BENTONVILLE WEST HIGH SCHOOL

PARENT & FAMILY ENGAGEMENT PLAN
2020-2021

Parental Involvement Committee: Angel Willis – PTO President; Anna Dean – BWHS Student Body President; Jonathon Guthrie – BWHS Principal; BWHS Administration (Sarah Miser, Sarah Merayo, Karen Miller, and Tacuma Williams); Tamara White – BWHS Counselor; Heather Hooks – Parental Involvement Coordinator; BWHS Department Chairs (Albert Ortiz, Tammy Cline, Wanda, Brown, Shane Beyer, Matt Holtzen, Krystal Farrar, Katie Hill, Elizabeth Phillips, Shayla Montelongo, Bryan Pratt)

STANDARD I: Parenting
Parenting skills are promoted and supported.

To promote student learning, the school will offer support to parents by providing resources to improve parenting techniques and skills:

1. Provide a “Parent Center”
   a. Provide parenting books, magazines, and other informative materials regarding responsible parenting.
   b. Provide parents an opportunity to borrow the materials for review through the “Parent Center”.
   c. Advertise and promote on the school website the current resource selections available in the “Parent Resource Center”.
   d. The “Parent Resource Center” is housed in the BWHS Student Life Center.

2. Promote parenting websites and toll-free numbers to parents in both the parent information area, parent center and school website.

3. Plan and engage in other activities determined by the school to be beneficial to promoting and supporting responsible parenting.
   a. School employees will recognize that there are a variety of parenting traditions and practices within the community’s cultural and religious diversity.
   b. Staff members will be encouraged to demonstrate respect for families and the family’s primary role in the rearing of children to become responsible adults.
   c. Inform parents of free parenting classes and workshops offered within the community and school system.

STANDARD II: Communication
Communication between home and school is regular, two-way, and meaningful.

To encourage communication with parents, the school will:

1. Use a variety of communication tools to facilitate two-way interaction between parents and teachers that includes but are not limited to the following:
   a. Daily announcements, email blasts, Peach Jar, automated calls, Google Classroom, Remind, Naviance, and Home Access Center.
   b. Social media - Facebook, Instagram, and Twitter.
   c. School webpage address [https://www.bentonvillek12.org/BWHS](https://www.bentonvillek12.org/BWHS) that includes
      • Whom to contact and for what need
      • The school’s parental & family engagement program
- Information regarding PTO that includes events, volunteer opportunities, and an application for membership
- Volunteer opportunities for parents. PTO coordinates many activities for volunteers. Due to current CDC, ADH, and ADE-DESE guidelines on limiting large groups, some of these meetings may occur virtually.

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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<tbody>
<tr>
<td>September 11, 2020</td>
<td>Monthly PTO Meeting</td>
<td>11:30 AM – 12:30 PM</td>
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<tr>
<td>October 9, 2020</td>
<td>Monthly PTO Meeting</td>
<td>11:30 AM – 12:30 PM</td>
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<td>November 13, 2020</td>
<td>Monthly PTO Meeting</td>
<td>11:30 AM – 12:30 PM</td>
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<td>December 11, 2020</td>
<td>Monthly PTO Meeting</td>
<td>11:30 AM – 12:30 PM</td>
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<td>January 8, 2021</td>
<td>Monthly PTO Meeting</td>
<td>11:30 AM – 12:30 PM</td>
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<td>February 12, 2021</td>
<td>Monthly PTO Meeting</td>
<td>11:30 AM – 12:30 PM</td>
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<td>March 12, 2021</td>
<td>Monthly PTO Meeting</td>
<td>11:30 AM – 12:30 PM</td>
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<td>April 9, 2021</td>
<td>Monthly PTO Meeting</td>
<td>11:30 AM – 12:30 PM</td>
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<tr>
<td>May 14, 2021</td>
<td>Monthly PTO Meeting</td>
<td>11:30 AM – 12:30 PM</td>
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- Electronic access the student handbook that includes the recommended role of the parents, teachers, student, and school.
- Anti-bullying policy – (see pages 88-92 of the Student Handbook for details)
- Electronic access to the Course Catalog

2. To encourage communication with the parents, the school shall schedule no less than two (2) parent/teacher conferences per school year. Conferences will be held in both the fall and spring along with Student Success Planning Conferences (SSP – course selection/registration) in the spring. Due to current CDC, ADH, and ADE-DESE guidelines on limiting large groups, some of these meetings may occur virtually.

