

CROSSETT HIGH SCHOOL
301 West Ninth
CROSSETT AR 71635
870-364-2625
School Parent Involvement Policy

2013-2014

District: Crossett School District	School Improvement Status: 2013 AYP Status: Needs Improvement
Grade Levels: 9-12	Parent Involvement Coordinator: Mary Beth Kinchen
Title I School Wide? No	Percent of free and reduced lunch: 65 percent

Alicia Brown, Principal	Amanda Hall, Teacher
Jason Bohle, Assistant Principal	Susanne Ballard, Parent
Dustin Wolcott, Dean of Students	Tina Morris, Parent
Holly Gillum, Teacher	

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

The Eagle Summit, a monthly newsletter will be written and distributed to students, staff, and community. The newsletter will provide a letter from the principal, a periodic column which explains the importance of the EOC exams, ACT, and AP exams, 30-day event forecast, information about colleges and scholarships, instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, and information on the use of and access to Department of Education website tools for parents. **(Person Responsible:** CHS Journalism Teacher and Journalism Students, Melinda Harris; **Contact Number:** 870-364-2625)

Crossett High School will use Home Access Center (HAC), a web-based program that allows students and parents Internet access to grades on real time basis, email communication between parent/students and teachers, and access to homework assignments through the calendar. Once the parent/student receives their personal access code they can access this information from any Internet connected computer. The Counselor's Secretary, Samantha Person, is responsible for access codes and she can be reached at 870-364-1745. Access codes are available to parents at the first Parent/Teacher Conference on September 10, 2013. Parents who could not attend this meeting may request their access codes from the counselor's office during regular school hours, Monday-Friday 8:00-3:30, and during Parent Teacher conference nights. The Counselor's Office number is 870-364-5016. Teachers will routinely contact parents on an individual basis to communicate about their child's academic progress. Before Parent/Teacher conferences, parents are notified via School Messenger about the conferences and participation is encouraged it is also sent to the local media. Parents will be contacted via School Messenger to see if they would like to provide CHS with their email address or text message number for

school information weekly. (**Persons Responsible:** Wanda Harris, CHS Secretary, or Alicia Brown, CHS Principal; **Contact Number:** (870-364-2625))

The school will provide progress reports/report cards to parents every four weeks with information regarding their child's academic progress and upcoming classroom and school events. (**Persons Responsible:** Teachers; **Contact Number:** (870-364-2625))

Crossett High School will host Freshman Orientation on August 15, 2013 from 5:00-6:00 and an Open House for 10th-12th on August 15, 2013, from 6:00- 7:00 where they will share the school's approach to school improvement. (**Person Responsible:** Alicia Brown, Principal; **Contact Number:** (870-364-2625))

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.

Four Parent/Teacher conferences are scheduled for the 2013-2014 school year. The conferences are from 3:00 p.m. to 6:00 p.m. Principal's Cabinet members will attend conferences and help parents find teachers classrooms.

1. September 10, 2013
2. October 24, 2013
3. February 4, 2014
4. April 8, 2014

Teachers will share Performance Assessments with parents at the September 10, 2013, Parent/Teacher Conference. (**Person Responsible:** Alicia Brown, Principal **Contact Number:** (870-364-2625))

STEPS conferences are scheduled for five consecutive weeks in Spring of 2014 from 3:30 p.m. - 6:30 p.m. STEPS (Success Through Educating Parents & Students) conferences are held to better involve parents in developing and understanding effective career action plans for all students. The STEPS program involves the development of a class selection plan, post-secondary planning, and parent involvement in the planning sessions. (**Persons Responsible:** Alicia Brown, Principal; **Contact Number:** 870-364-2625; Scott Sasser, Counselors; **Contact Number:** (870-364-5016))

The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:

Athletic Events
Arkansas Scholars Ceremony
AAIMS AP Awards Ceremony
Choir and Band concerts
East Lab Events
Extracurricular Club Events
Mentoring
Tutoring
Teacher Appreciation Week
Parental Involvement Meetings
Various Committees
School Dances
Greek Night
East Night Out

Project Graduation
Field Trips
College Fair

Parental Involvement meetings will be held along side Parent-Teacher Conference throughout the year to discuss what students will be expected to learn, how they will be assessed, and how parents can assist to make a difference in their child's education. The school's process for resolving parental concerns will be discussed at these meetings. Parents will be given a chance to identify and request other support activities from the school. **(Person Responsible:** Alicia Brown, Principal; **Contact Number:** (870-364-2625)

3. How will your school provide information to parents about volunteer opportunities?

A Parent Volunteer form was given out during Freshman Open House, 10th-12th Open House, and the first Parent/Teacher conference on September 10, 2013. A spreadsheet of this survey is available to staff members as are preparation for volunteer help at the schools. **(Person Responsible:** Parent Facilitator, Mary Beth Kinchen; **Contact Number:** (870-364-2625)

The school will provide instruction to parents 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. **(Person Responsible:** Alicia Brown, Principal; **Contact Number:** (870-364-2625)

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. **(Persons Responsible:** Barbara Garner, Assistant Superintendent, **Contact Number:** (870-364-3112) and Alicia Brown, Principal; **Contact Number:** (870-364-2625)

Crossett High School will work with Crossett Middle School 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 transition before school starts in August. **(Person Responsible:** Alicia Brown, CHS Principal; **Contact Number:** (870-364-2625)

