to understand the shared responsibility for improved student academic achievement?*
  - *Including parent-teacher conferences in elementary Schools, at least annually*
  - *Include a link or insert the language of the compact to demonstrate this requirement has been met.*  
[ESSA § 1116(d)(2)(A)]

The Parent School Compact will build and develop a partnership to help student achieve the challenging Arkansas state academic standards.

The Parent School Compact will address the importance of regular two-way, meaningful communication through not only two parent/teacher conferences but, the reporting of student progress throughout the year and parents having opportunities to volunteer and observe classroom activities.

Parent-School Compact will be included in the back to school information packet and on the school website.

Volunteer surveys will be sent in the information packet so that parents and family can volunteer their time at the school.

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#### **8: Reservation of Funds** *(Title I schools)*

Describe how the School uses Title I, Part A funds set-aside for parent and family engagement programs and activities.

##### *Guiding Questions*

- **8.1:** If the School is a recipient of set aside funds for parent and family engagement (as part of receiving a Title I, Part A allocation greater than \$500,000):
  - How is the School spending those funds?
  - How does the School determine the priority of how funds are spent?
  - Who is involved in determining that?  
[ESSA § 1116(a)(3)(A)]
- **8.2:** How does the School provide opportunities for parents and family members to be involved in providing input into how the funds are used?  
[ESSA § 1116(a)(3)(B); ESSA § 1116(a)(3)(C); ESSA § 1116(a)(3)(D)(i-v)]

Not Applicable

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<b>Assurances</b>
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Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.

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- ☒ **A.1:** The School understands that annually by August 1, the public School's Engagement Plan shall be developed, or reviewed and updated.  
[ADE Rules Governing Parental Involvement Section 3.02.3]
- ☒ **A.2:** The School understands that the following must be made available to families and the local community on the School or District website no later than August 1st:
  - The School Engagement Plan
  - A parent-friendly explanation of the School and District's Engagement Plan
  - The informational packet
  - Contact information for the parent facilitator designated by the School.
 [A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]
- ☒ **A.3:** The School understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.  
[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]
- ☒ **A.4:** The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly. (2 hours every 4 years with 2022 being a required year)  
[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709; Standards for Accreditation of Arkansas Public Schools and School Districts July 2020 Standard 4-G.1 Professional Development (D/C)]
- ☒ **A.5:** The School understands its obligation to obtain signatures for each parent acknowledging receipt of the District's Engagement Plan summary/explanation.  
[A.C.A. § 6-15-1704(a)(3)(B)]
- ☒ **A.6:** The School Principal understands their obligation to designate and pay a licensed staff member to serve as Parent Facilitator:
  - to help organize meaningful training for staff and parents,
  - to promote and encourage a welcoming atmosphere, and
  - to undertake efforts to ensure that engagement is recognized as an asset to the School.
 [A.C.A. § 6-15-1702(c)(1)]
- ☒ **A.7:** The School understands its obligation to encourage school staff to use volunteer surveys to compile a volunteer resource book..  
[A.C.A. § 6-15-1702(b)(6)(B)(ii)]
- ☒ **A.8:** The School understands its obligation to conduct no fewer than two parent-teacher conferences per school year.  
[A.C.A. § 6-15-1702(b)(3)(B)(ii)]
- ☒ **A.9:** The School understands its obligation to incorporate the Engagement Plan into the School Improvement Plan.  
[ADE Rules Governing Parental Involvement Section 3.02.2]
- ☒ **A.10:** The School understands its obligation to schedule regular parent involvement meetings at which parents are given a report on the state of the School and an overview of:
  - what students will be learning
  - how students will be assessed
  - The informational packet
  - what a parent should expect for his or her child's education
  - how a parent can assist and make a difference in his or her child's education.
 [A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]

☑ **A.11:**Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

[A.C.A. § 6-15-1702(b)(7)(B)(ii)]

☑ **A.12:**The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage a parent from visiting the School or from visiting a child's classrooms.

[A.C.A. § 6-15-1702(b)(6)(B)]

☑ **A.13:**The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.

[ESSA § 1116(a)(3)(D)]

☑ **A.14:**The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to [ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov)

[ESSA § 1116(b)(4)]

☑ **A.15:**The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

[ESSA § 1116(c)(4)(C)]

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## References

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### State

- Ark. Code Ann. § 6-15-1701 et seq.  
(<https://drive.google.com/file/d/10BITKmbAug4tJidUAqt3CjyBVLxqvfcZ/view>)
- Arkansas Department of Education Rules Governing Parental Involvement Plans and Family and Community Engagement  
([https://dese.ade.arkansas.gov/Files/20201102114851\\_FINAL\\_Parental\\_Involvement\\_Plans\\_and\\_Family\\_and\\_Community\\_Er](https://dese.ade.arkansas.gov/Files/20201102114851_FINAL_Parental_Involvement_Plans_and_Family_and_Community_Er))

### Federal

- Elementary and Secondary Education Act, as amended by Every Student Succeeds Act, 114 P.L. 95, 20 U.S.C. §§ 6312, 6318, 6320  
(<https://drive.google.com/file/d/1gLCfooJPV5yjHMvnTGmckKRiTThzKwGT9/view>)

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<b>School Name:</b>	Charleston High School
<b>School Engagement Facilitator Name:</b>	Susan Brown
<b>Plan Revision/Submission Date:</b>	
<b>District Level Reviewer Name, Title:</b>	Susan Brown, Federal Programs
<b>District Level Approval Date:</b>	7/15/2022

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### Committee Members, Role

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

First Name	Last Name	Role (Teacher, Staff, Parent, Student, or Community Member)
Susan	Brown	Federal Programs
Shane	Storey	School principal
Julie	Rachuy	School Counselor
Judy	Burcham	Title I Neglect Supervisor

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(Find additional guidance on the DESE Parent and Family Engagement Requirements (<https://dese.ade.arkansas.gov/Offices/public-school-accountability/federal-programs/parent-and-family-engagement-requirements>) webpage. For any questions about completing this form or meeting legal compliance, please contact the DESE Engagement Unit at [ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov) (mailto:[ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov)) or 501-371-8051.)