

AR  
Brookland High School (Brookland School District)  
100 West School Street  
Brookland AR 72517  
870-932-2080

**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**

Brookland School District

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**Grade Levels**

Grades 10-12

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**Building Facilitator and District Coordinator**

Dr. Melany Bowman

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**Title I Status**

- Schoolwide
- Targeted Assistance
- Non-Title I School

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**Percent of free and reduced lunch**

32% of Brookland High School students receive free and reduced lunches.

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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**

Melany

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**Last Name**

Bowman

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**Position**

**Enter committee members**

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**First Name**

Steven

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**Last Name**

Hovis

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**Position**

Brookland High School Principal

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**Enter committee members**

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**First Name**

Kami

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**Last Name**

Barkley

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**Position**

High School Counselor

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**Enter committee members**

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**First Name**

Carrie

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**Last Name**

Hatton

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**Position**

Parent

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**Enter committee members**

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**First Name**  
Michael

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**Last Name**  
Wyatt

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**Position**  
Parent

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**Enter committee members**

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**First Name**  
Richard

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**Last Name**  
Dubose

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**Position**  
Parent

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**Enter committee members**

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**First Name**  
Jim

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**Last Name**  
Magee

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**Position**  
Parent

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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.**

1. The Brookland High School Parent Center publishes monthly e-newsletters for parents. The newsletter "The Bearcat Parent" is developed cooperatively with principals, teachers, staff, and parent volunteers. The newsletter contains a school calendar, school news and information about academic and extracurricular activities. Parent tips for issues such as increasing the effectiveness of study time, how to better communicate with children, and tips for interacting with teachers at parent/teacher conferences are also included. **(For Additional Information and documentation, contact Dr. Melany Bowman (870) 932-2080 or E-mail [mbowman@bpsbearcats.com](mailto:mbowman@bpsbearcats.com))**

2. Administrators and curriculum specialists at Brookland have created pamphlets about the courses

(vocational/academic/Advanced Placement) offered at Brookland. These pamphlets are located in the parent kits, available to be checked out in the Parent Center. Additional pamphlets are distributed at parent/teacher conferences, as well as in the high school office.

3. Brookland High School has created a Web site to distribute important school information to parents. The first is the school district website <http://brooklandbearcats.org>. This Web site lists District policies and information, faculty, lunch program and transportation information, library information, club and activity information, and contains a digital copy of the student handbook (developed by parents, administrators, faculty, staff, students, and community members). This website also lists the names of faculty members and the subjects they teach. Under each faculty member's name is a link to their website. There parents will find information about the class, assignments, and upcoming projects. The second Web site used to communicate with parents is Home Access Center (HAC). This is a secure Web site parents can use to access their child's grades. HAC can be accessed by going to the school Web site, clicking on HAC and then entering a secure user name and password. User names and temporary passwords were distributed to parents during the first week of school. During open house personnel were available in the office to assist parents with initial log ins. HAC provides parents with real-time grade updates for all of their child's classes. A second way that Brookland communicates with parents is through the One Call Now notification service. Parents are notified when their child is absent. This service also allows for text alerts, phone calls, and messaging. This is very informative for issues such as inclement weather or school busses that may be running late. **(For technology questions or information, please contact Brian Crafton at (870) 932-2080 or E-mail [bcrafton@bpsbearcats.com](mailto:bcrafton@bpsbearcats.com))**

4. Teachers at Brookland often send home information packets for parents to sign and return to school. This helps keep parents informed of what is happening in their child's school life. These packets typically contain information regarding grades, upcoming projects, or field trips.

5. All teachers at Brookland High school contact parents on a regular basis if a student is receiving a low grade in an individual class (C/D/F). These teachers will continue to contact the parent, at a minimum, of once a month until the student's grade improves. In addition, faculty members each mentor at least one student who is experiencing difficulty in one or more classes. Faculty members work with both their mentee and the mentee's parents to find strategies to help the student be more successful in the classroom. These mentoring sessions often take place outside regular school hours. Every effort is made to involve parents and help them empower their child to achieve great things in school. **(For additional information about the mentoring program, please contact Kami Barkley, high school counselor for 11-12 grades at (870) 932-2080 or email [kbarkley@bpsbearcats.com](mailto:kbarkley@bpsbearcats.com) and/or Mr. Terri Hibbard, 9-10th grade counselor, at [bpsbearcats.com](mailto:bpsbearcats.com) )**

6. Brookland High School holds parent/teacher conferences twice a year to allow parents to receive their child's grades and have face-to-face conferencing time with their child's teachers. These conferences are typically held in October and February. The spring conference is held in February to allow parents more time to help a child who may be struggling in a class or to reinforce the learning of an advanced student. Parents are also provided with tips and questions, to which they can refer, during the conferences, to help them converse with faculty more easily. **(For information or questions about conferences, please contact Steven Hovis, principal at (870) 932-2080 or E-mail [shovis@bpsbearcats.com](mailto:shovis@bpsbearcats.com))**

7. Parents in the District are provided with information, in the fall term, about standardized testing, and how well their child placed in relation to their school peers, as well as nationally. The information includes the child's areas of high performance and areas in which they struggle.

