

Marked Tree School District  
406 St. Francis St.  
Marked Tree, AR 72365  
870-358-2891

20167-18 School Parental  
Involvement Policy

This form was adapted from, *A Toolkit for Title I Parent Involvement*. Ferguson, S. (2009). *A Toolkit for Title I Parental Involvement*. Austin, TX: SEDL.

District: Marked Tree School District

Superintendent: Matt Wright

School Improvement Status: Marked Tree Elementary School - Needs Improvement; Marked Tree Middle School – Needs Improvement; Marked Tree High School - Achieving

Parental Involvement Committee Members: Terri Clayton, Curriculum Coordinator; Kim Smith, High School Coordinator (Principal); Kristy Hister, librarian; Vicki Green, Parent/School Board; Tina Hotchkiss, Assistant Principal, and Paige Williams, Parent/Teacher

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**Goal 1: How will the LEA foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement?**

1. The Marked Tree School District parent involvement policy was developed in accordance to state and federal guidelines. The policy is distributed to parents at the start of each school year and is continually available on the district and school website.
2. In a public meeting internal and external stakeholders are invited to participate in an annual spring meeting to review the next year's Title I, Part A program. The announcement is made publicly through letters sent home, social media outlets, and is announced in the local media. Matt Wright is the facilitator for this annual meeting.
3. The Marked Tree School District does not receive more than \$500,000 in Title I funding.
4. Preschool (ABC) Response: "We have monthly parent involvement activities at the ABC site. Each monthly activity has a focus on the Kindergarten Readiness Checklist. We coordinate our parent conference meetings twice annually with the Marked Tree School District, as well as Open House in August. We partner with the Marked Tree School District to disseminate information to the parents about upcoming events and to inform parents of enrollment information for the preschool program." Lisa Gray, elementary principal, works with the ABC person to make sure they are included in activities.
5. Parent involvement contact people at the district include: High School—Matt Wright, [wright@mtree.k12.ar.us](mailto:wright@mtree.k12.ar.us), 870-358-2891; Middle School—Kim Smith, [smithk@mtree.k12.ar.us](mailto:smithk@mtree.k12.ar.us), 870-358-2891; and Elementary School—Kia Fulkerson, [fulkersonk@mtree.k12.ar.us](mailto:fulkersonk@mtree.k12.ar.us), 870-358-2214.
6. At the close of the school year, parents are invited by Kim Smith to complete an online survey developed and maintained by Kim Smith, to assess the effectiveness of the parental involvement policy. The data is then reviewed and appropriate changes are implemented.
7. Under the guidance of each school's leadership team, the parental involvement committee creates, edits, distributes, and modifies the parental involvement policy to respective stakeholders in accordance with state and federal guidelines.
8. All district forms are translated into appropriate languages and assistance is available for parents unable to comprehend the parental policies that are in place.
9. Parent volunteers serve on advisory boards for school programs.

**Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?**

1. Site visits for monitoring will be conducted once a semester by school or district administration or his/her designee.
2. The district will house a parent resource center accessible to parents. The parental involvement coordinators have a parent iPad available loaded with a library of parent resource materials available.
3. Frequently administrators provide professional development to staff teaching ways, methods, and materials necessary to reach out to external stakeholders.
4. The elementary campus provides folders for weekly communication with parents and other stakeholders. The middle school utilizes an online information system to communicate with parents and other stakeholders. The high school utilizes an online informational system to communicate with parents and other stakeholders. All information from all campuses is available for translation on an as-needed basis, provided by Kim Smith for high school and middle school parents and Kia Fulkerson for elementary parents.
5. Parents are informed annually and at parental involvement meetings about the community literacy/GED training provided by the Valley View Adult Education Center along with the neighboring Arkansas State University – Newport campus.
6. Parental involvement policies are available online and paper versions are available in each campus office.
7. Administrators or their designees will monitor the parental involvement program through these means: (a) Monitor parental involvement through observation of the Indistar online system; (b) Oversee that alternating parental involvement times are available for each campus and that effort is made to avoid conflict with community civic and social events and/or school events; (c) Supervise the distribution of parent information that is available on the school district's website and paper copies are available at each campus' office; (d) Delegate the development of and use of a School-Parent Compact; (e) Manage the

scheduling of facilities for the coordinator to conduct parent training seminars that are aligned to improve the effectiveness of their child's academic achievement.

