

**Van Buren School District  
2020-2021  
Parent and Family Engagement Plan**

Coordinator Name: Karen Allen

Plan Review/Revision Date: 7/24/2020

District Level Reviewer(s): Karen Allen, Assistant Superintendent  
Nancy Robbins, Curriculum Director

Committee Members: Kristina Jones, Parent  
Misty Cheatham, Parent  
Paula Mannis, Assistant Director of Special Education  
Jennifer Feeny, PIF- River Valley Virtual Academy  
Dusti Hurst, PIF- Van Buren High School  
Stephanie Richesin, PIF- Northridge Middle School  
Angie Blake, PIF- Rena Elementary  
Kim Holman, Assistant Principal- Van Buren High School  
Karen Allen, Assistant Superintendent  
Nancy Robbins, Curriculum Director  
Lindsey Trantham, VBSD Education Foundation/Community  
Diana Torres, Parent  
Almadelia Gaona, Parent

**1. Jointly Developed Expectations and Objectives**

The Van Buren School District will:

- Form a district parent and family engagement committee to create a parent and family engagement plan and implement parent and family engagement opportunities and activities as determined by the committee and reflective of the needs of students and families.
- Establish a parent and family engagement contact person at each school in the District.
- Conduct an annual meeting in the spring (May, 2021) to review and update as needed the Title I Schoolwide plan. This meeting will be held virtually if needed.
- Make the district parent and family engagement plan available to families and the local community.
  - File with the Division of Elementary and Secondary Education by August 1
  - Place a copy on the district website by August 1 ([www.vbsd.us](http://www.vbsd.us))

- Place a parent-friendly summary/explanation of the parent and family engagement plan online and as a supplement to the student handbook (A paper copy will be provided to parents through school sites during fall parent/teacher conferences. A signature acknowledging the receipt of the district plan will be obtained. If parent/teacher conferences are not able to occur in a face to face format, the parent-friendly summary will be distributed electronically.)
- Reserve a minimum of 1% of the Title I, Part A allocation for parent and family engagement, with 90% going to Title I, Part A schools (\$20,964.00).
- Conduct an annual review of the effectiveness of the parent and family engagement plan during the spring (May 2020) VBSD Parent and Family Engagement Committee Meeting.
- Invite parents representing the District's student population to participate on the district parent and family engagement committee.
- Incorporate the parent and family engagement plan into the Schoolwide plan.
- Submit to the State the comments from parent who deem the Schoolwide plan unsatisfactory. Minutes from scheduled meetings will be recorded.

## **2. Building Staff Capacity through Training and Technical Assistance**

The Van Buren School District will:

- Ensure professional development (PD) requirements are met for teachers and administrators. The District will create a Google Folder for each certified staff member which contains a professional development record spreadsheet updated annually to reflect yearly PD requirements. All folders are accessible by building principals and Karen Allen, Assistant Superintendent.
- Through ongoing site visits, training with school parent engagement facilitators and sharing resources, the District will provide coordination, technical assistance, and other support to schools in:
  - jointly-developing school parent and family engagement plans
  - implementing effective parent and family involvement activities
  - jointly-developing school-parent compacts
- Train teachers, specialized instructional support personnel, principals, and other school leaders and staff, with the assistance of parents. From suggestions and information shared by parents at District parent and family engagement meetings, the training will focus on:
  - the value and utility of contributions of parents
  - how to reach out to, communicate with, and work with parents as equal partners
  - how to implement and coordinate parent programs
  - how to build ties between parents and the school

- staying connected and supporting parents during remote/off-site learning
- Provide annual training for identified volunteers at each school campus.
- Place a parent-friendly summary of the district parent and family engagement plan as a supplement to the student handbook and will obtain signatures from each parent acknowledging receipt of the district's parent and family engagement plan. The plan will be disseminated at the fall parent/teacher conferences if on-site and electronically if learning is remote/off-site.
- The District will ensure information is sent in a language and format parents and families can understand. The district will utilize TransAct to ensure information is distributed in all languages representative of the student population.

### **3. Building Parent Capacity**

The Van Buren School District will:

- Distribute a notice to all parents/guardians at the beginning of the school year regarding their rights as defined by Title I Part A. Parents will also be invited to attend annual Title I meetings for the purpose of providing assistance to parents, as appropriate, in understanding
  - the challenging State academic standards
  - state and local academic assessments
  - the requirements of Title I, Part A
  - how to monitor a child's progress and work with educators to improve the achievement of their children.
- Provide materials and training (such as literacy training and using technology appropriately) to help parents to work with their children to improve achievement. The district will purchase Kindergarten readiness supplies (books, crayons, parent information, magnetic letters and numbers, scissors, etc.) to be distributed at the Readiness Workshops held in the spring for all the District's incoming kindergartners. Schools will host parent evenings such as literacy and math nights to support student achievement in the content areas and promote parent engagement in learning.
- Provide other reasonable support for parental involvement activities under this section as parents may request.
- In the event the district and/or school is closed to on-site instruction, the district will support schools in finding alternative ways to provide parents with training, information and resources which will enable them to better support their student's academic success.

### **4. Reservation and Evaluation**

The Van Buren School District will:

- Reserve at least 1% of the district allocation under Title I, Part A with 90% of the 1% going to schools (\$20,964.00). The District will actually allocate more than the required 1% (\$25,000.00) to support parent and family engagement and activities such as Kindergarten Readiness Bags to be distributed in the spring of 2021.
- Ensure parents and families are involved in the decisions regarding how funds reserved for parent and family engagement are allotted for parental involvement activities. Parents will be invited to participate at the district and school level to serve on parent involvement committees.
- Ensure the funded activities and strategies are consistent with the district parent and family engagement plan.
- During the spring (May 2021) District parent involvement committee meeting, an annual evaluation will be conducted to identify barriers, needs and strategies to be addressed during the following school year. Data from the District's annual parent survey will be tabulated and reviewed by the committee. The committee will have the opportunity to review the actual survey instrument and make changes to the content as needed.
- After reviewing the parent and family engagement plan, data collected from the district survey and any other data presented by the committee, the District parent involvement committee will have the opportunity to use the findings from the evaluation to design evidence-based strategies for more effective parent involvement and, if needed, revise the parent and family engagement policies.
- During the spring (May 2021) District parent involvement committee meeting, the current parent and family engagement plan will be reviewed and approved for the 2021-2022 school year.
- An annual review (with feedback and support as needed) and approval of each school's parent and family engagement plan will be conducted by the District Parent and Family Engagement Coordinator and other members of the district leadership team prior August 1.
- The District Parent and Family Engagement Coordinator along with other members of the district leadership team will strive to constantly monitor the engagement of families when or if the school/district is directed to pivot to a blended learning environment.

## 5. Coordination

The Van Buren School District will:

- Coordinate and integrate programs and activities with other Federal, State and local programs.
  - ABC preschool programs at James R. Tate Elementary and King Elementary and area Head Starts
  - Van Buren School District Education Foundation
  - PTA (school units and state organization)
  - Local businesses serving as our partners in education

- Local churches who provide school supplies, after school care, clothing, etc.
  - Affiliations with post-secondary institutions (WATC, ATU, UAFS)
  - Civic organizations (Kiwanis, Rotary, Lions Club)
- Conduct other activities, such as parent resource centers, that encourage and support parents. Each school campus in the District will create and maintain a parent resource center that is accessible to all parents.