

AR  
 Fort Smith School District  
 3205 Jenny Lind Road  
 Fort Smith AR 72902  
 479-785-2501

### District Parent and Family Engagement Plan

**\*Please note: Your 20-21 plan has been populated below. Please make revisions or delete and paste your updated plan for 21-22.**

[Click to view Required Components Checklist](#)

<b>District Name:</b>	Fort Smith Public Schools
<b>Coordinator Name:</b>	Caroline Neel
<b>Plan Review/Revision Date:</b>	7/30/2021
<b>District Level Reviewer, Title</b>	Caroline Neel, Supervisor of Curriculum & Federal Programs

#### Committee Members, Role:

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

First Name	Last Name	Position
Sarah	Biggs	Supervisor of Early Childhood Education
Martin	Mahan	Deputy Superintendent
Kellie	Cohen Minton	Director of Student Achievement and Accountability
Ginni	McDonald	Executive Director of Strategic Initiatives and Professional Learning
Lori	Griffin	Director of Elementary Education
Caroline	Neel	Supervisor of Curriculum & Federal Programs / Chair of Parent and Community Engagement Council

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

First Name	Last Name	Position
Mary	Bellah	Supervisor of Special Programs
Emily	Williams	Parent
Felicia	Smith	Supervisor of Assessment and Support Programs
Gary	Udouj	Director of Career Education Center and District Innovation
Sharon	Garcia-Aponte	Parent
Lisa	Passmore	Parent

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**Committee Members, Role:**

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

<b>First Name</b>	<b>Last Name</b>	<b>Position</b>
Kristi	Waller	Parent
Robin	Benham	Community Resource
Erica	Holland	Community Resource

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**1: Jointly Developed Expectations and Objectives**

*(Describe/List the District expectations and objectives for parent and family engagement. Describe/List how parents will be involved in the development of the district parent and family engagement policy. Describe/List how parents will be involved in the development and review of 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. Describe/List how the District will submit to the State comments from parents who deem the LEA Plan unsatisfactory.)*

**Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?**

Fort Smith Public Schools understands the importance of involving parents in meaningful communication and consultation in order to develop and foster partnerships that ensure improved student achievement and academic success. FSPS will pursue the expectation that Parents are recognized as educational partners. Informed parents are our best allies and strongest support in meeting the needs of our children and students. FSPS shall build the capacity for strong parent and family engagement by meeting the following objectives:

- Provide parents assistance in understanding the national, state and local goals, standards and assessments, Title I requirements, and how to monitor their child's performance. We will also provide information on how parents can participate in the education of their child.
- Provide materials and training to parents such as literacy, math, and science training.
- Educate school staff, with assistance of parents, on how to reach out, communicate with, and work with parents as equal partners.
- Reflect on the specific needs of students and families.
- Ensure, to the extent possible, information is provided and/or sent home is in a language parents can understand. For households where English is a second language, the District will provide opportunities and information in their primary language.
- Involve parents, when appropriate, in the development of training for teachers and other staff that improves instruction.
- Provide other assistance, such as parent resource centers, where parents can learn about child development in order to assist them in becoming full partners in the education of their child.
- Involve parents and community in the development of long term planning for District school improvement, including the parental involvement requirements of the Title I program and the parental involvement process.
- Conduct an annual meeting, last held in September 2020, to review and revise parental involvement programs and procedures. A meeting was held May 13, 2021, to review and update the schools' Parental Involvement Plans

for 2021-2022. The meeting was facilitated by Caroline Neel, Supervisor of Curriculum & Federal Programs and the Parent and Community Engagement Council Chair. Ms. Neel can be reached at the Parker Center at 479.784.8182, Ext. 73542.

