

Arkansas

School Parent Involvement Policy

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

Hint

District
Marked Tree School District

School Improvement Status
Needs Improvement

Grade Levels
Pre-K, K, 1, 2, 3, 4, and 5

Parent Involvement Coordinator
Robin Cunningham

Are you Title I Schoolwide?
 Yes
 No
 N/A

Percent of free and reduced lunch
85%

Parent Involvement Committee Members
(Select "Repeat" to open more entry fields to add additional team members)

Enter committee members

First Name
Robin

Last Name
Cunningham

Position
Parental Involvement Coordinator (Gifted and Talented Program Administrator/Teacher)

Enter committee members

First Name
Tina

Last Name
Hotchkiss

Position
Assistant Principal

Enter committee members

First Name
Brandi

Last Name
Miller

Position
Parent

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

Hint

The school has a school messenger system that allows the school to send out important announcements via phone, text, and email.

The school distributes a monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills.

The school's reading specialist and parent volunteers created a pamphlet explaining the school's involvement with the state's reading initiative and how the parents can be involved in supporting the goals of this initiative. It will be distributed at parent orientation night and other public meetings.

The school created a Web site to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom Web sites. Also, parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff.

Each teacher sends home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school.

Teachers will routinely contact parents on an individual basis to communicate about their child's progress.

The school provides parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.

The school will send parents a parent-friendly letter in the first report card that explains their child's test results and standardized test scores.

The school will offer parents a special workshop each year on the school's approach to school improvement.

The school sends brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings.

The school uses the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the School-wide Title I Plan and how to get a copy upon request.

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.)

Hint

1. Parent training session using Parent Information Resource Center "PIRC" materials are conducted four times a year at the halfway point of each quarter.
2. Family involvement nights occur frequently throughout the year, e.g. Fall K-12 Talent Show, Thanksgiving lunch with parents, Christmas class events, Valentine's Day class events, Spring Parent Prom Committee, and the Drug Abuse Resistance Education commencement in the spring.
3. Opportunities for parental involvement are offered at a variety of times including during the school day 7:30 am - 3:30 pm, the afternoon 3:30 pm - 5:30 pm, and in the evening 5:30 pm to 7:30 pm.
4. Outside speakers, when available, present to parents and community members in a public forum.
5. The parent review of Title I orientation is conducted during open house at the start of each school year.
6. Parents are informed of student achievement scores and methods/materials utilized to elevate their child's performance by the school at the first parent-teacher conference in September of the school year. Classroom teachers are trained to facilitate the discussion with parents of ways the parents can support the school's efforts. Parental Involvement Coordinators provide parents with a PIRC developed resource to instruct parents on how to make the most of parent-teacher conferences.
7. Parents are informed of the ways and types of roles they can volunteer for on the online parent survey on the school's webpage. From there a meaningful, two-way discussion can take place to schedule the parent in the classroom.

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

Hint

1. The school provides opportunities for parents and community members to support the instructional program through such programs as Reading Buddies, tutoring, and special friends.
2. The school provides a list of volunteer opportunities and solicits ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school.
3. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.
4. The school works with Marked Tree High School and Marked Tree Middle School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school hosts special orientation programs for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers at the end of the school year.
5. The Marked Tree Elementary School provides instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the

Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.

- The Marked Tree Elementary School instructs staff for no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies and no fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

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

Hint

School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility 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.

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?

Hint

- Parents are invited to serve on curricular and instructional review committees that meet annually. Parents are invited to attend training sessions that support this partnership.
- Parents serve on an advisory committee to the ACSIP committee to voice decisions in allocation of its Title I, Part A funds for parental involvement.
- Recruitment is conducted through an Alumni survey form on the schools webpage. Members are contacted to offer suggestions for school improvement.
- A Parent Teacher Association is capable of being formed and provided facilities to meet throughout the calendar year.
- Parental involvement activities are planned in conjunction with Arkansas Better Chance preschool program housed in the school district facilities.

6. How will your school provide resources for parents?

Hint

- Parents can access the parent information resource center during school hours or schedule a convenient time with the principal's secretary. The parent resource center contains computers for parents to access our online parent information resource center, Title I plan, complete online forms to sign up for volunteer opportunities, and provide their input about school functions.
- Informational packets are distributed at the beginning of each year that includes 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.
- The school has purchased parenting books (available on an iPad that can be reserved for overnight use) and provides access to other informative materials regarding responsible parenting through the iTunes library and www.parenting-ed.org
- The school has a portable parenting center via the parental involvement iPad.
- In the school's policy handbook are the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The principal of this school has designated (1) certified staff member who is serving as a parent facilitator.

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

Hint

An annual evaluation of the Title I, Part A Program's parental involvement efforts will be conducted utilizing an online needs assessment survey that will be completed by teachers, parents, and school staff. The survey will (1) specifically measure growth in the number of parents participating in workshops and meetings, (2) be a receptacle for listing specific needs of parents, (3) measure the effectiveness of specific strategies in place based on parental advisory committee previously found and implemented, and (4) a measurement of the engagement of parents in activities to support student academic growth. The committee, made up of parents, teachers, and school staff will determine the effectiveness of the parental involvement plan and make changes were warranted.

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?

Hint

- Parents will be encouraged to complete an online interest survey at the beginning of each school year. The form questions will focus on getting information from parents concerning the activities that they feel will be most beneficial in the efforts to support their child academically.
- The results of the online parental interest survey will be used to plan parental activities for the current school year.
- An annual parental involvement plan evaluation will be conducted at the close of each school year.

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.)

Hint

The school will conduct an annual meeting for parents who participate in the Title I, Part A program by the close of each school year. This meeting is held separately from any other activities or meetings. The meeting will explain school curriculum, information on forms of academic assessments used to measure student progress, and information on proficiency level students. An agenda, sign-in sheet, and minutes from this

separate meeting will be kept in the school's office.

****After completion of this form, the school should print and submit to district for review and approval. Once approved, the school is required to post their School Parent Plan on their website.***