

AR  
HARTFORD HIGH SCHOOL (Hackett School District)  
508 WEST MAIN STREET  
HARTFORD AR 72938  
479-639-2239

**School Parent and Family Engagement Plan**

**This form was adapted from, *A Toolkit for Title I Parent Involvement.* Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement.* Austin, TX: SEDL.**

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**District**

Hackett School District

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**Grade Levels**

7-12

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**Building Facilitator and District Coordinator**

Gladys Rink

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**Title I Status**

- Schoolwide
- Targeted Assistance
- Non-Title I School

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**Percent of free and reduced lunch**

79.06

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**Parent and Family Engagement Committee Members**

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

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**Enter committee members**

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**First Name**

Gladys

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**Last Name**

Rink

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**Position**

**Enter committee members**

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**First Name**

Joe

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**Last Name**

Hays

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**Position**

Teacher/Coach

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**Enter committee members**

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**First Name**

Brittany

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**Last Name**

Morrison

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**Position**

Teacher

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**Enter committee members**

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**First Name**

David

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**Last Name**

Lee

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**Position**

High School Principal

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**Enter committee members**

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**First Name**

Amanda

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**Last Name**

Brown

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**Position**

Community member

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**Enter committee members**

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**First Name**

Danny

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**Last Name**

Hancock

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**Position**

Student

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**1. List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.**

- Library Media Specialist and staff distributes letters and brochures about the Fall and Spring Book Fairs, during which a vendor or the library's choice offers books for purchase to students, parents and community members.
  - Parents and students have a secure log-in to eSchool so that they can access class assignments and student scores.
  - The Hartford School District website offers school calendars, lunch menus, parent resources, handbooks and links to other helpful sites.
  - Teachers will contact individual parents and guardians on a regular basis to inform them of student progress and specific needs. Conferences are held as needed.
  - The school provides student Progress Reports and Report Cards at four and one-half weeks and nine weeks, respectively during each quarter. Parent-teacher conferences are scheduled twice yearly in conjunction with these reports.
  - The school sends brochures/memos to parents about school events and field trips. Parents are contacted by phone through a program called School Messenger for any planned school activity.
  - Local newspapers are informed about events, honors, awards and new faculty members.
  - School Messenger all-call system is used regularly to send phone messages about school events.
  - Email is sent to students involved in career and college search regularly with new information and critical dates.
  - Teachers post curriculum updates in eSchool so that parents and students may access.
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**2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the**

**2 state mandated parent/teacher conferences each year.)**

August 10	Open House; 7th Grade Orientation STAR Ice Cream Social
August 10	First Day of School
August 21	Hartford Livestock Show
Aug 31	Blood Drive
August 31	Senior pictures/school portraits
September 4	Labor Day Holiday
August 21	Hartford Livestock Show
August 23	Sebastian County Fair
Aug 31	Blood Drive
August 31	Senior pictures/Fall portraits
September 4	Labor Day Holiday (No School)
September 27	Ark/Ok State Fair/FFA Day
September 19	NO SCHOOL for Students
September 19	Parent-Teacher Conferences
October 9	Flu Clinic
October 13	End of 1 <sup>st</sup> Quarter
October 18.	ASVAB Test.
October 31	Picture Retake /Club Pictures
November 1	Blood Drive
November 10	Veteran's Day Program
November 20-24	Thanksgiving Break
December 14	Star Luncheon
December 12	Elem/ HS Christmas Program
December 18-19	Semester Tests
Dec 19	End of 2 <sup>nd</sup> Quarter
Dec. 20-Jan. 2	Christmas Break
January 4	Classes resume
January 15	Martin Luther King Holiday NO SCHOOL
January 19	Homecoming
February 14	Blood Drive
February 19	President's Day Holiday NO SCHOOL
February 27	11 <sup>th</sup> Grade Free ACT Testing
March 9	End of 3 <sup>rd</sup> Quarter
March 15	Parent-Teacher Conferences

March 16	NO SCHOOL	
March 19-23	Spring Break	
April 12	Elementary Music Concert	
April 17	Senior Servitude Auction	
April 19	Senior Servitude Day	
April 19	Blood Drive	
April 20	Proficiency Reward Day	
April 21	Prom	
April 24-25	ACT Aspire 7-8th grade	
April 26-27	ACT Aspire 9-10th grade	
April 27-28	Trap Team Regionals	
May 3 & 4	Senior Finals	
May 4	Last Day for seniors	
May 5-6	Senior Trip	
May 7	Graduation Practice/Senior Sidewalk	
May 8	Baccalaureate	
May 11	AP US History Testing	
May 10	Living Museum-Elementary	
May 10	FFA Cookout	7:00 PM
May 12	Graduation	8:00 PM
May 15	Athletic Banquet	7:00 PM
May 16	AP Language & Composition Testing	
May 17	National Honor Society Ceremony	7:00 PM
May 18	High School Awards Assembly	2:40 PM
May 23-25	Semester Finals	
May 24	Kindergarten Graduation	8:30 AM
May 24	Elementary Awards Assembly	9:30 AM
May 24	6 <sup>th</sup> Grade Graduation	1:30 PM
May 25	Last Day of School	

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**3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?**

- At the first parent-teacher conference, parents will be given information on volunteer opportunities and a signature card for volunteering in their chosen area.
- Information about the state-mandated training and other processes that must be completed before parents may volunteer for specific activities and events will be shared on the school website.
- Yearly report to the public.

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#### **4. How will your school work with parents to create a School-Parent-Compact?**

- Hartford High School Parent and Family Engagement Committee will develop a School-Parent-Student Compact.
- This document will include strategies for improving student academic achievement, a responsibility that is shared by all of the stakeholders.
- It will outline a method of developing the partnerships necessary to encourage and assist students to achieve at their highest and best abilities. School officials, parents and students will sign the compact.

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#### **5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?**

- School Improvement Plan Development - Hartford High School will invite parents to serve on the School Improvement Planning Committee that is formed to plan a structured process whereby curriculum and instruction are implemented per ADE guidelines. The work of the committee will be enhanced and supported by the appropriate training events which will be attended by school staff and parents.
- Hartford High School Alumni will serve in an advisory capacity for the school improvement process. They will continue to meet each year and encourage Hartford students to continue their education by awarding scholarships to one or more graduates each year.
- Hartford High School continues to support the development of a Parent Teacher Association. It is active as a Booster Club that involves parents in many school activities.
- Annual Title I Meeting - TBA

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#### **6. How will your school provide resources for parents?**

- Parents may check out materials, use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan located in the parent resource center or media center. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents.
- The school will distributed Informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).
- To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- Create a parent center.
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.

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#### **7. How will your school engage parents in the evaluation of your parent and family engagement efforts?**

- The school will engage parents in the annual evaluation of the Title I, Part A Program's Parent and Family Engagement efforts through an annual evaluation using a survey filled out by teachers, students, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence

about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.

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**8. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?**

- The results of the parent interest survey will be used to plan the Parent and Family Engagement activities for the year.
  - The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.
  - The school will provide access to seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.
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**9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)**

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.
  - The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
  - For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.
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***\*After completion of this form, the school should print and submit to district for review and approval. Once approved, the school is required to post their School Parent Plan on their website.***