8. Brookland High School advertises opportunities for parental involvement on school billboards, the Web site, by E-mail and phone. Events such as open house and conferences are advertised through local media, such as newspapers. Parent Center tips, on school related topics, are also placed at various businesses around Brookland. Each parent tip contains contact information for the parental involvement coordinator in case a parent would like to volunteer.

9. Report cards for Brookland High School are printed every nine weeks and distributed to parents. In addition, every four weeks into the quarter, students receive progress reports. Progress report forms include both a class grade, comments from the teacher, and contact information. Students take progress reports home for parents to sign and return to school.

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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.)**

1. Brookland High School holds parent meeting sessions to help parents understand how they can be a part of their child's education. Parents are given question and answer time during these sessions. A special school board meeting called "Parents Make a Difference Night" is held annually in October. During this meeting, parents are given a report on the state of the school, an overview of what students will be learning, how they will be assessed and what parents should expect for their child's education. The meeting will take place on October 16, 2017.

3. Parent meetings are held at varying hours so that different sets of parents may have the opportunity to attend.

4. Outside speakers such as college/vocational representatives, businesses and guest speakers are invited to speak to

seniors regarding opportunities they could take advantage of outside of school. Parents have the chance to ask questions of these speakers. Parents hear from guest speakers on a variety of topics including what they can do to support their student and make the child's school life more successful.

5. The high school counselor, Mrs. Barkley, speaks with incoming freshmen and parents regarding graduation requirements, credit hours, and opportunities for continuing their education after leaving Brookland. This meeting takes place in the spring, so that when school starts in the fall, all parents are aware of the requirements and opportunities available to their student. Mrs. Barkley also holds a financial aid night for seniors and their parents. This meeting will be held in the spring of 2017. Parents are invited to attend a scholarship information night that will be held in neighboring Paragould, AR. This meeting details the FASFA financial aid process. Seniors will be able to access the website ([www.kamibarkley.weebly.com](http://www.kamibarkley.weebly.com)) developed by our counselor and designed to help both they and their parents make the most of opportunities available during their senior year. The site also offers contact information for college representatives. **(For information and documentation of this activity, please contact Kami Barkley at (870) 932-2080 or E-mail kbarkley@bpsbearcats.com)**

6. Parent/teacher conferences are held twice a year. At these meetings, parents have the opportunity to discuss test scores and academic achievement. Parents and the individual classroom teachers will also discuss how they can work together to help support classroom goals and help the student achieve their full academic potential. Parents are given information about classroom procedures, homework expectations, class rules, daily/test grade weights, and grading rubrics. Additionally, parents have access to the high school parent center. The parent center carries additional tips, pamphlets, books, magazines and other material that parents can use to help support their child's academic efforts. Conferences, this year, will take place on October 26, 2016, and February 16, 2017.

7. Brookland School District holds an Annual Public Meeting each October to help parents understand standardized testing information, state standards, and accountability measures. This meeting will take place on October 17, 2016, in the Middle School Library. **(For information and documentation of this meeting, please contact Keith McDaniel, Superintendent, at (870) 932-2080 or E-mail kmcdaniel@bpsbearcats.com)**

8. Parents are encouraged to volunteer by contacting the school by phone, E-mail, or in person. Parents have the opportunity to fill out a parent survey regarding the areas in which they might wish to volunteer and times they could be available. Parents have the opportunity to serve in the following areas (this is just a small sampling):

- a. Translate another language for teachers.
- b. Prepare materials.
- c. Attend field trips.
- d. Assist with classroom art projects.
- e. Work with a specific grade/teacher.
- f. Assist teachers and students on field trips.
- g. Be a guest speaker.
- h. Volunteer doing carpentry or yard work.
- i. Prepare posters or bulletin boards.
- j. Teach a class for parents.

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

1. Brookland High School will provide opportunities for parents and community members to support the educational program by serving as classroom/activity volunteers, guest speakers, and tutors.

2. Brookland High School will provide a list of volunteer opportunities for parents and community members and solicit ideas for other volunteer activities during the school year. Brief training sessions conducted by Brookland faculty/staff will provide parents and community members with the information that they need to participate as school volunteers in order to put them at ease and make the volunteering experience pleasant and successful.

3. Brookland Jr. High School and Brookland Senior High School will work together to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. Brookland High School will host orientation programs, in the spring, to help parents and students with the transition. Parents will have the opportunity to meet their child's teachers during the open house held every fall. **(For open house information and documentation, please contact Steven Hovis, Principal, at (870) 932-2080 or E-mail shovis@bpsbearcats.com)**

4. Parents will be instructed on how to provide developmentally appropriate learning activities in the home environment including access to the Arkansas Department of Education Web site ([arkansased.org](http://arkansased.org)) and their listing of tools for parents, assistance with meal planning and preparation, and other strategies or curricula developed or acquired by Brookland School District for at-home parental instruction as approved by the Arkansas Department of Education.

