

AR
 Van Buren School District
 2221 Pointer Trail East
 Van Buren AR 72956
 479-474-7942

District Engagement Plan*

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. At the bottom of this form, you will find guidance on the required documentation upload for Federal Monitoring for 2022-23.

1: Jointly Developed Expectations and Objectives

Describe how the LEA works with parents and families to develop and review relevant plans, policies, and strategies related to engagement, including establishing expectations and objectives.

Guiding Questions

- **1.1:** *How does the LEA involve parents in the development and review of the District Engagement Plan, the School Improvement/Title I Schoolwide/Title I Targeted Assistance Plan and, if applicable, the Comprehensive Support and Improvement and the Targeted Support and Improvement plans?*
 [ESSA § 1116(a)(2); 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(a)(1)]
- **1.3:** *How has the Engagement Coordinator and/or Committee worked with the School Improvement/District Support Committees in order to incorporate the Engagement Plan into the Schoolwide Plan?*
 [ESSA § 1116(a)(2)]
- **1.4:** *What expectations and measurable objectives has the LEA established for meaningful family and community engagement?*
 [ESSA § 1116(a)(2)]

The Van Buren School District (VBSD) will involve parents in the development and review of the District Engagement Plan, and the School Improvement/Title I Schoolwide Plan by developing 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.

The VBSD makes an effort to ensure adequate representation of parents and families of participating children in the process by inviting parents representing the district's student population to participate on the District Parent and Family Engagement Committee. We will try to make it convenient for parents by providing a meal. We will also have the principals at each site talk with parents who would best represent each school site about participating on the committee.

The District Engagement Coordinator will work with the School Improvement Committees to incorporate the Engagement Plan into the Schoolwide plan by:

- Establishing a parent and family engagement contact person at each school in the district.
- Forming a district parent and family engagement committee that meets once a semester 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 in our district.

- Including a Parent and Family Engagement Contact Person from elementary and at least one from our secondary schools on the District Parent and Family Engagement Committee.

The Van Buren School District will make the Parent and Family Engagement Plan available to families and the community.

VBSD will file the district Parent and Family Engagement Plan with the Division of Elementary and Secondary Education by August 1.

VBSD will place a copy on the district website by August 1.

VBSD will place a parent-friendly summary 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.

The VBSD will 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.

VBSD will conduct an annual review of the effectiveness of the parent and family engagement plan during the spring VBSD Parent and Family Engagement Committee Meeting.

VBSD will invite parents representing the district's student population to participate on the district parent and family engagement committee.

VBSD will incorporate the parent and family engagement plan into the Schoolwide Plan by using our principal meetings to review the plan quarterly and make sure we are incorporating the plan. VBSD will incorporate the parent and family engagement plan into the schoolwide plan by using Zoom meetings to discuss incorporation with the Parent and Family Engagement Coordinators across the district at least once a semester.

VBSD will submit to the state the comments from parents who deem the schoolwide plan unsatisfactory. Minutes from scheduled meetings will be recorded. Meetings are scheduled each quarter.

VBSD Parent and Family Engagement Objectives:

- The VBSD will maintain or increase attendance by 10% at Parent/Teacher Conferences from the fall conferences to spring conferences. Buildings will be asked to have sign-in sheets to track parent attendance. Once we have the data, we can track from year to year.
- The percentage of teachers providing Parents with ways to help their students at home will increase from approximately 60% to 95%. Principals will document how many teachers in their buildings are providing the "Help" section in their communication to parents and families. Copies will be collected from teachers.
- The VBSD will increase the number of community members serving on the District Parent and Family Engagement Committee by at least one.

2: Building Staff Capacity

Describe how the district will support all its Title I schools in planning and implementing effective engagement practices.

Guiding Questions

- **2.1:** *How will the district provide support and technical assistance to all of its Title I schools in planning and implementing effective parent and family engagement practices? This includes*
 - *jointly-developing school engagement plans*
 - *implementing effective parent and family involvement activities*
 - *jointly-developing school-parent compacts*

[ESSA § 1116(a)(2)(B)]
- **2.2:** *How does the LEA 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 are aware of:*
 - *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*

[ESSA § 1116(e)(3)]
- **2.3:** *How will the district 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 are you ensuring that relevant information is 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)]

The Van Buren School District (VBSD) will provide support and technical assistance to all of its Title I schools in planning and implementing effective parent and family engagement practices through:

- Ongoing site visits by the District Parent and Family Engagement Coordinator
- Quarterly training for the School Parent and Family Engagement Facilitators
- The District Family and Parent Engagement Coordinator Sharing resources and information with all Parent and Family Engagement Facilitators through Google Documents, Twice a year Zooms/Face to Face Meetings
- The District Family and Parent Engagement Coordinator will provide a platform for all Parent and Family Engagement Facilitators to share resources and information with each other with a group email and through our biannual Zooms.
- Jointly developing School Parent and Family Engagement Plans with parents, teachers and administrators. Plans will be turned in and placed in a Google Drive Folder for District Administration to access.
- The parents and teachers serving on the Parent and Family Engagement Committee will jointly develop School-Parent Compacts. The parent and teacher will discuss the compacts at parent/teacher conferences.

