

Pulaski County Special School District
CHenal ELEMENTARY SCHOOL
2023-2024
Parental Involvement Plan

School Mission: As a professional learning community, Chenal Elementary will seek to provide an engaging and relevant curriculum that encourages student expression and environmental awareness. We will develop life-long learners who function successfully in a global society.

Chenal Elementary is under the leadership of Yolanda Harris, Principal, and Neely Claassen, Assistant Principal. Chenal Elementary serves grades K- 5th grade with approximately 500 students. Anita Rutledge serves as the parent facilitator.

Parent Involvement Committee Members

Anita Rutledge -Counselor/ Parent Facilitator

Yolanda Harris- Principal

Neely Claassen- Assistant Principal

Brooke Harvey- Media Specialist

LaToria Randle- Teacher

Sydney Smith- Parent

Jolie Mizell- Parent

Tori Jones- Parent

Chenal Elementary will communicate with parents in the following ways to increase parent involvement and to support classroom instruction by:

- Distributing news to parents via school status and social media that is developed with the participation of the parent-school organization, principal, staff, and parent volunteers. Reminders will include school news and a calendar of school activities. Flyers are distributed on an as-needed basis promoting school events. For more information, you may contact Anita Rutledge at 501-821-7450.
- School tours are provided for new families to become familiar with the building.
- Teachers will contact parents as needed on an individual basis to communicate about their child's progress.
- The school will use the school handbook, school website, social media, and parent orientation meetings to display information regarding the school-wide plan.
- The school will communicate routinely with parents using Facebook, school-wide call-outs, school website, PCSSD Mobile App, and daily communication folders.

- The teachers will be sending home a communication folder containing student papers and work samples periodically. Parents will be asked to sign the folder and send it back to school. Grades 3-5 will use an “agenda” notebook for two-way communication with parents and teachers.
- The classroom teachers provide parents with an interim report every 4 ½ weeks, and report cards every 9 weeks with information regarding their child’s academic progress.
- Two parent-teacher conference days are scheduled per school year to discuss student progress, standardized test scores, and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in a discussion of how they can support these efforts. Conferences for this school year are scheduled for September 25 and February 5, 2024.
- Parents who wish to volunteer, may communicate with other parents and staff at Chenal through email, school status, or by calling. Parents will log all volunteer hours online.
- For classroom or behavioral concerns, please contact your child’s teacher by phone or email. Email addresses are listed on the school website.

Chenal Elementary will plan the following meetings to increase parent involvement and to build staff and parent capacity by:

- Back to School Night 5-6:30 pm- parents and students get the opportunity to meet their teacher and tour the school. (August 11, 2023)
- Grandparent’s Day Luncheon- (September 08, 2023)
- Parent Teacher Conferences- (September 25, 2023, and February 5, 2024)
- Spring Fest (TBA)
- Book Fairs- (November and March - TBA)
- Thanksgiving Luncheon- (November 16, 2023)
- Winter Parties-(December 15, 2023)
- Valentine’s Day Parties- (February 14, 2024)
- Daddy Daughter Dance- TBA
- Field Day- (May 17, 2024)
- Teacher Appreciation- (May 6th, 2024-May 10, 2024)
- 5th Grade Promotion - (May 20, 2024)

How will your school provide information to parents about volunteer opportunities?

Volunteers are always welcome at Chenal Elementary. A parent survey is sent to all parents when the school year begins. This survey seeks ideas from parents as well as allows parents to express their interest in volunteering at the school. Volunteers will log all hours online via the collection tool provided by the school website and located at each entryway.

Specific Activities Include:

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| • Media Assistant | • Field Day Volunteers | • Thematic Units |
| • Mentor | • Family Reading Night | • Field Trips |
| • Teacher Assistant | • Music Programs | • Fifth Grade Promotion |
| • Tutor | • Orientation Presentations | • Various Committees |
| • Special Parent Lunches | • Open House | • Environmental Awareness |
| • Book Fair helpers | • Classroom Organization | • Thanksgiving Luncheon |
| • Grandparent's Day | • Red Ribbon Week | • Career Day |

How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school-wide improvement plan?

