

CROSSETT MIDDLE SCHOOL

100 Petersburg Road
CROSSETT AR 71635
870-364-4712

School & Parent Involvement Policy 2016-2017

District Crossett School District	School Improvement Status 2016 School in Need of Improvement (Based on 2014 Standardized Test Data)
Grade Levels 5, 6, 7, 8	Parent Involvement Coordinator Sue B. Gibson
Are you Title I School wide? Yes	Percent of free and reduced lunch 58% (as of 9/13/16)

Parent Involvement Committee Members

Lou Gregorio, Principal	Sue B. Gibson, Parent Coordinator
Kelly Spradlin, Assistant Principal	Teresa Stone, Parent
Clifton Davis, Dean of Students	Lisa Payne, Parent
Kristy Stephenson, Counselor	Miriam Dunnon, Parent
Sherry Cotton, Math Instructional Facilitator	Earnest Smith, Parent
Lynn Parker, Literacy Instructional Facilitator	Kim Milton, Parent
Tonya Cooper, Parent	Juanita Carroll, Parent
Kristina Barnett, Parent	Kenya Thompson, Parent

- 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 with both digital and print copies available to parents. Articles may be submitted by the parent-school committee, principal, staff and parent volunteers. It includes school news, a calendar of school activities, the monthly school lunch menu and parenting tips related to school achievement such as homework tips, organizational skills, and study skills.

(Person Responsible: Kristy Stephenson, School Counselor; Contact Number: (870) 364-4712)

The school will use the web-based E-school program with TAC/HAC for teachers 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 password that they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff and/or set up conferences by phone.
(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 parents with progress reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom/school events.
(Persons Responsible: Classroom Teachers; Contact Number: (870) 364-4712)

Grade reports for 2016-2017 are scheduled for these dates:

1 st Nine Weeks Progress Report:	September 14, 2016
Report Card	October 18, 2016
2 nd Nine Weeks Progress Report	November 16, 2016
Report Card	January 4, 2017
3 rd Nine Weeks Progress Report	February 2, 2017
Report Card	March 29, 2017
4 th Nine Weeks Progress Report	April 19, 2017
Report Card	May 26, 2017

The school will host two Fifth Grade Orientation - Open House events on August 9th and 11th, 2016. These meetings will provide new CMS parents information about school improvement efforts, Title 1 plans, Curriculum, School Rules and Procedures as well as provide an opportunity for parents to meet their child's teachers as they tour the school.
(Person Responsible: Lou Gregorio-Building Principal; Contact Number- (870)364-4712)

The school will inform parents by using the student handbook, school web site, school phone call-out system, signs at the school entrance/parking lot, and parent orientation meetings about the School Wide Title I Plan and how to get a copy upon request.
(Persons Responsible: Lou Gregorio, Principal; Sue B. Gibson, Parent Coordinator; Sherry Cotton, Math Facilitator; Lynn Parker, Literacy Facilitator; Kelly Spradlin, Assistant Principal; Classroom Teachers Contact Number: (870)364-4712)

2. List the proposed parent meetings, conferences and activities offered 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 roles and activities to increase their involvement and support of student learning.

(Persons Responsible: Lou Gregorio, Principal; Sue B. Gibson, Parent Facilitator; Sherry Cotton, Math Facilitator; Lynn Parker, Literacy Facilitator; Kelly Spradlin, Assistant Principal; Classroom Teachers Contact Number: (870)364-4712)

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

1. Book 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 (March 14th): This day is designed for promoting math across the curriculum. Students participate in Pi activities and other events during the day.
3. Kindness Week: This week will focus on the importance of being kind to others for the positive impact it has on both the recipient and on themselves.
4. ACT/Aspire Assessment 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. Back to School Orientation and Open House: 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.
6. Title I Family Nights: Our first Family Night will be held November 3, 2016 at 6:00 p.m. in the CMS Cafeteria. The second Family night will be held Thursday evening, April 6th, 2017.
7. 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 two required conferences this school year scheduled for 10/18/16 and 2/2/2017. Teachers are also able to conference with parents at other times during the year, during their daily conference time.
8. Choir and band performances and art exhibits will offer parents and families a time to enjoy the talents of their CMS students.

