

# **Mammoth Spring Elementary School**

## **Parental Involvement Plan**

**(Revised: October, 2014)**

**Facilitator: Wade Powell (870)625-7213**

**Principal: Wade Powell (870)625-7213**

**Superintendent: David Turnbough (870)625-3612**

**Committee Members: Wade Powell, Elementary School Facilitator; Michelle Buchanan parent/alumni/business leader; Sarah Nicholson, Parent; Katrina DeShazo, Parent; Bridget Baxley, Parent; Jeanne Earls, Counselor.**

**Goal 1: Use appropriate communication strategies to keep parents informed of school activities.**

- The school will create 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 year. Parents may use e-mail to communicate with members of the staff.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents mid-term reports and report cards at the end of each grading period with information regarding their child's academic progress.
- The school will give parents a parent-friendly letter at the beginning of the school year that explains their child's test results and standardized test scores.
- The school will post notices on the district web site located at: [Http://mammothspringschools.com](http://mammothspringschools.com).
- The elementary will also publish the BEAR NEWS to be sent home for parent information and updates.

Mr. Powell will be responsible for facilitating the activities associated with this goal. His contact number is (870)625-7213. His office is located in the elementary building in the principal's office.

**Goal 2: Provide opportunities for parents to attend meetings throughout the school year such PT Conferences, Open House, PTA,...**

- Beginning of the year parent meetings will be held the week of August 15, 2014. Parents will meet their child's teacher at that time.
- Two mandated parent/teacher conferences will be held Thursday, October 23, 2014, and Thursday, March 12, 2015, from 3:00 pm to 6:00 pm.
- Teacher will hold conferences individually with parents. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching his or her achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school/parent efforts and explanations of homework and grading procedures.
- These meetings will include parent training sessions to help parents understand how to enhance their child's education.
- The meetings will be held at various times during the day or evening to better accommodate the parents' schedules.
- Outside speakers will provide parents with more information concerning ways to make their child's academic life more successful.
- The school will offer a public meeting each year to provide an explanation of the statewide assessment system, standards, and other accountability measures.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:

1. Library assistant
2. Book Fair helpers
3. Awards Day presenters
4. Field Day volunteers
5. Parent Education workshop presenters
6. Parent/School organizations
7. Red Ribbon Week
8. Elementary Honor Choir & Band Concerts
9. Various School Committees
10. Fire Department Field Trips
11. Annual Preschool BBQ for parents

Mr. Powell will be responsible for the coordination of the activities associated with this goal. His contact number is (870)625-7213. His office is located in the elementary building in the principal's office.

### **Goal 3: Provide opportunities for parents to volunteer within the school day.**

- The school will provide opportunities for parents and community members to support the instructional program through such programs as tutoring and mentoring.
- The school will provide a list of volunteer opportunities and solicit 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. 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.
- The schools will help to provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transitions. Parents will have the opportunity to meet the new teachers at the beginning of the school year. The transitions targeted at Mammoth Spring Elementary School will target transitions into preschool, from preschool into kindergarten, and from sixth grade into high school.
- Instruction will be provided to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: demonstration by trained volunteers, the use of and access to the Arkansas Department of Education web site 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 Arkansas Department of Education.
- The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understanding of effective parental involvement strategies; 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.
- Mr. Powell will be responsible for the coordination of the activities associated with this goal. His contact number is (870)625-7213. His office is located in the elementary building in the principal's office.

#### **Goal 4: Provide a parent/school/compact.**

- The school will involve parents on school improvement planning committees in collaboration with the administration, parent facilitators, and federal coordinator. Each year, parents and students will have an opportunity to give their input on the compact the Mammoth Spring School District distributes by surveys related to handbook development. Parent facilitators will collaborate with Kristy Brown, Federal Programs Coordinator. Her office is housed in the elementary building.

#### **Goal 5: Annually evaluate school wide plan and provide annual Title I Meeting to engage parents in decision making processes.**

- The school will involve parents on school improvement planning committees in collaboration with the administration, parent facilitators, and federal coordinator. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- To take advantage of community resources, the school shall make every effort to recruit alumni from the school to create an alumni advisory committee to provide advice and guidance for school improvement. The parent advisory group is scheduled to meet on October 17, 2014. A follow-up meeting is scheduled for the Spring, 2015.
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
- Mr. Powell will be responsible for the coordination of the activities associated with this goal. His contact number is (870)625-7213. His office is located in the elementary building in the principal's office.

#### **Goal 6: Provide information to parents concerning parental involvement during the school year.**

- The school will distribute information 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, as well as suggestions of ways parents can become involved in their child's education. It will also include 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-mails, communication logs).

- To promote and support responsible parenting, the school shall, as funds are available provide the following: Parenting books, magazines, and other informative materials regarding responsible parenting through the school library. Selections will be advertised to give parents the opportunity to borrow the materials for review.
- The school's handbook shall include the policy 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 the district shall designate (1) certified staff member who is willing to serve as a parent facilitator. For the elementary school, Mr. Wade Powell has been designated as the Parent Facilitator.
- Mr. Powell will be responsible for the coordination of the activities associated with this goal. His contact number is (870)625-7213. His office is located in the elementary building in the principal's office.

## **Goal 7: Evaluate each year the level and success of parental engagement.**

- The elementary school will evaluate the activities that were suggested by the parents through surveys at the end of the school year as part of an annual parental involvement plan evaluation. This evaluation will occur at both the school district level.
- The advisory team for the school will provide feedback on improvement parental involvement. The first meeting is scheduled for Friday, October 17, 2014.
- Mr. Powell will be responsible for the coordination of the activities associated with this goal. His contact number is (870)625-7213. His office is located in the elementary building in the principal's office.

## **Goal 8: Survey parents to determine school year parent activities.**

- The school will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
- The school will use the results of the parent interest survey to plan the parental involvement activities for the year.
- The school will evaluate the activities that were suggested by the parents at the end of the school year as part of an annual parental involvement plan review or evaluation.
- Mr. Powell will be responsible for the coordination of the activities associated with this goal. His contact number is (870)625-7213. His office is located in the elementary building in the principal's office.

## **Goal 9: Plan and conduct an Annual Title I Meeting.**

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. This includes all Mammoth Spring students since the school is a school wide program.
- 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. The meeting is scheduled for Friday, September 26, 2014. The follow-up meeting is scheduled for the Spring of 2015.
- 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 and kept on file in the school's office.
- Mr. Powell will be responsible for the coordination of the activities associated with this goal. His contact number is (870)625-7213. His office is located in the elementary building in the principal's office.