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<tr>
<td>September 15, 2020</td>
<td>Fall Parent/Teacher Conferences</td>
<td>4:30 – 7:30 PM</td>
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<tr>
<td>October 13, 2020</td>
<td>Fall Parent/Teacher Conferences</td>
<td>4:30 – 7:00 PM</td>
</tr>
<tr>
<td>November 12, 2020</td>
<td>Fall Parent/Teacher Conferences</td>
<td>4:30 – 7:00 PM</td>
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<tr>
<td>February 11, 2021</td>
<td>Spring Parent/Teacher Conferences</td>
<td>4:30 – 7:00 PM</td>
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<tr>
<td>March 16, 2021</td>
<td>Spring Parent/Teacher Conferences</td>
<td>4:30 – 7:00 PM</td>
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<tr>
<td>April 8, 2021</td>
<td>Spring Parent/Teacher Conferences</td>
<td>4:30 – 7:00 PM</td>
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3. Establish opportunities for parents and educators to share information such as student strengths and learning preferences.

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<thead>
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<tr>
<td>August 19, 2020</td>
<td>ESL Informational Meeting</td>
<td>8:00 AM – 3:00 PM</td>
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4. Use a variety of communication tools seeking to facilitate two-way interaction between parents and teachers that include but are not limited to conferences, phone calls, emails, postcards, and letters.

5. Provide clear information regarding course expectations and offerings, student placement, school activities, student services, and optional programs.
   a. All families will be provided access to a Bentonville West High School course description guide that will list courses offered, graduation requirements, and other important information.
   b. Course syllabi will be provided to students.

6. Send report cards and make available regular academic update reports available to parents on the Home Access Center. Provide support services and follow-up conferences as needed.
   a. Semester report cards will be sent to parents.
   b. Emails or phone calls from teachers to parents as concerns arise.
   c. Advisory teacher and school counselors will contact parent as needed.
   d. Parents are encouraged to use Home Access Center to regularly monitor grades and their child’s attendance.
7. Disseminate information on school policies, discipline procedures, assessment tools, and school goals. Include parents in any related decision-making process.  
   a. School goals will be reported by principal to parents.  
   b. Student handbooks will be available to all students & parents.

8. Encourage immediate contact between parents and teachers when concerns arise.

9. Translate communications to assist non-English speaking parents when requested. The district will provide translators to assist non-English speaking parents at Parent/Teacher conferences, registration meetings, and all other meetings to enable parents to help their children improve their academic achievement and become active participants in the education of their children.

10. Communicate with parents regarding positive student behavior and achievement, not just regarding misbehavior or failure. Teachers will communicate via email, phone calls, postcards, notes, letters, conferences, and Home Access Center.

11. All teachers will use a website to allow parents access to their child’s classroom instruction and assignments to facilitate parents taking an active role in their child’s education.

12. Provide opportunities for parents to communicate with principals and other administrative staff.  
   a. Email, conferences, meet the teacher night/open house, and other school events.

13. Promote informal activities at which parents, staff, and community members can interact.

14. Provide staff development regarding effective communication techniques and the importance of regular two-way communication between the school and the family.