The VBSD will build staff capacity to work with parents as equal partners by training teachers, specialized instructional support personnel, principals and other school leaders and staff in:

- 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

The VBSD will ensure professional development 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 district administrators.

The VBSD will provide annual training for identified volunteers at each school campus.

The VBSD will 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 by:

- Providing a parent-friendly summary of the district parent and family engagement plan as a supplement to the student handbook and 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.

- Utilizing TransAct to ensure information is distributed in all languages representative of the student population.
- Utilizing bilingual staff to translate during parent/teacher conferences
- Information will be sent in a variety of ways to ensure all parents receive the information. It will be posted on Websites, Tweeted, Facebook Pages, Sent through electronic communication, Paper Copies, Phone Calls, etc.

3: Building Parent Capacity

Describe how the LEA supports parents in helping with their student's academic success.

Guiding Questions

- **3.1:** *How does the LEA provide assistance to parents in understanding the following?*
 - *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*
[ESSA § 1116(e)(1)]
- **3.2:** *What types of materials and training does the LEA provide to help parents work with their children to improve 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); ESSA § 1116(e)(4)]
- **3.3:** *In what ways does the LEA conduct outreach to ALL Title I, Part A parents and family members (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)?*
[ESSA § 1116(a)(1)]

The Van Buren School District (VBSD) will support parents in helping with their student's academic success:

- The VBSD 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 be invited to attend the annual Title I meetings for the purpose of providing assistance to parents 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
- The VBSD will provide materials and at least two training nights (such as literacy/math/technology nights) to help parents to work with their children to improve achievement in content areas and promote parent engagement in learning.
- The district will purchase Kindergarten readiness supplies (books, crayons, parent information pamphlets, magnetic letters and numbers, scissors, etc.) to be distributed at the Kindergarten Readiness Workshops held in the spring for all the district's incoming kindergarten students.

- The VBSD staff will provide information to parents about their student's academic progress and provide suggestions for how to work with their child to improve progress through grade-level newsletters, phone calls, school websites, and Parent/Teacher Conferences.

4: Coordination

Describe how the LEA will coordinate with other organizations, businesses, and community partners to provide additional supports, services, and resources to families that encourage and support parents in more fully participating in the education of their children.

Guiding Questions

- **4.1:** *How does the district 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)]

The Van Buren School District (VBSD) will coordinate and integrate programs and activities with the following other Federal, State and local programs:

- ABC Preschool Programs at James R. Tate Elementary School and King Elementary School and area Head Start Programs
- Van Buren Education Foundation (Community)
- 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)

The VBSD will conduct other activities, such as parent resource centers, that will encourage and support parents. Each school campus in the district creates and maintains a parent resource center that is accessible to all parents.

5: Evaluation and Reservation

Describe how the LEA evaluates the content and effectiveness of its Engagement Program in improving the academic quality of all schools. Describe how the LEA reserves and uses Title I funds for parent and family engagement programs and activities.

Guiding Questions

- **5.1:** *How does the LEA review and approve the Engagement Plan for each school?*
 - *Describe the process used to ensure each school plan is in full compliance with applicable codes.*

[ADE Rules Governing Parental Involvement Section 4.03]
- **5.2:** *What process does the LEA utilize to conduct an evaluation of the content and effectiveness of the Engagement Program?*
 - *Who is responsible?*
 - *When will it be conducted?*
 - *How will parent input be solicited?*
 - *How will it be disseminated?*
 - *Ensure the evaluation of the Engagement Program in Title I schools includes:*
 - *barriers to greater participation by parents (with particular attention to parents who are*

economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)

- *the needs of parents and family members to assist with their children's learning, including engaging with school personnel and teachers*
- *strategies to support successful school and family interactions*

[ESSA § 1116(a)(3)(D)(i-iii); A.C.A. § 6-15-1702(b)(9)]

- **5.3:** *How does the LEA use the findings from the evaluation to develop strategies for more effective engagement and to revise, if necessary, parent and family engagement policies in order to improve the academic quality of all schools?*
 - *How will the findings of the evaluation be shared with families and the community?*

[ESSA § 1116(a)(2)(E)]
- **5.4:** *If The LEA is required to 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 LEA spending those funds?*
 - *How is the LEA determining the priority of how funds are spent?*
 - *Who is involved in determining that?*

[ESSA § 1116(a)(3)(A)]
- **5.5:** *How does the LEA/school provide opportunities for parents and family members to be involved in providing input into how the funds are used? How will the district share the budget for engagement activities and programs with parents and family members?*

