



**Lawson Elementary School**  
**19901 Lawson Road**  
**Little Rock, AR 72210**  
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**<http://lawson.pcssd.org/>**

## **PARENT INVOLVEMENT PLAN**

**2021-2022**

**Matthew Mellor, Principal**  
**[mmellor@pcssd.org](mailto:mmellor@pcssd.org)**

**April Belcher, Counselor and Parent Facilitator**  
**[abelcher4063@pcssd.org](mailto:abelcher4063@pcssd.org)**

### **Communication between School and Home**

- School calendar
  - A school calendar is produced and distributed monthly to inform parents of upcoming events. The breakfast and lunch menu is also printed and distributed monthly to inform parents of upcoming meals.
- Teachers provide communication to parents using:
  - Planners/Agendas (AVID)
  - Conferences
  - School Status
  - Phone calls
  - Communication folders
  - Weekly newsletters
- Lawson's Facebook page
  - Lawson's Facebook page provides information regarding upcoming events, photos of past events, and important reminders. "Like" us to receive important updates!
- School Marquee
  - A School marquee is located in front of our building that lists reminders of upcoming events and dates for parents and the local community.
- PTO Letters
  - Letters are sent home throughout the year from our Parent Teacher Organization (PTO) regarding upcoming parental involvement events and volunteer opportunities.
- Parent Center
  - The Parent Center at Lawson Elementary is located in the Library/Media Center. This Center contains many valuable resources, handbooks, and pamphlets for parents and students.
- Lawson Callouts
  - Callouts are sent through a phone call with important and upcoming events and reminders for parents.
- Apptegy/ Thrillshare
  - Text messages and/or social media communication to stakeholders about important and upcoming events and reminders.

### **Parent Meetings, Conferences, and Activities**

- Open House
  - An Open House is held on Friday, August 13, 2021 to provide an opportunity for parents to sign up as volunteers, get acquainted with the school and classroom teacher, and be involved in reviewing and revising the school's Title I plan. Also, parents will be informed about Smart Core, the Arkansas English Language Arts Standards for Grades K-12, Advancement Via Individual Determination (AVID), Positive Behavior Intervention Supports (PBIS), Schoology, and the Arkansas Mathematics Standards.
- Parent Teacher Conferences
  - Parent and Teacher Conferences are held on Wednesday, September 15, 2021 and Wednesday, September 22, 2021 for the Fall semester, as well as Wednesday, February 9, 2022 and Wednesday, February 16, 2022 for the Spring semester. Student progress, as well as, any academic or behavioral concerns from the parent or teacher is discussed in order to develop a plan for success.
- Family Math and Literacy Night

- o Family Math and Literacy Night will be held to provide information and training to parents on how to provide enrichment activities to their students at home.
- o Our Literacy and Math Instructional Facilitator is Jackie Bailey.
- Test Preparation Night for Parents and Students
  - o Test Preparation Night for Parents and Students will be held. Information will be presented on how to prepare for the online ACT Aspire assessment, test taking tips, and times and dates of the test.
  - o Facilitators include:
    - Counselor, AVID Coordinator, and PBIS Coach (April Belcher)
    - Literacy and Math Instructional Facilitator and Test Coordinator (Jackie Bailey)

### **Volunteer Opportunities**

- Parent Volunteer Training Classes
  - o Parent Volunteer Training Classes provided by our Parent Teacher Organization (PTO) are held throughout the year to encourage parent participation district wide.
- Parent Teacher Organization (PTO)
  - o PTO provides newsletters, meetings, and an online Facebook page explaining the many opportunities for parents to become involved at Lawson Elementary. Volunteers are asked to sign up at the beginning of the year to help our school be the best it can be.
- Parents volunteer on the Equity Monitoring Team.
  - o Person Responsible: Principal (Matthew Mellor) and Classroom Teacher (Bettie Mhoon)
- Title I Annual Planning Meeting
  - o This meeting is made up of parent volunteers to help make important decisions for Lawson Elementary.
  - o Person Responsible: Jackie Bailey (Literacy and Math Instructional Facilitator)
- Parental Involvement Training
  - o Two hours of Parent Involvement Training is provided to Lawson teachers and staff throughout the year. Parental Involvement training is presented by the Counselor (April Belcher) and is designed to enhance teacher understanding of effective parental involvement.

