



**School Parent Involvement 2017-2018 Policy**  
**ROSE BUD ELEMENTARY SCHOOL**  
124 SCHOOL ROAD  
ROSE BUD AR 72137  
501-556-5152

**District**  
Rose Bud

**Grade Levels**  
Kindergarten through Sixth Grade Levels

**Parent Involvement Coordinator**  
Christy English

**Percent of free and reduced lunch**  
Free and Reduced price meal district eligibility for the 2016-2017 school year is 63%.  
Free and Reduced price meal elementary eligibility for the 2016-2017 school year is 69%.

**Parent Involvement Committee Members**

**Committee members** Melissa Kirkpatrick, Principal; Christy English, Counselor; Amanda Tharp, Library Media Specialist/Teacher; Rhonda Garrard, Teacher; Becky Acock, Teacher Aide; Shila Kurk, parent; Shantel Smith, parent; Angie Cotton grandparent; Leslie Craig, parent; Carol Carmichael, grandparent

1. **Communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.**
  - Teachers will provide parents with specific information related to the state mandated testing expectations by utilizing the released items during parent-teacher conferences, newsletters, and released items practice sheets. Each parent will be provided with a contact number and email address of each teacher in case parents need more information or have questions. Two parent-teacher conferences will be held during the fall and spring from 1:30 -7:30. Check school website for dates. Contact person is Melissa Kirkpatrick. Contact number 501-556-5152
  - Parents will be notified of activities related to the character education and drug prevention programs and services through websites, social medias, and/or other outlets. The Rose Bud Elementary Counselor, Christy English, will provide information to parents. Contact number 501-556-5152



- The Rose Bud Elementary School will schedule an Open House in August each school year. Check school website for dates. Contact person is Melissa Kirkpatrick, elementary principal. Is the contact for this; his number is 501 556-5152.
  - Parents and students will be invited to meet their child's teacher and learn of teacher assignment, handbooks, and other information. The handbook will contain an outline of the school's procedures for resolving parental concerns. Rose Bud School's central office distributes handbooks to the elementary. The elementary office will distribute handbooks to each homeroom teacher. The classroom teacher will distribute handbooks to their parents. New enrolling students will receive their handbook in the elementary office. Contact number 501-556-5152; Mrs. Kirkpatrick, the elementary principal is the contact person for this.
  - Information disbursed to parents will be made available in various languages reflecting the diverse student population. This information will be disbursed in the elementary office by the elementary principal, Melissa Kirkpatrick. Contact number (501)-556-5152.
  - Rose Bud Elementary will provide Communicator Folders to be used by all teachers in grades K-6 to keep parents informed of Literacy and Math progress weekly. Each teacher is responsible for sending Communication Folders home. Contact number 501-556-5152. Melissa Kirkpatrick, elementary principal is responsible for seeing that folders are kept current.
  - Rose Bud Elementary staff will implement an Intensive Reading Plan (IRI) for students who possess a substantial deficiency in reading in grade Kindergarten thru Second grade. A substantial deficit in reading for kindergarten students will be determined if a student is delayed in reading skills on the ISTATIION assessment. Students who score below 20th percentile will be determined to have a substantial deficiency in reading. Communication from the elementary school to parents will automatically go to parents of preschool students in an effort to inform all parents of activities. Elementary principal, Melissa Kirkpatrick will be responsible for making sure that the parents of preschool children receive the same communication as the parents of elementary students concerning school activities. Contact number is 501-556-5152.
  - Rose Bud Schools has an informational sign. This sign runs school meetings, important dates and times, school pride information, etc. Contact person is Melissa Kirkpatrick. Contact number 501-556-5152.
2. **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 two state mandated parent/teacher conferences each year.)**



- The Rose Bud Elementary School will schedule a minimum of two parent/teacher conferences during the fall and spring each school year. Check school website for dates. Information pertaining to scheduling additional conferences with faculty, administration, and staff will be provided to parents within the Handbook. The meetings will be held at various times during the day or evening to better accommodate parents. Melissa Kirkpatrick, Contact number 501-556-5152.
  - Activities for parents of elementary school students will include parents of preschool students. Open House and Parent/Teacher Conferences are examples. (Parent involvement) (Transition) Determine effectiveness of Transition Activities by speaking to and listening to Preschool and Kindergarten parents. The person responsible for making sure that the parents of preschool students receive the same communication as the parents of elementary students concerning school activities is Melissa Kirkpatrick, elementary principal. Contact number 501-556-5152.
3. **The Elementary school will provide information to parents about volunteer opportunities (must include state mandated parent training)**

