



Lawson Elementary School
19901 Lawson Road
Little Rock, AR 72210
501-821-7000 (Office)
501-821-7012 (Fax)
<http://lawson.pcssd.org/>

PARENT INVOLVEMENT PLAN

2019-2020

Matthew Mellor, Principal
mmellor@pcssd.org

April Belcher, Counselor and Parent Facilitator
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 on the back of the calendar monthly.
- Teachers provide communication to parents using:
 - Planners/Agendas (AVID)
 - Conferences
 - 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 frequently 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 Call Outs
 - Call outs are sent through a phone call with important and upcoming events and reminders for parents.

Parent Meetings, Conferences, and Activities

- Open House
 - An Open House is held on Monday, August 12, 2019 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, Arkansas Common Core State Standards (CCSS), the Arkansas English Language Arts Standards for Grades K-12, Advancement Via Individual Determination (AVID), Positive Behavior Intervention Supports (PBIS), and the Arkansas Mathematics Standards.
- Parent Teacher Conferences
 - Parent and Teacher Conferences are held on Monday, September 9, 2019 for the Fall semester and Monday, February 10, 2020 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
 - 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.
 - Our Literacy and Math Instructional Facilitator is Diane Huston.
- Test Preparation Night for Parents and Students
 - Test Preparation Night for Parents and Students will be held. Information will be presented on how to prepare for the new online ACT Aspire assessment, test taking tips, and times and dates of the test.
 - Facilitators include:
 - Counselor, AVID Coordinator, and PBIS Coach (April Belcher)

- Literacy and Math Instructional Facilitator and Test Coordinator (Diane Huston)

Volunteer Opportunities

- Parent Volunteer Training Classes
 - 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)
 - 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.
 - Person Responsible: Principal (Matthew Mellor & Bettie Mhoon)
- Title I Annual Planning Meeting
 - This meeting is made up of parent volunteers to help make important decisions for Lawson Elementary.
 - Person Responsible: Diane Huston (Literacy and Math Instructional Facilitator)
- Parental Involvement Training
 - 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 Monday, September 9, 2019.
- 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 2019) 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 (Diane Huston)

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 29, 2019.
- Lawson Elementary will plan (in Spring 2019) with our leadership team and parent involvement committee when we will hold the annual Title I meeting for the 2020-2021 school year.
- Person Responsible: Literacy Instructional Facilitator (Diane Huston)



Lawson Elementary School Parent Involvement Plan
Parent Friendly Version
2019-2020

Communication between School and Home Check out the following for up to date information:

- School calendar
- Breakfast/lunch menus
- Communication folders or AVID agenda/planners
- Lawson District Website
- Teacher classroom newsletters
- Lawson's Facebook page
- ThrillShare Call outs/Voicemails
- Parent Center
- PCSSD's calendar
- PCSSD's School Policy Handbook

Parent Meetings, Conferences, and Activities

- Open House-Monday, August 12, 2019
- Title I Annual Report to the Public-Tuesday, October 29, 2019
- Family Math/Literacy Night-Tuesday, October 29, 2019 & TBA Spring 2020
- Parent/Teacher Conferences-Fall/Monday, September 9, 2019
- Parent/Teacher Conferences-Spring/Monday, February 10, 2020
- ACT Aspire Test Preparation Night-TBA
- Career Month-May 2019
- PTO Musicals
- Quarterly Incentive Field Trips/Celebrations/PBIS Celebrations-TBA

Volunteer Opportunities

- Lawson's Parent Teacher Organization (PTO)
- Parent Involvement Survey
- Title One Meeting

- Equity Monitoring Team
- School Leadership Committee

Resources for Parents

- Behavioral Health Services of Arkansas- Mental Health Provider
- Parent Resource Center- Lawson Elementary
- Lawson Food For Kids (FFK) Program
- Uniform Assistance
- Parent Surveys- PCSSD website
- www.connectwithkids.com/websource
- www.parenting-ed.org



Lawson Elementary School

19901 Lawson Road

Little Rock, AR 72210

501-821-7000 (Office)

501-821-7012 (Fax)

<http://lawson.pcssd.org/>

PARENT INVOLVEMENT INFORMATIONAL PACKET

2019-2020

Matthew Mellor, Principal

mmellor@pcssd.org

April Belcher, Counselor and Parent Facilitator

abelcher4063@pcssd.org

Lawson Elementary's Parent Involvement Program

Parent Involvement is very important to your student's success at Lawson Elementary School. At Lawson Elementary School, we believe that all children can succeed! We are committed to involving parents, community members, teachers, and students in the educational process. Below you will find ways for parents to become involved in the school and his or her child's education. These meetings and activities are the result of close collaboration between the Lawson staff, parents, and community members. We hope to see you soon at Lawson!