[ESSA § 1116(a)(3)(B); ESSA § 1116(a)(3)(C); ESSA § 1116(a)(3)(D)(i-v)]

The Van Buren School District (VBSD):

- Evaluates the content and effectiveness of its Parent and Family Engagement Program in improving the academic quality of all schools by having the District Level and School Site Parent and Family Engagement Committees to do the following:
 - Conduct an annual evaluation of the district parent involvement plan and identify barriers, needs and strategies to be addressed during the following school year.
 - Tabulate and review data from the district's annual parent survey.
 - Review the survey instrument and make changes to the content as needed to make it more effective.
- 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 and family engagement 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 district parent and family engagement committee meeting, the current parent and family engagement plan will be reviewed and approved for the following 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 to August 1.
- The VBSD Parent and Family Engagement Coordinator along with other members of the district leadership team will strive to constantly monitor the engagement of families.

The VBSD will:

- Reserve at least 1% of the district allocation under Title I, Part A with 90% of the 1% going to schools. The district will actually allocate more than the required 1% to support parent and family engagement and activities such as Kindergarten Readiness Bags to be distributed in the spring at the Kindergarten Readiness Workshops across the district at each elementary school site.
- 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 at the district and school level to serve on parent and family engagement committees quarterly to help make decisions.
- Ensure the funded activities and strategies are consistent with the district parent and family engagement plan.
- During the spring VBSD Parent and Family Engagement Committee Meeting, an annual evaluation will be conducted to identify any barriers or needs, so they can be addressed.

Assurances

Please read the following statements closely. By checking these boxes, the LEA understands the legal requirements and will meet them accordingly.

- A.1:** LEA understands that by August 1st annually, it must review and update accordingly the District Engagement Plan.
[A.C.A. § 6-15-1704(a)(1-2)]
- A.2:** LEA understands that the District Engagement Plan should be sent to the State for review in Indistar no later than August 1st. If the plan is returned for revisions, those revisions should be made and the plan sent for an additional review within two weeks.
[A.C.A. § 6-15-1704(a)]
- A.3:** LEA understands that the District Engagement Plan must be made available to families and the local community on the district website under State Required Information no later than August 1st; if revisions are necessary, the final accepted copy should take its place once available.
[A.C.A. § 6-15-1704(a)]
- A.4:** LEA 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.5:** LEA 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.6:** LEA understands its obligation to train all volunteers at least annually and be able to provide proof of that training, if requested.
[A.C.A. § 6-15-1703(b)]
- A.7:** LEA 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.8:** LEA understands its obligation to reserve at least 1 percent of its Title I, Part A allocation for engagement purposes should such total allocation amount to \$500,000 or more. Nothing limits LEAs from reserving more than 1 percent of its allocation for engagement purposes.
[ESSA § 1116(a)(3)(A)]
- A.9:** LEA 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.10:** LEA understands its obligation to submit to the State any comments from parents who deem the schoolwide plan unsatisfactory. These comments can be sent to ade.engagementmatters@ade.arkansas.gov
[ESSA § 1116(b)(4)]
- A.11:** LEA understands its obligation to provide other reasonable support for engagement activities to ensure the effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement.
[ESSA § 1116(e)(14)]

References

State

- Ark. Code Ann. § 6-15-1701 et seq.
- Arkansas Department of Education Rules Governing Parental Involvement Plans and Family and Community Engagement

Federal

- Elementary and Secondary Education Act, as amended by Every Student Succeeds Act, 114 P.L. 95, 20 U.S.C. §§ 6312,6318, 6320
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District/LEA Name:	Van Buren School District
District Engagement Coordinator's Name:	Joyce Haver
Plan Revision/Submission Date:	08/01/2022
District Level Reviewer Name, Title:	Karen Allen, Assistant Superintendent

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)
Kristina	Jones	Parent
Misty	Cheatham	Parent
Paula	Smith	Assistant Director of Special Education
Jennifer	Feeny	PIF-River Valley Virtual Academy
Dusti	Hurst	PIF-Van Buren High School
Taylor	Jones	PIF-Northridge Middle School

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)
Angie	Blake	PIF-Rena Elementary
Kim	Holman	Assistant Principal-Van Buren High School
Karen	Allen	Assistant Superintendent
Joyce	Haver	Elementary Director of Learning Services and District Parent and Family Engagement Coordinator
Lindsey	Trantham	VBSD Education Foundation/Community
Sara	Abernathy	Parent

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)
Jennifer	Boster	Parent
Cindi	Corbell	Parent
Stephanie	Neidecker	Parent
Heather	Rose	Parent

Teresa	Muck	Federal Programs

(Find additional guidance on the [DESE 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 or 501-371-8051.)