The school shall enable the formation of a Parent Teacher Organization that will foster parental and community involvement within the school.

- To take advantage of community resources, the school shall consider recruiting alumni from the school, as well as, non-alumni parents and community leaders, to create a parent involvement committee to provide advice and guidance for school improvement. This committee will serve as the Parent Advisory Council.
- Parents will serve on the School-wide Leadership Team to give input on the school improvement process.

How will your school provide resources for parents?

- The school will provide information each year on the school website that includes a link to a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/ students and school, suggestions of ways parents can become 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 (notes, phone calls, email, etc.)
- To promote and support responsible parenting, the school shall, as funds are available, purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school parent center, advertise information, and give parents the opportunity to borrow the materials for review.
- Keep our current center up to date with current helpful information for parents. (articles/magazines)
- The Parent Center will allow parents to access the computer to check their child's grades.
- Included in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.

How will your school engage parents in the evaluation of your parental involvement efforts?

- Email correspondence and a shared document for suggestions for changes will be collected toward the end of the school year. The document will be used to evaluate and implement elements and plan for the next committee meeting. Meeting date TBA based on parent availability.
- The school will engage parents in the annual evaluation of parental involvement efforts through a comprehensive survey filled out by teachers, parents, and school staff. While collecting evidence about satisfaction with the program the survey will also collect specific information (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.

Planned Activities/ Meetings

Each year before school begins, the school will host a Back-to-School Night, which will serve as a time for parents to come to school and meet their child's teacher. This time is also used for parents to sign up for PTO Committees, PALS Volunteer Program, and meet other Chenal parents.

Chenal Elementary will host an Open House in August, as an opportunity for parents and community members to learn more about each teacher's classroom routines and academic expectations.

Chenal Elementary will involve parents on school improvement committees and ask parents to serve on curricular and instructional review committees. Our PTO will foster parental and community involvement within the school.

Parent Information Center

The Parent Resource Center is located in the front office upon entering the school. This area will house information, such as pamphlets, brochures, videos, books, and web page addresses to promote and support responsible parenting.

Counseling Schoology

The counseling department will have a tab on the website that gives helpful tips and resources for responsible parenting. There are also resources available on common topics for parents to review. These topics include anxiety, ADHD, problem-solving, grief, anger, divorce, etc.

School Visitation

Visitors are required to sign in and receive a visitor's pass. These passes are available in the office. Please sign in AND out so that our volunteer logs can be more accurate.

Plan Progress

This plan is a work in progress. Modifications and additions will be made throughout the school year, with assistance from parents, staff, and students. The staff and members of the PTO and community have been involved in the planning of this policy.

Facilitator

The facilitator for the Parental Involvement Plan is Anita Rutledge. Contact Information: 501-234-3251; 21201 Denny Road, Little Rock, AR 72223; or arutledge0089@pcssd.org.

**Pulaski County Special School District; Chenal Elementary School
Parent Involvement Plan**

2023-2024

Volunteering <ul style="list-style-type: none">● Classroom Volunteers● Field Trip Chaperones● Room Parents● Classroom Projects● Parent Involvement Committee● Teacher Luncheons● Chenal Yearbook● Holiday Parties● Career Week● Gator Dads● PTO Events	Collaborating <ul style="list-style-type: none">● Business Partner Brunch● School Improvement Plan● Partners in Education● IRI Development● PTO● School Improvement Committee● Equity Committee● Curricula Committee
Communicating <ul style="list-style-type: none">● Agendas/ Communication Folder● Home Access Center● School Status● Schoology● Parent/ teacher calls and emails● Parent Teacher Conferences● Interim Reports● Back to School Night● Open House	Parent & Learning at Home <ul style="list-style-type: none">● Parent Resource Center● Parental Involvement/ PTO meetings● Parent Student Conferences● Suggested Websites● Special Projects● Homework● Home Access Center● Schoology● Family Thanksgiving Lunch● 5th Grade Promotion Ceremony