5. The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two hours of professional development for teachers to enhance the understanding of effective parental involvement strategies. No fewer than three hours of professional development shall be required for administrators. This training is designed enhance the understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental

participation. Parental involvement training is provided to the teachers of Brookland High School every year by Brookland School District. The most recent open house was held on August 24, 2017, from 5:00-6:30. **For information and documentation, please contact Stephanie Reddick, Assistant Superintendent, at (870) 932-2080 or E-mail sreddick@bpsbearcats.com**

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

Brookland High School faculty, staff, students and parents will develop a school-parent-student compact. The compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders 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?**

Brookland High School is not a Title I school.

1. The Brookland High School will invite parents to be members of curriculum planning committees, ACSIP committees, and student handbook committees. The school will ask parents to assist with the development of and approve the ACSIP plan and the student handbook. We encourage these parents to ask questions and provide suggestions that will help our school become a better learning community. **(For ACSIP information and documentation, please contact Dr. Melany Bowman at (870) 932-2080 or e-mail mbowman@bpsbearcats.com)**
  2. To take advantage of community resources, Brookland High School is considering recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
  3. There are several Parent Teacher Organizations within the Brookland School district that foster parental and community involvement within the school.
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#### **6. How will your school provide resources for parents?**

1. Parents of students attending Brookland High School have the option to check out materials, use computers to check grades and to visit educational Web sites. Suggestion sheets are placed in the Parent Center and high school office for parental input. The Parent Center is open to parents during school hours, after school until 4:00 p.m., during school sponsored events, during parent/teacher conference times, and for other special events.
  2. Informational packets, in the form of "Family Kits" are available to check out from the Parent Center. The kits contain a copy of the parental involvement plan, survey of volunteer interests (Parent Survey), recommended roles for parents/teachers/students and school, tips on how parents can be more 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. The kits contain a list of faculty members, their grade/subject areas and contact information, including E-mail. This allows parents to have easy contact with their child's teachers, and know who to contact for subject-specific volunteer opportunities. **(For family kit information, please contact Dr. Melany Bowman at (870) 932-2080 or E-mail mbowman@bpsbearcats.com)**
  3. To promote and support responsible parenting, Brookland High School shall 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. A sign-out list is located on a clipboard in the parent center; parents are free to check out any materials they may find helpful.
  4. The Brookland High School Parent Center is available for parent use.
  5. The Brookland Junior/Senior High School Parent/Student Handbook includes a section on the school's process for resolving parental concerns, including how to define a problem, whom to first approach, and how to develop solutions. This information is also published in the parent newsletter every fall. **For information on these issues, please contact Steven Hovis, Principal, at (870) 932-2080 or E-mail shovis@bpsbearcats.com)**
  6. The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. At Brookland High School, principal, Mr. Steven Hovis, has designated staff member, Dr. Melany Bowman, to serve as the parent facilitator. **(For information on parental involvement activities, please contact Dr. Melany Bowman at (870) 932-2080 or e-mail mbowman@bpsbearcats.com)**
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#### **7. How will your school engage parents in the evaluation of your parent and family engagement**

**efforts?**

Although Brookland High School does not receive Title I funding, we do conduct simple evaluations on the effectiveness of our parental involvement programs. This is accomplished through a survey that is placed in the Parent Center, high school office, and in the spring issue of the "Bearcat Parent" newsletter. This information is collected to make determinations about how the Parent Center can best meet the needs of parents, students, and community members in the school year to come. **(For Parent Center information or questions, please contact Dr. Melany Bowman at (870) 932-2080 or E-mail mbowman@bpsbearcats.com)**

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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?**

1. Brookland High School asks parents to fill out an interest survey at the beginning of the school year in order to gain information from parents about activities that they consider to be the most beneficial in the efforts to support their child academically. The parent survey can be accessed by visiting the Parent Center, obtaining a copy through the Brookland High School office, or from the back-to-school issue of the "Bearcat Parent" newsletter. **(For information, or to obtain a copy of the survey, please contact Dr. Melany Bowman at (870) 932-2080 or E-mail mbowman@bpsbearcats.com)**

2. Results from the parent survey will be used to plan parental involvement activities for the following school year.  
3. Brookland High School will evaluate the activities suggested by parents at the end of the school year, as part of the annual parental involvement plan evaluation.

4. Brookland High School will sponsor seminars to inform parents of high school students about how to be involved in the decisions effecting course selection, career planning, and preparation for post secondary opportunities. The Brookland High School counselor, Mrs. Barkley, holds a financial aid night for seniors and their parents. Parents are invited to attend a scholarship night, in the neighboring town of Paragould, AR. The meeting offers parents/students a step-by-step guide through the FASFA financial aid process. This event will be held in the spring of 2018. Seniors will be able to access a website ([www.kamibarkley.weebly.com](http://www.kamibarkley.weebly.com)) developed and designed by our counselor to help both they and their parents make the most of opportunities available during senior year. **(For information or questions about these activities, please contact Kami Barkley at (870) 932-2080, or E-mail kbarkley@bpsbearcats.com.)**

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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.)**

Brookland High School does not receive Title I funds.

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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.***