

CROSSETT MIDDLE SCHOOL
1200 CAMP RD
CROSSETT AR 71635
870-364-6521

School Parent Involvement Policy

2013-2014

District Crossett School District	School Improvement Status 2013 School in Need of Improvement
Grade Levels 5, 6, 7, 8	Parent Involvement Coordinator Courtney Barnett
Are you Title I School wide? Yes	Percent of free and reduced lunch 63.00%

Parent Involvement Committee Members

Lou Gregorio, Principal	Stacy Taunton, Parent
Kelly Spradlin, Assistant Principal	India Holt, Parent
Jeff Mock, Assistant Principal	April Adams, Instructional Facilitator
	Sherry Cotton, Instructional Facilitator

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 school will distribute a monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Persons Responsible: Courtney Barnett, School Counselor; Contact Number: (870) 364-4712)
- The school will use the web-based program TAC/HAC for each teacher and parents. 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 school year. Parents may use e-mail to communicate with members of the school staff. (Persons Responsible: Classroom Teachers; Contact Number: (870) 364-4712)
- Teachers will routinely contact parents on an individual basis in their grade level team meetings to communicate about their child's academic progress. (Persons Responsible: Classroom Teachers; Contact Number: (870) 364-4712)

- The school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.
(Persons Responsible: Classroom Teachers; Contact Number: (870) 364-4712)
- The school will host a Fifth Grade Orientation on August 13, 2013 to provide new parents to our school information about the school's approach to school improvement, Title 1 plans, Common Core Curriculum, School Rules and Procedures as well as provide an opportunity for parents to meet their child's teachers. (Person Responsible: Lou Gregorio-Building Principal; Contact Number- (870)364-4712)
- The school will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the School Wide Title I Plan and how to get a copy upon request. Persons Responsible: Lou Gregorio, Principal; Courtney Barnett, Parent Facilitator, April Adams, Literacy Instructional Facilitator; Sherry Cotton, Math Facilitator; Jeff Mock, Assistant Principal; Kelly Spradlin, Assistant Principal; Classroom Teachers Contact Number: (870)364-4712)

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.

- Crossett Middle School provides many opportunities for parents to be involved in activities in the school. These activities are developed to reflect the academic needs of the school and include programs and practices that enhance the needs of students and their families. The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning.(Persons Responsible: Lou Gregorio, Principal; Courtney Barnett, Parent Facilitator, April Adams, Literacy Instructional Facilitator; Sherry Cotton, Math Facilitator; Jeff Mock, Assistant Principal; Kelly Spradlin, Assistant Principal; Classroom Teachers Contact Number: (870)364-4712)
Events that promote academic improvement:

1. Character Day: This day is designed for promoting literacy throughout all content areas. Students participate in all day events to promote reading.
2. Pi Day: This day is designed for promoting math across the curriculum. Students participate in Pi activities and other events during the day.
3. Rachel's Challenge: Students gain a renewed hope that their life matters and they have a purpose through the student assemblies. They learn to appreciate the importance of being kind to others for the positive impact it has on both the recipient and on themselves.
4. Benchmark Week: Students are encouraged to participate and apply the skills given to them on

the state tests. Students are motivated through several activities throughout the week to help them stay motivated and feel supported throughout this rigorous week.

5. 5th Grade Orientation and Family Nights: At these events parents are given information about our schools academic status and ways they can help support our academic needs. Parents are given materials to help their students with literacy and math and can participate in several academic activities at the open house and family nights. Our first Family Night will be held October 8th at 6:00 p.m. in the CMS Cafeteria. The second Family night will be held March 6, 2013.

6. Parent Teacher Conferences: Parents and teachers collaborate about the academic progress of the student. Teachers provide parents with tools necessary to help students improve academically and behaviorally. There are four required conferences throughout the school year. Teachers are also able to conference with parents at other times during the year, during their daily conference time.

- Other ways parents can be involved:
 1. Library assistant
 2. Teacher assistant
 3. Tutor
 4. Benchmark Exam Week
 5. Book fair helpers
 6. Teacher Appreciation Week
 7. Awards day presentation
 8. Parent education workshops
 9. Orientation presentations
 10. Parent-school organization
 11. Red Ribbon week
 12. Choir and Band concerts
 13. D.A.R.E. graduation
 14. Serve on the CAPS board
 15. Various committees
 16. Help with Student Organizations
- Parental Involvement meetings will be held monthly 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: Lou Gregorio, Building Principal; Courtney Barnett, Parent Facilitator Contact Information: (870)364-4712)

Teachers will share Performance Assessments with parents at the Parent/Teacher Conferences. Counselors will provide parents with explanations of their child's individual report from the ACTAAP exam during Parent/Teacher conferences. Conference Dates: September 10, 2013,

October 24, 2013, February 4, 2014, and April 8, 2014 (Persons Contacted: Courtney Barnett Counselor Contact Number: (870) 364-4712)

CMS will host family nights during the school year focusing on Literacy and Math skills to provide parents with tips that will help their child succeed academically. (Persons Contacted: Lou Gregorio, Principal; Courtney Barnett, Parent Facilitator; April Adams, Literacy Facilitator; Sherry Cotton, Math Facilitator Contact Number: (870)364-4712)