Parents will be informed of opportunities to interact with the school as volunteers through a volunteer drive during Orientation/Open House on August 15, 2013. The school will compile a Volunteer Resource Book from the parent interest forms and make it available to school staff and update it yearly. Parents will be encouraged to support and become involved with classroom projects. The school will provide information on the school's commitment to parent involvement, the process for resolving parent concerns, and tips on how parents can foster their child's success. **Persons Responsible:** Alicia Brown, Principal; Mary Beth Kinchen, CHS Parent Facilitator; **Contact Number:** (870-364-2625)

Parents will be informed of the District Parent Center, provided with the promotion guidelines, and introduced to the location of the TIPS Center and the program offered thereto foster their child's success. (**Person Responsible:** Alicia Brown, Principal; **Contact Number:** (870-364-2625))

STEPS (Success through Educating Parents & Students) conferences are held to better involve parents in developing and understanding effective career action plans for all students. The STEPS program involves the development of a class selection plan, postsecondary planning, and parent involvement in the planning sessions. (**Persons Responsible:** CHS Counselors, Scott Sasser; **Contact Number:** (870-364-5016))

4. How will your school work with parents to create a School-Parent-Compact? Crossett High School students and parents are provided with a Crossett School District Parent-Student Handbook at the beginning of each school year. This handbook is prepared to inform students, parents, and others of the activities and services, policies and procedures, and even the ideals which Crossett School District considers necessary in the pursuit of an efficient and effective education program. Parents and students must sign the Signature Page indicating they have received a copy of the handbook. (**Person Responsible:** Barbara Garner, Assistant Superintendent; **Contact Number:** (870-364-3112); and Alicia Brown, Principal, **Contact Number:** (870-364-2625))

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?

The school will involve parents and community patrons in the development of the school ACSIP (Arkansas Comprehensive School Improvement Plan) plan for school improvement as participants in advisory capacities. (**Person Responsible:** Alicia Brown, Principal; **Contact Number:** (870-364-2625))

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. (**Person Responsible:** Alicia Brown, Principal; **Contact Number:** (870-364-2625))

6. How will your school provide resources for parents?

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, email). (**Person Responsible:** Mary Beth Kinchen, CHS Parent Facilitator; **Contact Number:** (870-364-2625))

The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. (**Person Responsible:** Alicia Brown, Principal; **CHS Parent Facilitator:** Mary Beth Kinchen; **Contact Number:** (870- 364-2625))

The parent facilitator will attend the 14th Annual Arkansas Conference for Parent Education and Involvement September 24th and 25th, 2014 and will implement strategies learned and materials received at the conference to expand opportunities for parental engagement at Crossett High School. A Parent Center will be established in the Crossett High School Library. The Center will include parenting books,

magazines, and instructional videos which parents will be allowed to check out through the librarian. Parents will also have access to computers when visiting the Parent Center. The Parent Center will be available Monday - Friday 8:00-3:15 during regular school hours. 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. **(Person Responsible:** Mary Beth Kinchen, Parent Facilitator; **Contact Number:** (870-364-2625); and Barbara Garner, CSD Parent Coordinator: **Contact Number:** (870-364-3112)

Crossett School District will include in the Student-Parent Handbook, the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. **(Person Responsible:** Barbara Garner, Assistant Superintendent; **Contact Number:** (870-364-3112)

The TIPS Center will be staffed with a TIPS Coordinator to work with parents, students, and the community. The TIPS center is open Monday-Friday 8:30-4:00. **(Persons Responsible:** Barbara Garner, Assistant Superintendent; and Jenny Allen, TIPS Center Coordinator; **Contact Number:** (870-364-5010)

Information and forms will be translated into Spanish for ESL families. **(Person Responsible:** Alicia Brown, Principal; **Contact Number:** (870-364-2625)

A district level social worker will be utilized by CHS to supplement parental contact with students and families in need of services, work with the school's attendance secretary to locate and contact students/families with excessive unexcused absences, work with homeless students and parents to ensure medical services and/or materials, eyeglasses, supplies, clothing, and transportation are provided as required, and work with students and families that are disciplinary problems. **(Person Responsible:** Elaine Simpson; **Contact Number:** (870-364-2440)

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

Crossett High School will engage parents in May 2014, in an annual evaluation of Crossett High School's parental involvement efforts and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement, the evaluation process 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. The evaluation will be conducted by the CHS Parent Involvement Committee. **(Persons Responsible:** Alicia Brown, Principal; Mary Beth Kinchen: Parent Facilitator; **Contact Number:** (870-364-2625)

At the September 18, 2012 Parent Teacher Conferences a Parent Survey will be given to parents. At the district parental involvement meeting results of the survey will be presented. **(Person Responsible:** Mary Beth Kinchen, Parent Facilitator; **Contact Number:** 870-364-2625)

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?

The school will ask parents to complete a parent interest survey in August and September, 2013, to obtain 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. (**Persons Responsible:** Alicia Brown, Principal; and Mary Beth Kinchen, Parent Facilitator; **Contact Number:** (870-364-2625)

The school will evaluate the activities that were suggested by the parents in May, 2014, as apart of the annual parent involvement plan evaluation and make changes if warranted. The evaluation will be conducted by the CHS Parent Involvement Committee. (**Persons Responsible:** Alicia Brown, Principal; and Mary Beth Kinchen, Parent Facilitator; **Contact Number:** (870-364-2625)

9. When will your school plan the Annual Title I Meeting that must be conducted separately?
N/A