- Reserve a minimum of 1% of the Title I Part A allocation, 90% going to District Title I schools, for parental involvement.
- Have a coordinated effort for parental involvement activities with those of other programs such as the Early Childhood Education program. For questions concerning these activities, please contact Dr. Sarah Biggs, Supervisor of Early Childhood Education, Parker Center, 479.784.8182, Ext. 73533.
- Establish a parental involvement contact person at each of the District Title I schools. The schools and school Parent and Family Engagement Facilitators are as follows: Ballman, Karen Williamson; Barling, Kandace Weisenfels; Beard, Audra Eford; Bonneville, Shannon Rutherford; Carnall, Jennifer Scott; Cavanaugh, Jennifer Belcher; Cook, Leslie Stewart; Euper Lane, Karen Meadors; Fairview, Nicki Turner; Howard, Jane Stewart; Morrison, Sherri Ray; Orr, Tracie Gipson; Pike, Deanna Griffey; Spradling, Kristin Peer; Sunnymede, Erika Rodriguez; Sutton, Tracey Skaggs; Tilles, Laura Carter; Trusty, Caitlin Alewine; Woods, Hannah Massey; Belle Point, Susanna Post; Chaffin, Nancy Burris; Darby, Cherri Byford; Kimmons, Shauna Cox; Ramsey, Amanda Fry; Northside, Karen Vicens; and Southside, Laura Smith.
- Continue to hold meetings of the established District Title I Parent and Family Engagement Council to encourage parental involvement, implement parental involvement activities, and disseminate information to the community.
- Communicate opportunities to parents for participation in parental involvement programs, meetings, and other activities, including those activities and opportunities specific to families of English Learners, Migrant, and Students with Disabilities. Communication shall be, to the extent possible, provided in a language they can understand. For information concerning the English Language acquisition program, please contact Mary Bellah, Supervisor of Special Programs, Parker Center, 479.784.8182, Ext 73514.
- Maintain a Parent and Family Engagement Council, which consists of individuals who will create a parental involvement policy and implement parental involvement activities as well as disseminate information to the community to promote parental involvement in Title I, Part A schools. Serving on the 2021-2022 District Parent and Family Engagement Council are Parent and Family Engagement facilitators from each of the 26 schools (see names above), Caroline Neel, Supervisor Curriculum & Federal Programs, and Parent & Community Services Council Chair; Martin Mahan, Deputy Superintendent; Dr. Kellie Cohen Minton, Director of Student Achievement and Accountability; Dr. Ginni McDonald, Executive Director of Strategic Initiatives and Professional Learning; Lori Griffin, Director of Elementary Education; Jeannie Cole, Board of Education member; Mary Bellah Supervisor of Special Programs; Sarah Biggs, Supervisor of Early Childhood Education; Dr. Felicia Smith, Supervisor of Assessment & Support Programs; Gary Udouj, Director of Adult Education Center; Sharon Garcia-Aponte, (parent member); Kristi Waller (parent member); Lisa Passmore (parent member); Robin Benham (community resource), Youth Services Librarian (Fort Smith Library); Erica Holland (community resource), Project Coordinator (Child Care Aware, River Valley).
- Conduct an annual review of the effectiveness of the plan during the District Title I Parental Involvement Council Meeting providing the opportunity for verbal input and then disseminating the 2021-2022 plan to all members for review and to provide input. Persons responsible are Caroline Neel, Supervisor of Curriculum/Federal Programs, and Dr. Kellie Cohen Minton, Director of Student Achievement and Accountability

The district Parent and Family Engagement Plan will be made available to families and the local community by posting to the district website after approval by the Division of Elementary and Secondary Education (DESE).

The district Parent and Family Engagement Plan will be filed with the Division of Elementary and Secondary Education through Indistar by August 1, 2021.

Each parent will acknowledge receipt of the district's Parent and Family Engagement Plan Summary by completing and signing the Handbook Verification Form.

The form will state:

Please circle Yes or No on each of the following:

Yes No I received the district's Parent and Family Engagement Plan Summary via the FSPS Student Handbook and the online summary at <https://www.fortsmithschools.org/>.

**Should the District receive comments from parents who deem the plan to be unsatisfactory, those comments will be reviewed by the District Parent and Family Engagement Council and then the chair of that Council will submit the comments to DESE.**

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

*(Describe/List how the district will provide support and technical assistance to all its Title I schools in planning and implementing effective parent and family engagement practices, inclusive of school parent and family engagement policies/plans, school-parent compacts, and all Title I parent and family engagement requirements. Describe/List activities such as workshops, conferences, trainings, webinars, and online resources that will be used with school staff to build their capacity to work with parents as equal partners. Include information about how the district and/or schools will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)*

### **Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?**

The district will provide coordination, technical assistance and other support necessary to assist schools in planning and implementing effective parental involvement through the following:

- Designation of a highly qualified, certified staff member at each school to serve as the Parent and Family Engagement Facilitator.
- The District will ensure professional development requirements are met for teachers and administrators through tracking all professional development on-site at individual buildings as well as through the Professional Development Department at the Rogers Center of the Fort Smith Public Schools.
- Ongoing site visits to observe parental involvement practices will be conducted by the building Parent and Family Engagement Facilitators.
- Hold bi-annual meetings of the District Parent and Family Engagement Council.
- Provide parents with the materials, training, and assistance needed to support their child's academic achievement. This may be accomplished through parent resource centers or other community based organizations.
- Educate staff in ways to work effectively with parents and clearly communicate goals for increased parental involvement. Dr. Ginni McDonald, Executive Director of Strategic Initiatives and Professional Learning will ensure the minimum professional development hours for teachers and administrators are provided and completed.
- Reserve a minimum of 1% of the Title I Part A allocation, 90% going to district Title I schools, for parental involvement and involve parents in decisions related to the development of the parental involvement policy, including the school/parent compact.
- Encourage parental involvement at all buildings through organizations such as the Parent Teacher Association. Each PTA will provide parent involvement training at least annually for volunteers.
- Monitor each Title I, Part A school to ensure that each school performs the following tasks: Develop parental involvement policy, offer flexible meeting times, provide information to parents about the school's program, include parent information guide, develop and use the School/Parent Compact, provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement. Caroline Neel, Supervisor of Curriculum/Federal Programs, and District Parent and Family Engagement Council Chair, at Parker Center, 479.784.8182, Ext. 73542.
- A parent friendly summary of the parent and family engagement plan can be found in the District Handbook. The plan is in the handbook in multiple languages.