Recommended Roles of the Student

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.

Recommended Roles of the Parent

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.

Recommended Roles of the Teacher and Staff

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.

Recommended Role of the School

Lawson Elementary School agrees to:

- Create a safe, caring, and nurturing environment
- Provide motivational and interactive learning to all students
- Build and maintain a community of learners with shared, high expectations
- Employ teachers who are structured, yet flexible, while using a variety of instructional strategies and techniques
- Establish relationships and build community partnerships among students, staff, parents, and stakeholders
- Ensure everyone displays a positive "Can Do" attitude
- Utilize data to drive instructional decisions

Ways for Parents to Become Involved (Volunteers)

- Equity Monitoring Team
- Parent Involvement Survey
- Parent Teacher Organization (PTO)
- School Leadership Committee
- Title I Meeting

Volunteers Wanted at Lawson Elementary!



August 12, 2019

Dear Lawson Parents and Guardians,

We would like to inform you about our volunteer program this year. Attached is a volunteer checklist that has many opportunities for you to help at our school. We will appreciate anything that you can do to help. To volunteer, just put a check beside one or more activities. Send the checklist with your contact information at the bottom of the page back to your child's teacher. We will keep your information in a volunteer notebook. When we need your help, our PTO or someone from school will contact you. We want you to feel a part of your child's education.

Thank you,

April Belcher

Lawson Elementary

School Counselor

Parental Involvement Coordinator

Volunteers Wanted at Lawson Elementary!



Lawson PTO, along with staff and teachers, throughout the school year need your help with different school activities. Please check each activity that you are interested in volunteering your time this year. Also, please fill out the information below to help us contact you.

Place a checkmark beside the item(s) you are interested in volunteering your time.	Items:	Place a checkmark beside the item(s) you are interested in volunteering your time.	Items:
	1. Book Fair		11. Field Day
	2. Book Talk		12. Field Trips
	3. Bulletin Boards		13. Food for Kids Program
	4. Career Speaker		14. Fundraisers
	5. Class Parties		15. Media Center
	6. Classroom Helper		16. PTO Events
	7. 4-H Clubs		17. Read with Students
	8. Copy Papers		18. Special Speaker
	9. Cut Out Laminated Materials		19. Tutor
	10. Gardens		20. Uniform Closet

Student's Name: _____

Parent/Guardian Name(s): _____

Child's Teacher: _____

Phone #: _____

E-Mail Address: _____

Comments: _____

Activities Planned to Encourage Parental Involvement

• Annual Events

- Open House-Monday, August 12, 2019
- Title I Annual Report to the Public-Tuesday, October 29, 2019
- Family Math/Literacy Night-Tuesday, October 29, 2019 & TBA Spring 2020
- Parent/Teacher Conferences-Fall/Monday, September 9, 2019
- Parent/Teacher Conferences-Spring/Monday, February 10, 2020
- ACT Aspire Test Preparation Night-TBA
- Career Month-May 2020
- PTO Musicals
- Quarterly Incentive Field Trips/Celebrations/PBIS Celebrations-TBA

Resources for Parents

- Behavioral Health Services of Arkansas- Mental Health Provider
- Parent Resource Center- Lawson Elementary
- Lawson Food For Kids (FFK) Program
- Uniform Assistance
- Parent Surveys- PCSSD website
- www.connectwithkids.com/websource
- www.parenting-ed.org

Communication Between Parents and Teachers

Our Parent Involvement Program provides many ways for parents to stay up-to-date on all the important happenings at Lawson Elementary School. Here are some of the ways that you can keep informed:

• One-way Communication

- o ThrillShare Call outs/Voicemails
- o Breakfast and Lunch menus
- o Parent Center
- o PCSSD's Calendar
- o PCSSD's School Policy Handbook
- o School Calendar
- o Teacher classroom newsletters

• Two-Way Communication

- o AVID Planners/Agendas
- o Lawson's Facebook page
- o Lawson's Webpage
- o Communication Folders
- o Teacher classroom newsletters