Concord Elementary
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870-668-3757
2017-18 Elementary Parental Involvement Policy/Plan

Committee Member:
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Goal 1. List various communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

1. The school has a monthly calendar that is distributed at the beginning of each month w/general activities and dates for their campus. They have also developed a "weekly" calendar i.e. "Thursday Note" that is very specific to each class and grade level that includes school and classroom activities, upcoming events, homework tips and assignments, study skills, school menus, parent tip of the week, notes from the principal, and school and teacher contact information.

2. A pamphlet has been created by the district, which contains information about the school's Title I program, and reading and math standards.

3. Each teacher and staff member has an email contact address available on the web site for parents to use for communication with the school.

4. Student papers and work samples are sent home each week along w/the weekly Thursday Note. Some papers and notes will require parent signatures.

5. Teachers maintain a communication log and are encouraged to make contact with parents frequently to discuss student progress. The school also purchases agenda books for all students in grades 3-6 for homework assignment documentation and two-way communication between teacher and parents.

6. Report cards and progress reports are sent home every four weeks informing parents of their child's academic progress.

7. The school provides standardized test scores to parents as soon as they are available. This is usually the first parent-teacher conference in September.

8. Parents will be informed each year of the school's approach to school improvement at the school's Annual Report to the Public.

9. The school will send notes home w/students, post notices in school facilities and public buildings, and provide information for local newspapers about parent workshops and meetings.

10. The school will use the student handbook, school web site, school signage, and the School's Annual Report to the Public meeting to distribute information about the School-wide Title I Program and how to get information upon request. The parent facilitator will prepare all information for distribution.

11. The school nurse publishes a monthly newsletter that is distributed to parents and faculty. The newsletter promotes education and information on various topics to support a healthier faculty and student body, which supports classroom instruction and student learning.

12. Our local PTO has a Face Book page that is utilized to keep parents informed.

13. Our district has a Face Book page that is utilized to keep parents informed.

Goal 2. List the proposed parent meeting, conferences, and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parental involvement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)

For the 2017-18 School Year Parental Involvement Activities will include but are not be limited to:

-Open House- August 10, 2017

-Parent Teacher Conferences September 14, 2017 and February 8, 2018

-The school's Annual Report to the Public October 16, 2017

-Art Mobile

-Pre-school family Christmas dinner December 2017

-District wide "Angel Tree" program - December 2017

-PeeWee and Little Dribbler Ball activities October - March

-PTO meetings and reward days for students

-Field Day Events - May 2018

-Elementary class parties

-Pre-school class parties

-Volunteer opportunities in the classroom or library available any time upon contacting the school.

-Fourth grade social studies regional project presentation

-Parent orientation - January 2018

-The school will hold a meeting inviting parents to participate in the Title 1 planning and review process informing them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I Plan. The Federal Programs Coordinator will conduct this meeting the second semester of school.

-The high school counselor will meet with parents of the sixth grade students as part of their transition and orientation from sixth grade to high school. The meeting will be held in May.

Parents and the public may contact the elementary or high school offices for more information.

Goal 3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

1. Concord Elementary offers a parent survey to parents as their child/children enters the district. These surveys are included in each student enrollment packet. The survey provides a list of volunteer opportunities and solicits ideas for other types of volunteer efforts. The surveys request parents to provide information about ways they would like to volunteer in the school i.e. special interests, talents, information

they can share, and times and days they are available. A volunteer book/sign-in log is maintained in the office for teachers to view.

2. The pre-school, elementary, and high school faculty all work together to provide collaboration for smooth transitions between schools and programs. Examples are: the kindergarten teachers meet w/the pre-school parents about curriculum and expectations. The elementary school will host a kindergarten registration day in April or May giving parents an opportunity to meet the teachers and register students for the following school year. This year the high school will host an orientation night for parents of sixth grade students entering into the high school. The sixth grade students will visit the high school campus with their teachers in May of 2018.

3. Parents are encouraged in a variety of ways to contact their child's teacher for help in curriculum instruction and developmentally appropriate learning activities in the home environment. This would also be discussed at Parent/Teacher Conferences and on an individual as needed basis.