8. Coordinators have a schedule in place so parents can participate in academic content and meaningfully utilize parents' skills to share career and educational experiences. Accessing this schedule can be completed through an online form or phone call to the office.
9. Parents can access an online sign-in form to volunteer in the school. All building offices have a sign-in sheet for parents to access over the phone or in person.
10. The district encourages parent participation through innovative scheduling of activities through online, in-person, and varied settings/times which enable an increase in parent involvement.
11. Readiness Coalition Committee.
12. The district conducts an Annual Report to the Public to inform all stakeholders of their rights to be involved in the development of the parental involvement policy.
13. Parents of students receiving Title I services are given a copy of the parental involvement plan.

**Goal 3: How will the district build the school's capacity for strong parental involvement?**

1. National, state, and local education goals including parents' rights as defined in Title I, Part A are available for download from the school's webpage and paper versions are available at each campus office. Parents of students receiving Title I services are given a copy of this parental involvement plan.
2. Parents, when necessary, can attend informative workshops to instruct them on establishing engagement groups at each campus; Kim Smith, 870-358-2891, is responsible for informative workshops at the high school/middle/elementary school campuses.
3. The district and its subsidiary buildings collaborate with local and regional businesses that include parent roles in each facility.
4. Parents are informed at parental involvement activities throughout the school-year about an annual survey that they should complete to evaluate the effectiveness of the school parental involvement program. Kim Smith, 870-358-2891, is responsible for conducting the annual survey and collecting the results.
5. Fiscal requests are created through each coordinator and approved through administration. Reasonable and necessary expenses associated with parental involvement activities are approved.
6. Support for parental involvement activities stems from grade level and subject level involvement. Showcasing student classroom success in a public venue attracts parents to attend parental involvement activities.

**Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?**

1. On the district webpage survey there is a question that provides a place for parents and other stakeholders to answer a question "What prevents you from being involved in the school?" Kim Smith, 870-358-2891, is responsible for the district webpage survey.
2. Near the close of each school year a parental advisory committee is formed and meets to evaluate the program's effectiveness at all campuses. This committee uses the data collected from the paper and online survey to determine the best measure to improve the parental involvement program.
3. All parent coordinator's keep ongoing sign-in sheets from parent meetings to later be submitted to an administrator at the respective campus. In addition, the administrators maintain copies of individual teachers sign in sheets at the close of scheduled meeting and school-wide events
4. The findings from the parental advisory committee meeting will be used by coordinators and administrators to revise current parental involvement policies and procedures, along with redesigning school improvement policies as they relate to parental involvement.
5. At the close of each school year an annual parent involvement activity evaluation is developed and shared with parents, staff and community. This online report will remain accessible on the school's website. Kim Smith, 870-358-2891, is responsible for this district report.

**Goal 5: How will the district involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)?**

1. Parents are informed of the availability of volunteer positions to serve on an ACSIP committee at parental involvement events and from an online survey. Kim Smith, 870-358-2891, is responsible for the district webpage survey.
2. Parent Advisory positions are solicited at the close of each year during parental involvement events and via the school webpage.
3. District and local business partnerships are facilitated through the parents of our district students.
4. Parents are informed of the availability of an online survey during parental involvement events and provided access to district computer devices at said events to complete the online district effectiveness survey form.

**When you have completed this form, please click SAVE AND PREVIEW to get an electronic pdf copy of this School/Parent Involvement Policy form. Please send a copy to your district for review. Once approved you may post the pdf copy to your webpage.**

*\*Note: All previous reviewer comments have been removed from this form and will no longer display on any printed or electronic version.*