3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

- 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. (Persons Responsible: Courtney Barnett, Counselor Contact Number: (870) 364-4712)
- 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 understand of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Persons Responsible: Administrators and Classroom Teachers Contact Number: (870)364-4712)
- Crossett Middle School will work with Crossett Elementary and Crossett High 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. (Persons Responsible: Lou Gregorio, Principal Contact Number (870) 364-4712)
- Open House for fifth through eighth grade will be held to obtain schedules, meet teachers, and obtain class supply lists. August 6-9, 2012 (Persons Responsible: Lou Gregorio, Principal Contact Number (870) 364-4712)
- Parents will be informed of opportunities to interact with the school as volunteers through a volunteer drive during Orientation August 13, 2013 and during Parent Teacher Conference September 10, 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. (Person Responsible: Courtney Barnett, Parent Facilitator Contact Number (870)364-4712)

- 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 there to foster their child's success. The STEPS (spring student registration) program will be utilized with eighth grade students and parents to discuss the students' performance on state/national assessments, the students' schedules for their ninth grade year, and to inform parents of opportunities to remain involved in the decision making process of their high school student. (Persons Responsible: Courtney Barnett, Counselor Contact Number: (870)364-4712)
- The school will develop fliers that include 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. (Person Responsible: Courtney Barnett, Parent Facilitator Contact Number (870)364-4712)

4. How will your school work with parents to create a School-Parent-Compact?

- School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact. (Persons Responsible: Lou Gregorio, Principal; Classroom Teachers Contact Number: (870) 364-4712)

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?

- To take advantage of community resources, the school shall consider recruiting community stake-holders from the school to create an alumni advisory commission to provide advice and guidance for school improvement. (Person Responsible: Lou Gregorio, Principal Contact Number: (870)364-4712)
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (CAPS) The CAPS organization will meet to plan and organize activities for CMS students and to inform parents of the upcoming events. (Person Responsible: Lou Gregorio, Principal; Courtney Barnett, Parent Facilitator Contact Number: (870)364-4712)

6. How will your school provide resources for parents?

- The school will distribute Informational packets each year that include 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). (Person Responsible: Lou Gregorio, Principal; Courtney Barnett, Parent Facilitator Contact Number: (870)364-4712)
- 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: Lou Gregorio, Principal; Courtney Barnett, Parent Facilitator Contact Number: (870)364-4712)
- Include in the school's policy handbook and on the school webpage 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: Lou Gregorio, Principal Contact Number: (870)364-4712)
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. The Crossett Middle School Parent Facilitator is Courtney Barnett. (Person Responsible: Lou Gregorio, Principal; Courtney Barnett, Parent Facilitator Contact Number: (870)364-4712)
- The CMS principal will designate an area to be used as the Parent Center. Information packets, parenting books, magazines, and other informative material regarding responsible parenting will be available for parents to borrow or review. A computer station will be set up for parents to have access to TAC/HAC. Additional reasonable support will be available upon request. (Person Responsible: Lou Gregorio, Principal; Courtney Barnett, Parent Facilitator Contact Number: (870)364-4712)
- The TIPS Center will be staffed with a TIPS Coordinator to work with parents, students, and the community. The TIPS Center is open from 9:00 a.m. to 4:30 daily. (Person Responsible: Jenny Allen TIPS Coordinator Contact Number: (870) 364- 5010)

Information and forms will be translated into Spanish for ESL families. (Person Responsible: Lou Gregorio, Principal; Contact Number: (870) 364-4712)

- A district level social worker will be utilized by CMS 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. (Persons Responsible: Elaine Simpson, Social Worker; Courtney Barnett, Counselor Contact Number: (870) 364-4712)

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

- The school 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. (Persons Responsible: Lou Gregorio, Principal Contact Number: (870) 364-4712)

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?

- Eighth grade students and parents will be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities through their participation in the STEPS program during Spring registration. (Persons Responsible: Lou Gregorio, Principal; Courtney Barnett, Counselor Contact Number: (870) 364-4712)
- The school will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to obtain information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. (Persons Responsible: Lou Gregorio, Principal Contact Number: (870) 364-4712)
- The parental engagement intervention will be evaluated through sign in sheets, the CMS Parent Surveys, documentation of the number of activated accounts on TAC/HAC, agendas, Parent/Teacher conference attendance, Volunteer Resource Book, Phone Messenger reports, and documentation of the CAPS program. (Persons Responsible: Classroom Teachers; Secretaries; Courtney Barnett, Parent Facilitator; Lou Gregorio, Building Principal Contact Number: (870)364-4712)

9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)

- Parents of Title I students will have the opportunity to participate in a Title I meeting in the fall of 2013 and the spring of 2014. The purpose of this meeting will be to make parents aware of

Title I information and resources available to them throughout the year. The school will hold its 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 levels students are expected to meet. (Person Responsible: Lou Gregorio, Principal Contact Number: (870) 364-4712)