4. The district has a link to the Arkansas Department of Education on our school web site. Also our counselors and career coach has links on our website.

5. All faculty members receive professional development regarding parental involvement. Concord Elementary School will meet or exceed state requirements for professional development for teachers and administrators designed to enhance the understanding of effective parental involvement strategies. The building principal will verify this annually.

Goal 4. How will your school work with parents to create a School-Parent-Compact?

School staff, parents, and students will develop a school-teacher-parent-student compact. This compact outlines how the school, school staff, parents, and students share responsibilities for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact. The School-Parent Compact is reviewed annually by the Handbook Committee. The building principal working with the handbook committee will ensure the compact is reviewed and make necessary changes.

Goal 5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school

improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?

1. The school will involve parents on school improvement planning committees. Some ways parents are invited to participate on the planning committee is through the school signage, school web site announcements, the schoolcast phone system, and notices sent home on weekly newsletters. The building principal will involve parents on school improvement planning committees. The contact phone number is 870-668-3757.

2. The school invites parents to serve on curricular and instructional review committees at times such as the annual handbook review and the annual Title I review. At such meetings the committee chair will explain to both the faculty and parents how to contribute to this process in a meaningful way.

3. The school invites parents to participate in decision making about the allocation of its Title I, Part A funds for parental involvement. The federal program coordinator is responsible for this meeting in the spring semester. Ms. Brackett is the Federal Programs Coordinator; her email address is sandy.brackett@concordschools.org or phone 870-668-3757 ext. 201.

4. Because of the size of Concord Elementary School and the rural nature of our district, many of the parents are alumni and are asked to participate in the process of school improvement. The school will encourage the creation of a committee of alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.

5. Concord School District and Concord Elementary School has an active PTO organization that supports many aspects of the school program. Along with other activities the PTO fosters parental and community involvement within the school. The Principal and other faculty will participate in the group's organization and activities.

6. The school integrates parental involvement strategies with other programs such as the district's pre-school and ABC programs.

Goal 6. How will your school provide resources for parents?

1. Parents may check out materials, use the computer to check grades, and visit educational web sites. Parents are encouraged to view the Title I plan located in the parent resource center. A suggestion sheet is also available at the parent center.

2. The school will distribute informational packets each year to students that includes a parent friendly copy of the school's parental involvement plan, a survey of volunteer interests, and a school-school staff-parent-student compact; as well as other

information, opportunities and suggestions of ways parents can become involved in their child's education. Parent involvement activities will be communicated throughout the school year in a variety of ways including Thursday Notes, phone calls, e-mail, phone alert system, school signage, and the school and/or district web site.

3. The school has books, magazines, and other informative materials regarding responsible parenting available through the school library, which are available upon request.

4. The district has a Parent Center located in building 2, room 1.

5. The school's appeals procedure is stated on page 12 in the student handbook.

6. The principal has appointed Priscilla Johnson to serve as parent facilitator for the 2016-17 school year.

7. The elementary and pre-school both have an "Angel Tree" program in December of each year.

Goal 7. How will your school engage parents in the evaluation of your parental involvement efforts?

The school will engage parents in the annual evaluation of the Title I, Part A, program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. Evidence collected through a school survey about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation. The survey will also collect specific information on the (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. The Parental Involvement Coordinator will conduct the survey during the spring semester.

Goal 8. How will your school use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year?

1. A parental involvement survey will be included in the "Parental Involvement Packet" at the beginning of the school year and as students enroll into the district. The survey will request information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.

2. The parental involvement committee will correlate the results of the parent surveys. The surveys will be used to plan parental involvement activities for the year.

3. The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation. The Parent Facilitator will provide the survey.

Goal 9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)

1. The school will annually conduct a Title I meeting.

2. The Title I meeting is separate from other meetings or activities to ensure ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet, as well as other items participants desire to discuss.

3. The Annual Title 1 Meeting will be held in the spring of 2018 by Ms. Brackett. It will be communicated to the parents on the school signage and on the weekly newsletter.