### **School-Parent-Compact**

- Lawson Elementary School's Leadership Committee, which is made up of parents, teachers, and other staff members, review and revise the School-Parent-Compact annually. The compact outlines how parents, school staff, and students share the responsibility for improving student academic achievement in order to meet or exceed the state's high academic standards. A copy of the compact is distributed to and signed by every parent at Lawson Elementary during parent teacher conferences held on Wednesday, September 15, 2021.
- Person Responsible: Principal (Matthew Mellor)

**School/Principal/Teacher/Parent/Student Compact**

**As a student of Lawson Elementary School, I agree to:**

- ✓ Come to school ready to learn with the necessary supplies.
- ✓ Take part in class discussions without being disruptive.
- ✓ Complete class work and homework neatly and return it to the teacher on time.
- ✓ Share papers with my parents
- ✓ Allow the teacher to help me work through my problems.
- ✓ Ask for help when I don't understand.
- ✓ Know and follow the school and class rules (PBIS).
- ✓ Follow the school's uniform dress code.
- ✓ Respect the personal rights and property of others.
- ✓ Read for pleasure on a daily basis.
- ✓ Enjoy school.

**As a parent of Lawson Elementary School, I agree to:**

- ✓ Make sure my child is on time and prepared every day for school.
- ✓ Support the school's discipline and uniform dress codes.
- ✓ Monitor my child's progress in school with teacher's communication and HAC.
- ✓ Encourage my child to read every day and to learn.
- ✓ Review all work sent home and check for understanding.
- ✓ Look over homework assignments and offer assistance when needed.
- ✓ Make every effort to attend scheduled parent/teacher conferences, meetings and Family Math and Literacy Nights.
- ✓ Encourage my child's efforts and be available for questions.
- ✓ Volunteer to assist with school and classroom activities.

**As the staff of Lawson Elementary School, we agree to:**

- ✓ Provide a safe and orderly school environment.
- ✓ Schedule Parent/Teacher conferences twice a year as required by the state and more often if needed.
- ✓ Communicate regularly with families about their child's progress in school.
- ✓ Help to determine the educational needs of each child.
- ✓ Align the curriculum to meet the standards so that every child can be prepared for college and careers.
- ✓ Communicate high expectations for every student.
- ✓ Help every child develop a love of learning.
- ✓ Post grades, assignments and parent communications on TAC on a weekly basis.

Principal Signature:

Date:

Teacher Signature:

Date:

Parent(s) Signature:

Date:

Student Signature:

Date:

### **ACSIP development, implementation, and evaluation**

- Lawson Elementary recruits community members, alumni, and parents to serve on the Parent Involvement Committee, Leadership Team, and ACSIP Committee to provide advice and guidance for school improvement.
- Our PTO fosters parental and community involvement within the school.
- Personal Responsible: PTO President (Alice Hoag)

### **Resources for Parents**

- Newsletters and pamphlets are sent home that list all of the latest resources available for parents on issues that may affect their student. Topics include bullying, homework, divorce, peer pressure, etc...
- Resources and services are also provided through Behavioral Health Services of Arkansas, a school based mental health provider.
- Resources for food, clothing, legal assistance, and other needs are provided through Lawson Elementary's School Counselor.
- Free Resources on parenting, a copy of the Title I Plan, and access to the internet are provided and available during regular school hours and are located in the Parent Resource Center in the Media Center.
- Counselor and Parent Facilitator (April Belcher) is the contact person for all of the resources above.
- Information Packets are distributed at the beginning of each school year (August/September 2020) that include
  - A copy of the school's parental involvement plan
  - A survey for volunteer interests
  - Recommended roles for parents, teachers, students, and school
  - Suggestions of ways parents can become involved in their student's education
  - Parental involvement activities planned for the current school year
  - Information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail, etc.)
  - Person Responsible: Principal (Matthew Mellor)
- PCSSD's School Policy Handbook for Parent and Students
  - PCSSD's School Policy Handbook for parents and students is distributed in the information packet. The handbook explains the process for resolving parental concerns. The handbook lists the steps to define the problem, whom to approach first, and how to develop solutions.
  - Person Responsible: Principal (Matthew Mellor)

### **Parent Evaluations**

- A parental involvement survey/questionnaire is used to measure the success of the parental involvement activities and the Title I program at our school.
- Feedback from these surveys and input from parents serving on the ACSIP committee and other various committees is used for the evaluation of parental involvement efforts at Lawson Elementary.
- Person Responsible: Literacy and Math Instructional Facilitator (Jackie Bailey)

### **Parent Interest Surveys**

- All parents at Lawson Elementary will be asked to fill out an interest survey to help educators and the PTO in the planning of activities that are beneficial to students and discard any past activities that did not benefit the school. Parent interest surveys are distributed by the PTO at the beginning of every school year.
- Person Responsible: PTO President (Alice Hoag)

### **Career Day**

- An Elementary Career Day is held in May to inform students and parents of the importance of career planning and future choices being made in the area of academics.
- Person Responsible: Counselor (April Belcher)

### **Annual Title I Meeting**

- Lawson Elementary will hold its Annual Title I Meeting on Tuesday, October 26, 2021.
- Lawson Elementary will plan (in Spring 2022) with our leadership team and parent involvement committee when we will hold the annual Title I meeting for the 2022-2023 school year.
- Person Responsible: Literacy Instructional Facilitator (Jackie Bailey)