

AR
 Brookland Jr. High School (Brookland School District)
 100 West School Street
 Brookland AR 72517
 870-932-8610

School Parent and Family Engagement Plan

District Name:	Brookland Junior High School
Grades Levels:	7-9
Building Facilitator:	Julia Reynolds
District Coordinator:	Dr. Stephanie Reddick
Percent Free and Reduced Lunch:	34.8%

Title I Status

- Schoolwide
 Targeted Assistance
 Non-Title I School

Parent and Family Engagement Committee Members

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

First Name	Last Name	Position
Jared	Richey	Principal
Nancy	Rodriguez	Counselor
Julia	Reynolds	Teacher
Jennifer	Morris	Parent
Debbie	Slayton	Grandparent

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. Brookland Jr. High School publishes parent newsletters each month beginning in Spetember. The newsletter Bearcat Beat is developed cooperatively with principals, teachers, staff, and parent volunteers. The newsletter contains a school calendar, school news, and information about school clubs. 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.

2. Administrators and curriculum specialists at Brookland have created pamphlets about the courses (vocational/academic/Advanced Placement) offered at Brookland schools. 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 Jr. High School office.

3. Brookland Jr. High School has created two websites to distribute important school information to parents. The first is the school district website www.brooklandbearcats.org. This website 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, which is developed by parents, administrators, faculty, staff, students, and community members. Parents also use this site to access teachers' webpages where lesson plans, notes, and class materials are posted. Students grades are reported using a system called TAC (teacher access center) and HAC (home access center). Parents can access HAC on the BPS webpage www.brooklandbearcats.org. Here parents can view their child's grades as soon as the teacher posts a new grade. A third way Brookland communicates with parents is through the One Call messaging service. The parents are automatically enrolled in this program. One Call is very informative for issues such as changes in times for extra curricular activities, inclement weather, school busses that may be running late, and other pertinent information. In addition, BJHS has created a Facebook fanpage and twitter account that parents and students can join. Daily announcements, special events, and other important info are posted on these social networking sites to communicate with parents in an easy way. Parents can post comments, ask questions, give suggestions, and receive helpful two-way communication on a daily basis. There is also a text reminder system specifically geared toward junior high parents called Remind. This system allows parents to sign up by teacher and receive class specific updates and reminders.

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 Jr. High School contact parents if a student is struggling to pass their class. These teachers will continue to contact the parent at a minimum of once a month until the student's grade improves.

6. Brookland Jr. High School holds parent/teacher conferences twice a year to allow parents to not only receive their child's grades, but also to have face-to-face conferencing time with their child's teachers. These conferences are typically held in October at the end of the first nine weeks and in February (mid 9 weeks) 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 to during the conferences in order to help them converse with faculty more easily. For the 2018-2019 school year parent teacher conferences will be held October 25th from 2:00-8:00 pm and February 14th from 2:00-8:00 pm.

7. Brookland Jr. High School advertises opportunities for parental involvement on school bulletin boards, the website, by email and telephone. Events such as open house and conferences are advertised through local media, such as newspapers and announced through the One Call system, and it is put on all school based social media accounts. 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. In addition, a specific survey is sent out on the first day of school that asks parents how they would like to volunteer and allows the parental involvement program to match parent volunteer strength with school needs.

8. Report cards for Brookland Jr. High School are printed every nine weeks and distributed to parents. In addition, after four and a half weeks into a quarter, students receive progress reports.

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 Jr. High School holds parent meeting sessions to help parents understand how they can be a part of their child's education. 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.

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

3. Guest speakers are invited to talk with students and parents about opportunities they might 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 their child more successful.

4. The Jr. High counselor 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 begins in the fall, all parents are aware of the requirements and opportunities available to their student. This event will be scheduled in May 2019. To aid in the transition from sixth to seventh grade, an orientation night will be held for incoming seventh graders. During this time, parents and students will receive information about junior high schedules and expectations, as well as the increased rigor, responsibilities, and requirements of students in the junior high building. This will allow students and their parents to meet their teachers and find their classrooms before school ever starts so that they will have a seamless transition to the first day of junior high. This event is held prior to the first day of the school year.

5. 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 students 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 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 take place on October 25, 2018 and February 14, 2019.

6. Brookland School District also holds an Annual Public Meeting each October to help parents understand standardized testing information, state standards, and accountability measures. This meeting takes place annually in October.

7. Parents are encouraged to volunteer by contacting the school by telephone, Email, 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 a teacher.
- b. Prepare materials.
- c. Attend field trips.
- d. Assist with classroom art projects.
- e. Work with a specific grade/teacher.
- f. Assist teachers 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.

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

1. Brookland Jr. High School will provide opportunities for parents and community members to support the educational program by serving as classroom/activity volunteers, guest speakers, or tutors. All parents filled out a volunteer interest survey on the first day of school.
2. Brookland Jr. 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 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. Open House takes place at the beginning of each school year.

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 website (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 every four years for teachers to enhance the understanding of effective parental involvement strategies. This training is designed to 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 Jr. High School every August by Brookland School District.