Required Uploads for 2022-23

Monitoring is the regular and systematic examination of a state’s administration and implementation of a federal education grant, contract, or cooperative agreement. The monitoring process is designed to assess the degree to which program requirements are being fulfilled. Note: the following boxes are just a portion of the full Federal Monitoring tool. The full list of evidences you should maintain can be found here: <https://dese.ade.arkansas.gov/Offices/public-school-accountability/federal-programs>

I have read and understand that all evidence requested below must be uploaded in the **2022-2023 Engagement** folder in Indistar by October 1, 2022.

<p>The Engagement Plan was developed jointly with parents, agreed upon, and disseminated to parents. ESSA §1116(a)(2)(A) and (b)(1)</p>	<p>Evidence that the LEA involves parents in the development of the Engagement Plan (Provide each of the following two items.)</p> <ul style="list-style-type: none"> - One example of a Committee meeting sign-in sheet that clearly identify parents in attendance and minutes from that committee meeting - One example of other communications such as emails or open-response surveys regarding topics related to the Engagement Plan that verify parent input <p>[Upload this evidence into Indistar in the 2022-2023 Engagement folder by October 1, 2022.]</p> <p>(The following information should already be found on the District website.) Evidence of how the Engagement Plan is disseminated to families and the community</p> <ul style="list-style-type: none"> - Required: posted to district website by August 1st - Required: parent-friendly summary as supplement in student handbooks
<p>LEA ensures the Title I school Engagement Plan has been implemented and that each Title I school has carried out requirements</p>	<p>Evidence that each Title I school provides assistance to parents in understanding challenging state academic standards, assessments, and how to monitor students' progress (Provide each of the following two items.)</p> <ul style="list-style-type: none"> - Title I meeting agenda/minutes/slide deck - One example of parent/teacher conference documentation showing how teachers work with families on these topics <p>Evidence that each Title I school provides materials and training to help parents work with their children to improve student achievement. (Provide at least two examples.)</p> <ul style="list-style-type: none"> - Photos of parent resource centers or links to digital resource centers - Resources posted to the website, LMS, social media, etc.

<p>to build parent capacity. ESSA §1116 (e) (1-5,14)</p>	<ul style="list-style-type: none"> - Recordings or agendas from workshops to address literacy or math strategies - Tutorials/videos posted on website and/or social media - Materials sent home to assist parents with curriculum, assessments, or other concepts that assist with student achievement <p>[Upload above documentation for one Title I school into Indistar in the 2022-2023 Engagement folder by October 1, 2022. LEA should maintain documentation for EACH Title I school at the local level to be available to be uploaded into Indistar at the request of the SEA.]</p>
<p>LEA should use the annual evaluation findings to help improve the Engagement efforts. ESSA §1116 (a)(2)(E)</p>	<p>Evidence the LEA has used the findings from the annual evaluation to design evidence-based strategies for more effective parental engagement and to revise, if necessary, the Engagement policies (Provide at least one example.)</p> <ul style="list-style-type: none"> - Survey results with meeting minutes - Focus group notes/minutes/reports - Written reports indicating how the LEA will respond to the data <p>[Upload this evidence into Indistar in the 2022-2023 Engagement folder by October 1, 2022.]</p>
<p>The LEA's Engagement Plan includes strategies for the inclusion of parents of private school children. ESSA §§1116,1117(a)(1)(B)</p>	<p>LEA must complete the required Affirmations of Consultation with Private Schools form and should have been uploaded to the 2022-2023 Title I folder in Indistar by May 1, 2022.</p>
<p>At the beginning of each school year, the LEA notifies the parents of each student about the right to request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. ESSA §1112(e)(1)(A-B)</p>	<p>LEA must upload a completed Copy of the Annual Parent Notice: Right to Request Teacher Qualifications into Indistar to the 2022-2023 Engagement folder by October 1, 2022 verifying that parents were informed and received timely notification if their student has been assigned to or taught four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.</p> <p>*Search TransAct ParentNotices for document "TPQ-01" for editable template in 10 languages, if needed.</p>

DESE Reviewer Responses

Section 1 - Jointly Developed Expectations and Outcomes

- Changes Required
- Compliance is Met

Comments:

Returned for revision per discussion on 8/16/22.

Please don't forget to doublecheck the statements of assurance!

Section 2 - Building Staff Capacity through Training and Technical Assistance

- Changes Required
 - Compliance is Met
-

Comments:

Returned for revision per discussion on 8/16/22.

Section 3 - Building Parent Capacity

- Changes Required
 - Compliance is Met
-

Comments:

Returned for revision per discussion on 8/16/22.

Section 4 - Coordination

- Changes Required
 - Compliance is Met
-

Comments:

Returned for revision per discussion on 8/16/22.

Section 5 - Reservation and Evaluation

- Changes Required
 - Compliance is Met
-

Comments:

Returned for revision per discussion on 8/16/22.