- Each parent will acknowledge receipt of the district's Parent and Family Engagement Plan Summary by completing and signing the Handbook Verification Form.
- The form will state:
- Please circle Yes or No on each of the following:
- Yes No I received the district's Parent and Family Engagement Plan Summary via the FSPS Student Handbook and the online summary at <https://www.fortsmithschools.org/>.

### **3: Building Parent Capacity**

*(Describe/List activities, such as workshops, conferences, classes, online resources, and any equipment or other materials that may be necessary to support parents in helping their student's academic success. If applicable, describe how each discretionary item your district and parents chose will be implemented.)*

#### **Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?**

The District will build the school's capacity for strong parental involvement by:

- Providing information to participating parents in such areas as national, state and local education goals, including parents' rights as defined in Title I, Part A through the District Report to the Public held in September 2021, by Dr. Terry Morawski, Superintendent.
- Providing information and support necessary to schools to enable them to plan and implement effective parental involvement programs and activities.
- Educating staff in ways to build effective communication with parents through avenues such as parental engagement groups, surveys, activities that are planned for parental involvement and regular, two-way, meaningful communication between home and school.
- Encouraging the formation of partnerships between school and local businesses such as the Partners in Education Program.
- Facilitating questions and conversations during the annual District Title I Parental Involvement Meeting to identify barriers to parental involvement and to identify programs and strategies to promote positive and meaningful interaction with parents.

Materials and trainings are held on each school campus to help parents work with their children to improve achievement. Some of these include trainings such as math night, literacy night, STEM nights, technology training, and Cafecitos. These meetings are documented with sign-in sheets at each event.

### **4: Reservation and Evaluation**

*(Describe/List how the district will share with parents and family members the budget for parent and family engagement activities and programs and how parents and family members will be involved in providing input into how the funds are used. If the district does not receive a Title I, Part A allocation greater than \$500,000, then the district is not required to include a description of its Reservation of Funds. If a reservation is required, then a minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. Describe/List actions for how the annual evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents and family members will play.)*

#### **Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?**

The District will conduct on-going evaluation of the district Parent and Family Engagement Policy to ensure continuous improvement through:

- Seeking input provided by the District Title I Parental Involvement committee, consisting of representatives from each school.
- Providing minutes to those members unable to attend the meeting(s) to encourage input and participation.
- Disseminating recommendations made by the committee to each committee member, school principal and district staff.
- Providing an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected through membership in the District Parent and Family Engagement Council. Persons responsible are Caroline Neel, Supervisor of Curriculum/Federal Programs and District Parent and Family Engagement Council Chair, at Parker Center, 479.784.8182, Ext. 73542 and Dr. Kellie Cohen Minton, Director of Student Achievement and Accountability, at Parker Center, 479-784-8182. Ext. 73512.
- Developing and disseminating an annual parent activity evaluation report to share with parents, staff and the community. Following meetings with parents, an opportunity will be provided to allow input from parents concerning their evaluation of the meeting(s). The number of parents in attendance will be recorded and feedback from the evaluations compiled and disseminated.

The findings from the evaluation will be used to design evidence-based strategies for increased and more effective parent involvement. This will be accomplished through sharing the results with the Parent and Community Council team members and working together to develop strategies that will best meet the needs of the schools and parents in the District. These strategies will then be shared with school and district leadership teams.

To ensure the district Parent and Family Engagement Plan, as well as each school plan meets the required components, the plans are reviewed and approved by Caroline Neel, Supervisor of Curriculum/Federal Programs and District Parent and Family Engagement Council Chair at Parker Center, 479.784.8182, Ext. 73542. Should there be components not be fully addressed, the plans are returned with feedback, revised by the school and then resubmitted for approval.

The District Plan is reviewed by the Parent and Family Engagement Council in the spring and feedback is provided to update and revise the plan before submitting to DESE prior to August 1 of each school year.