15. To encourage communication with parents, BWHS will host an informational parent meeting during the spring semester to explain the various advanced placement programs offered to students.  
    | Date       | Event         | Time          |
    |------------|---------------|---------------|
    | January 12, 2021 | Parent University | 5:00 – 7:30 PM |
    | January 14, 2021 | Parent University | 5:00 – 7:30 PM |

16. To assist in keeping parents informed, daily school announcements are placed on the school website.

17. The school may plan and engage in other activities determined by the school to be beneficial to encourage communication with parents.  
   a. Host orientation sessions for new students.  
      August 19, 2020 New to District Informational Meeting 8:00 AM – 3:00 PM
   b. Host “MEET THE TEACHER EVENING” or “OPEN HOUSES” so that parents can meet their child’s teachers.  
      August 19, 2020 BWHS Open House 8:00 AM – 3:00 PM  
      August 25, 2020 Meet Your Teacher Night 5:00 – 7:00 PM
   c. Sponsor parent nights and meetings that address different components of high school and post-secondary or career education.

**STANDARD III: Volunteering**  
Parents are welcome in the school. Their support and assistance are valuable to the success of the school. Note: Due to COVID-19, this policy may be limited for safety reasons.

To welcome parents in the school, the school shall:
1. Not have any school policies or procedures that would discourage a parent from visiting the school, specifically including:
   a. Policies requiring parents to pick-up his or her child outside the school building each day.
   b. Policies prohibiting parents from visiting a child’s classroom during school events.
   c. Ensuring that office staff greetings, signage near the entrances and any other interaction with the parents create a climate in which parents feel valued and welcome.
   d. Educating and assisting staff members in creating an inviting climate and effectively utilizing volunteer resources.

2. Establish volunteer policies and training for all volunteers.

3. Engage in other activities determined by the school to welcome parents into the school.
   a. Volunteer and visitor nametags are provided in the main office.
   b. The school will host a volunteer appreciation event to recognize and thank volunteers. Parents may be recognized at assemblies and on the school website.
   c. A parenting welcome banner will be periodically hung on the outside and/or inside of the building to create a climate in which parents feel welcome and valued.

STANDARD IV: Learning at Home
Parents play an integral role in assisting and promoting student learning.

To help parents in assisting students, the school shall:
1. During Parent/Teacher conferences, and Open House or a separate meeting, parents are given a report on the state of the school as well as an overview of:
   a. What students will be learning
   b. How students will be assessed
   c. What parents should expect for their child’s education
   d. How parents can assist with and make a difference in his or her child’s education
   e. Special efforts will be made to notify parents of this presentation date

2. Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment and engage in other activities determined to help a parent assist in the student’s learning.

3. Encourage active participation in physical activities, workforce education, community activities, and volunteerism.

4. Ensure that parents are informed and involved in the district wellness practices including BMI protocol, foods allowed in the school setting, opportunities for physical activity, and suggested resources that are available which encourage healthy, active living.

STANDARD V: Decision Making
Recognize that parents are full partners in the decision-making process that affects his or her child and family.

To encourage parents to participate as full partners in the decisions that affect his or her child and family, the school shall:
1. Publish the school’s process for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop solutions.

2. Sponsor seminars to inform parents how to be involved in the decisions affecting course selections, career planning, and preparation for post-secondary opportunities.
a. Parents are active partners in the annual SSP (Student Success Plan) Conferences where students discuss their career goal and select classes for the next school year.

3. Form a parental involvement advisory committee to share ideas, needs and desires for the school. Suggestions will be presented to the administrative team.

4. Treat parent concerns with respect and demonstrate genuine interest in developing solutions.

5. Engage in other activities that the school determines will encourage parents to participate as full partners in the decisions that affect his or her child and family.
   a. Parents serve on the school improvement committee.

**STANDARD VI: Collaborating with the Community**
Recognize that community resources strengthen school programs, family practices and student learning.

To take advantage of community resources, the school shall:
1. Engage in other activities that the school determines will use community resources to strengthen school programs, family practices, and student learning.
   a. The school will seek support for students and parents by contacting the local businesses for coupons and prizes for activities and events.
   b. Student organizations with the assistance of parents and teachers will provide service to non-profit agencies in the community.
   c. Develop partnerships with local businesses and service groups.

**Parental Involvement Coordinator**
Heather Hooks – Dean of Students
[hhooks@bentonvillek12.org](mailto:hhooks@bentonvillek12.org) or 479-286-9805