- Rose Bud elementary staff will be encouraged to utilize the Volunteer Resource Book which provides information pertaining to the availability and areas of interest for each volunteer that will work within the schools. Corinna Strain, parent coordinator, Ann Keller, elementary office staff are responsible for updating the volunteer resource book for the school year. Contact number 501-556-5152.
- Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: the use of and access to the Department of Education website tools for parents. Check the school website for dates. This training will be implemented by Melissa Kirkpatrick, elementary principal. Contact number is 501-556-5152.
- The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts requires teachers to participate in Professional Development in the following areas on a rotational basis: (2013-14 and every fourth year after that) 2 hours of PD related to child maltreatment; (2014-15 and every fourth year after that ) 2 hours of PD designed to enhance the understand of effective parental involvement strategies; (2015-16 and every fourth year after that) 2 hours of PD designed to enhance their understanding of teen suicide awareness and prevention; (2016-17 and every fourth year after that\_ 2 hours of PD in Arkansas History for teachers who provide instruction in Arkansas History. Ms. Kirkpatrick, the elementary principal, is responsible for making sure mandates are followed. Contact number 501-556-5152.
- The Rose Bud Elementary School will conduct annual training for volunteers assisting in instructional programs for parents. The training will include topics aligning to both building and district level Parent Involvement plan goals and objectives, as well as topics



requested by parents and/or the community. Check school website for dates. Training is held in the fall by Christy English, Elementary Parent Involvement Coordinator/School Counselor. Contact number 501-556-5152.

**4. Work with parents to create a School-Parent-Compact**

- Parents, teachers, and administrators will work together to develop a School/Parent Compact. This compact will be included in the Student Handbook which all students and parents receive. Melissa Kirkpatrick is responsible for making sure the compact is disseminated to parents. Contact number 501-556-5152.
- Rose Bud Elementary will maintain School-Parent Compacts that reflect the following criteria and assurances: (A) Programs to insure assistance to parents in understanding content how to monitor a child's progress; standards, academic assessments, and (B) Materials, workshops, and training will be made available through the parent center to help parents work with their children to improve academic achievement; (C) Professional development will be provided to teachers, principals, and other staff in the importance of effective communication, value and utility of contributions of parents; (D) Programs that foster the coordination and integration of community and parent involvement programs and activities; (E) Information about school and parent programs, as well as required documentation, will be made available in a language familiar to the parents F) Implement and parental involvement programs that may be requested by parents. Melissa Kirkpatrick, elementary principal is responsible for making sure the compact is disseminated to parents. Her contact number is 501-556-5152.

**5. 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**

- Title I funds will be allocated for the purchase of materials and supplies to facilitate parent involvement activities and resources for the Parent Center. Melissa Kirkpatrick is responsible for getting parent feedback on how parental involvement funds will be spent. Contact number 501-556-5152.
- To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. Melissa Kirkpatrick is responsible for recruiting the alumni commission. Contact number 501-556-5152.
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. If interested in joining our Parent Organization, please contact Christy English, Elementary Parent Involvement Coordinator, at 501-556-5152.
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## **6. Provide resources for parents**

- Informational resources corresponding to drug and alcohol awareness and prevention will be made available to parents in the Parent Resource Center. The contact person is Christy English - contact number is 501-556-5152.
- The Rose Bud Elementary School faculty and administration will support the Rose Bud District Parent/Teacher Organization. If interested in joining our Parent organization contact Christy English or Melissa Kirkpatrick at 501-556-5152.
- The Rose Bud Elementary School will provide resources for school and community-based preschool and private schools that focus on strategies to increase parental involvement.
- STATE REQUIREMENT - The school will distribute informational packets 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 (notes, phone calls, e-mail...). In August, informational packets were given or will be given to parents. Melissa Kirkpatrick, elementary principal will be responsible for seeing that packets are disseminated to parents. Contact number 501-556-5152 Corina Strain will be responsible for collecting the responses to the volunteer interest survey. Contact number 501-556-5154.
- STATE REQUIREMENT - 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 library, advertise the current selection, and give parents the opportunity to borrow the materials for review. Amanda Tharp, Christy English, and Melissa Kirkpatrick are responsible for purchasing parenting materials. Contact number 501-556-5152. A list of materials, books, videos, pamphlets, and other resources available for checkout, can be obtained from the elementary parent center. Contact person- Christy English , Contact number 501-556-5152.
- Include 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. The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. Amanda Tharp is the elementary facilitator. Her contact number is 501-556-5152.

## **7. Engage parents in the evaluation of your parental involvement efforts**

- Rose Bud Schools 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. While collecting evidence 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. Melissa Kirkpatrick, elementary principal, is the contact person. Contact number 501-556-5152.

**8. Use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year**

- Rose Bud Elementary will ask parents to fill out a parent interest survey during each school year to gain information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. Contact person is Melissa Kirkpatrick. Contact number 501-556-5152.
- Rose Bud Elementary will use the results of the parent interest survey to plan the parental involvement activities for the year. The results will be compiled by Corina Strain. Contact number 501-556-5152.

**9. School plan the Annual Title I Meeting that must be conducted separately (It CANNOT be held in conjunction with any other meetings or activities.)**

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. The meeting will be held in the fall. Melissa Kirkpatrick is facilitator of meeting. Check school website for dates. Contact number 501-556-5152.
- The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have 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. For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events. Check school website for dates.