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## **5: Coordination**

*(Describe/List how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families such as public preschool programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.)*

### **Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?**

The Fort Smith Public Schools (FSPS) collaborates with many agencies in order to create learning opportunities for families. There are many community partnerships within the city of Fort Smith:

- Through collaboration with the United Way of Fort Smith Area, Inc., children enrolled in preschool services have the opportunity to enroll in the Dolly Parton Imagination Library. Enrolled children receive an age-appropriate book in the mail every month until age five; there is no cost to the family. This supports the preschool transition to kindergarten.
- FSPS has an active Partners in Education (PIE) program. The Partners in Education (PIE) Program establishes mutually beneficial relationships between businesses and schools. The business, community agency or organization, and partner school commit themselves to reciprocal activities that are based on the needs and resources of the partners. Partnership activities and events are aligned with the goals of the school or school district. Every school in the district has many "partners" through PIE. These community partners participate in

school planning, volunteer in classrooms, contribute time and money to school projects/activities and share resources.

- The Fort Smith Public Library (FSPL) is another active community partner. The FSPL children's librarian provides monthly calendars of library events, which are provided to all students and their families. The librarian volunteers and reads in classrooms and serves on the local ECE Advisory Board.
- Child Care Aware of River Valley Coordinator provides professional development for teachers and parenting classes for parents/guardians.

The District Secondary Education Program provides both opportunity and guidance for students who are preparing for success beyond high school. More than 190 courses address the needs and interests of students in Grades 7-12. A strong pre-AP program and a variety of AP classes challenge students to learn and develop beyond what was at one time a traditional high school education. At graduation, Fort Smith Public School District students enter institutions of higher education, vocational education, the workforce, or military service with relevant skills and knowledge.

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(Find complete guidance on the [DESE Parent and Family Engagement Requirements](#) webpage.)

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### **ADE Reviewer Responses by Section**

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#### **Section 1 - Jointly Developed Expectations and Outcomes**

- Federal Compliance
  - State Compliance
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#### **Comments:**

09/15/2021 DRTerrell

Thank you for your timely submission! It is clear that you have invested a great deal of time and effort in planning for 2021-22 and engaging your families.

This section is missing required component(s): **1.6: Submit to the State the comments from parents who deem the schoolwide plan unsatisfactory**

Please be sure to add these requirements to the section.

If you have any questions about the feedback I have provided, please do not hesitate to contact me at david.terrell@ade.arkansas.gov and/or 501-682-3824. I am happy to guide you through any revisions that need to be made.

10/19/2021 DRTerrell

This section meets requirements.

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#### **Section 2 - Building Staff Capacity through Training and Technical Assistance**

- Federal Compliance
  - State Compliance
-

**Comments:**

09/15/2021 DRTerrell

This section is missing required component(s): **2.1: Ensure professional development requirements are met for teachers and administrators**

**Please review the "hint" feature of each section to ensure you explicitly address HOW your district will accomplish each required component.**

**2.5: Place a parent-friendly summary of the (district) parent and family engagement plan as a supplement to the student handbook**

**2.6: Obtain signatures from each parent acknowledging receipt of the (district's) parent and family engagement plan**

**2.7: Ensure information is sent in a language and format parents and families can understand**

Please be sure to add these requirements to the section.

If you have any questions about the feedback I have provided, please do not hesitate to contact me at david.terrell@ade.arkansas.gov and/or 501-682-3824. I am happy to guide you through any revisions that need to be made.

10/19/2021 DRTerrell

This section meets requirements.

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**Section 3 - Building Parent Capacity**

- Federal Compliance
- State Compliance

**Comments:**

09/15/2021 DRTerrell

This section is missing required component(s):

**3.2: Provide materials and training to help parents to work with their children to improve their children's achievement**

**such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement**

Please be sure to add these requirements to the section.

If you have any questions about the feedback I have provided, please do not hesitate to contact me at david.terrell@ade.arkansas.gov and/or 501-682-3824. I am happy to guide you through any revisions that need to be made.

10/19/2021 DRTerrell

This section meets requirements.

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**Section 4 - Reservation and Evaluation**



Federal Compliance

State Compliance

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**Comments:**

09/15/2021 DRTerrell

This section is missing required component(s):

**4.6: Review and approve the plan for each school**

**4.7: Review and update district plan annually by August 1**

Please be sure to add these requirements to the section.

If you have any questions about the feedback I have provided, please do not hesitate to contact me at david.terrell@ade.arkansas.gov and/or 501-682-3824. I am happy to guide you through any revisions that need to be made

10/19/2021 DRTerrell

This section meets requirements.

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**Section 5 - Coordination**

Federal Compliance

State Compliance

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**Comments:**

09/15/2021 DRTerrell

This section meets requirements.