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

Brookland Jr. High faculty, staff, students, and parents will develop a school-parent-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.

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?

1. Brookland Jr. 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.

2. To take advantage of community resources, Brookland Jr. 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.

4. The Brookland Junior High has in place a PTO program that provides parental involvement opportunities for parents with students in grades 7-9. This group consists of teachers and parents and allows for a steady flow of information from school home. This program also allows parental opinion to play a roll in student development and processes.

6. How will your school provide resources for parents?

1. Parents of Brookland Jr. High students have the option to check out materials and use computers to check grades

and visit educational websites. Parents will be encouraged to view the Title I Plan located in the Parent Center. Suggestion sheets are placed in the Parent Center and Jr. High School office for parental input. The Parent Center is open during school hours, after school until 3:30 p.m., during school sponsored events, and during parent/teacher conference times.

2. Informational packets, in the form of "Family Kits" are available to check out from the Parent Center. These kits contain a copy of the Parental Involvement Plan, a survey of volunteer interests (Parent Survey), the 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 kit contains a list of faculty members, their grade/subject areas and contact information, including email. This allows parents to have easy contact with their child's teachers, and to know who to contact for subject specific volunteer opportunities. Teachers also have access to which parent has the desire to volunteer in what capacity and can now easily make the first contact.

3. To promote and support responsible parenting, Brookland Jr. High School shall, through the school library, purchase parenting books, magazines, and other informative materials regarding responsible parenting, advertise the current selection, and give parents the opportunity to borrow the materials for review. A signout list is located on a clipboard in the Parent Center; parents are free to check out any materials they might find helpful.

4. The Brookland Jr. High School Parent Center is available for parent use.

5. The Brookland Jr. High/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.

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 Jr. High School, principal Jared Richey has designated staff member Mrs. Julia Reynolds to serve as the parent facilitator.

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

1. Brookland Jr. High School engages parents in the annual evaluation of the Title I, Part A Program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by parents, teachers, and school staff. The Title I committee, which is 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 the satisfaction with the program and the school's efforts to increase parental involvement will be part of the evaluation, the survey will also collect specific information on (1) growth in the number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; (4) engagement of parents in activities to support student academic growth.

2. In addition, the Parent Facilitator at Brookland Jr. High School also conducts simple evaluations of the effectiveness of our parental involvement programs. This is accomplished through a survey that is placed in the back to school packets. Parents have the opportunity to fill out a parent survey regarding the parental involvement program. Some of the questions asked in the survey include:

1. Issues/topics that parents suggest should be considered for the Parent Center.

2. Which at home educational strategies/activities were most helpful? Which could be improved?

3. How often parents would be willing to volunteer at school.

This information is collected to determine how the Parent Center can best meet the needs of parents, students and community members in the school year to come.

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 Jr. 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, by obtaining a copy through the Brookland Jr. High School office.
2. Results of the parent survey will be used to plan activities for the following school year.
3. Brookland Jr. High School will evaluate the activities suggested by parents, as part of the annual parental involvement plan evaluation.
4. Brookland Jr. High School will sponsor seminars to inform parents of Jr. High students about how to be involved in the decisions affecting course selection, career planning, and preparation for post secondary opportunities. The Brookland Jr. High School counselor holds an annual orientation night for students and their parents. This night will be held in May 2019.
5. To aid in the transition from sixth to seventh grade, an orientation night will be held for incoming seventh graders. During this time, parents and students will receive information about junior high schedules and expectations, as well as the increased rigor, responsibilities, and requirements of students in the junior high building. This will allow students and their parents to meet their teachers and find their classrooms before school ever starts so that they will have a seamless transition to the first day of junior high. This event will be held prior to the first day of school.

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.)

1. Brookland Jr. High School will hold an Annual Title I meeting for parents of the students who participate in the Title I, Part A program. This meeting is held annually in August.
2. The Annual Public Meeting was held separately from scheduled school board meetings, to ensure that there was ample time to provide a description/explanation of the school curriculum, information on forms of academic assessment used to measure student progress, and information on proficiency levels that students are expected to meet.
3. 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 are generated separately from any other events and kept on file in the Brookland Jr. High School office.

****After completion of this form, the school should to the district for review, feedback, and approval. Once approved, the school is required to post their School Parent Plan on their website.***

District Feedback:

	Attention: Changes Needed!	In Compliance	Comments	Date of Feedback
1. Communication Strategies:	<input type="checkbox"/>	<input type="checkbox"/>		

2. Annual Schedule:	<input type="checkbox"/>	<input type="checkbox"/>		
3. Volunteer Opportunities:	<input type="checkbox"/>	<input type="checkbox"/>		
4. School-Parent-Compact:	<input type="checkbox"/>	<input type="checkbox"/>		
5. Involvement/Schoolwide Planning:	<input type="checkbox"/>	<input type="checkbox"/>		
6. Resources for Parents:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
7. Evaluation of Efforts:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
8. Parent Survey:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
9. Annual Title I Meeting:	<input type="checkbox"/>	<input type="checkbox"/>		