Other ways parents can be involved:

1. Library assistant
2. Teacher assistant
3. Tutoring
4. ACT/Aspire Assessment Week
5. Book fair helpers
6. Teacher Appreciation Week
7. Awards day presentations
8. Parent education workshops
9. Orientation presentations
10. Parent-school organization
11. Red Ribbon Week
12. Kindness Challenge week
13. Choir and Band concerts
14. D.A.R.E. graduation
15. Chaperone School Dances
16. See You at The Pole event
17. Help with Student Organizations

- Parental Involvement meetings will be held each 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; Sue B. Gibson, 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 exams during Parent/Teacher conferences. P/T Conference Dates are planned for: October 18, 2016 & February 2, 2017.

(Person Responsible: Kristy Stephenson, 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 Responsible: Lou Gregorio, Principal; Sue B. Gibson, Parent Facilitator; Sherry Cotton, Math Instructional Facilitator; Lynn Parker, Literacy 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 at home, including: role play and demonstration, 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: Kristy Stephenson, Counselor: Contact (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 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: Administrators & Classroom Teachers: Contact (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 and a "Walk-Through" of the campus to help students with the transition.

(Person Responsible: Lou Gregorio, Principal, Contact Number (870) 364-4712)

- Open House for fifth grade will be held to obtain schedules, meet teachers, and obtain class supply lists August 9 & 11, 2016. Opportunities for students in grades sixth through eighth to obtain schedules and class supply lists are during the week of August 8-12, 2016 and at CMS Open House held August 16th, 2016.

(Person 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 Parent Teacher Conference on October 18, 2016. The school will compile a Volunteer Resource Book from the parent interest forms & make it available. Parents will be encouraged to support & become involved with classroom projects. (Person Responsible: Sue Gibson, Parent Facilitator: Contact (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.
(Person Responsible: Kristy Stephenson, Counselor Contact Number: (870)364-4712)
- 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 a child's success. (Person Responsible: Sue Gibson, Parent Facilitator, Contact (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; CMS Teachers, Contact: (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 will recruit community stakeholders to create an advisory committee to provide advice and guidance for school improvement. (Person Responsible: Lou Gregorio, Principal, Contact (870)364-4712)
- The school shall enable the formation of a parent organization that will foster parental and community involvement within the school. They will meet to plan and organize activities for CMS students & to inform parents of the upcoming events. (Persons Responsible: Lou Gregorio, Principal; Sue B. Gibson, 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). (Persons Responsible: Lou Gregorio, Principal; Sue B. Gibson, 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 and give parents the opportunity to borrow the materials for review. (Persons Responsible: Lou Gregorio, Principal; Sue B. Gibson, Parent Facilitator Contact Number: (870)364-4712)

Include in the school's policy handbook and on the school webpage the 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 Sue B. Gibson. (Persons Responsible: Lou Gregorio, Principal; Sue B. Gibson, Parent Facilitator Contact Number: (870)364-4712)

- The CMS Parent Center is located in the CMS Office. Information packets, parenting books, magazines, and other informative material regarding responsible parenting are available for parents to borrow or review. A computer station is set up for parents to have access to TAC/HAC. Additional reasonable support will be available upon request. (Persons Responsible: Lou Gregorio, Principal; Sue B. Gibson, 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 daily. (Person Responsible: Carol Miller, 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; Kristy Stephenson, 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. (Person 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; Kristy Stephenson, Counselor; Mike Hoover, Career Development Teacher, 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. (Person Responsible: Lou Gregorio, Principal Contact (870) 364-4712)

The parental engagement intervention will be evaluated through sign-in sheets, 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 other documentation (Persons Responsible: Classroom Teachers; CMS School Office Staff, Secretaries; Sue B. Gibson, Parent Facilitator; Lou Gregorio, Building Principal Contact (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 2016 (November 3, 2016) and the spring of 2017, (April 6th, 2017). The purpose of these meetings will be to make parents aware of Title I information and resources available to them. The school will hold its annual Title I meetings 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)