

# **Stuttgart School District Parent Involvement Plan**

**2016 - 2017**

The Stuttgart School District understands the importance of parent involvement and the community in promoting student achievement in all areas of a child's education. To foster better understanding and forge positive relationships, the District will strive to develop and maintain the capacity for meaningful and productive parent and community involvement.

**Goal 1: The Stuttgart School District will foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement through the following:**

1. Designate an individual at each building as Parent Involvement Facilitator. Each will serve on a district level Parent Involvement Committee. Those persons are the following: Tia Brickey at Park Avenue, Tawnya Herring at Meekins, Kayci Greenwood at SJHS and Carol Jo Lambert at SHS.
2. To support the needs of parents and caregivers, Parent Involvement Facilitators will maintain a parent center at each school with information and materials covering a wide variety of parenting topics.
3. To ensure that information related to school and parent programs is sent to parents, to the extent practical, in a language and form they can understand. An ESL Paraprofessional, who speaks Spanish, has been hired by the district. She assists in translating documents and attends conferences when Spanish translation is needed. Additionally, the current foreign language teacher will be asked to serve as an interpreter as her schedule allows.
4. Reserve a minimum of 1% of the Title I, Part A allocation for parental involvement, with 95% going to Title I, Part A schools annually.
5. Distribute Student/Parent Handbook containing Parental Involvement Policy and Parent, Teacher, Student Compact. These handbooks are distributed during Open House and Orientation events at each school in August. The compacts are completed during the Open House/Orientation events in August and also during Parent/Teacher Conferences in September. Building administrators oversee this task.
6. Utilize a variety of tools to increase stakeholder satisfaction, responsiveness, and involvement in the activities through the use of radio ads and announcements, newspaper ads, newsletters mailed to constituents, the district and school web-

sites, public meetings, messenger system and electronic marquee.

7. Conduct a Parent Volunteer Survey and provide volunteer training as needed during the fall semester. Parent Facilitator on each campus is the responsible person. During the February, 2017 Parent/Teacher Conference a survey will be completed with parents. The review of the information gained from both surveys will occur during the spring District Parental Involvement Committee meeting which James O'Neal will facilitate. The information gained will be used to help inform decisions for the next year's plan.

8. Hold an annual meeting for disseminating information to the community as well as to gain input to assist in updating the Title I, Part A schools' programs. The facilitator for this meeting will be the building principal or the School's Parent Involvement Facilitator. A meeting will be held annually at the district level. Kathy Hopson will be the facilitator of this meeting.

9. A District level parent involvement plan will be developed, updated, and disseminated annually by posting on the District's website and by giving copies to families during visits to the various campuses. The District committee will include: James O'Neal, Director of Educational Pupil Services; Tia Brickey, Parent Involvement Facilitator at Park Avenue Elementary; Tawnya Herring, Parent involvement Facilitator at Meekins Middle; Kayci Greenwood, Parent Involvement Facilitator at SJHS; Carol Jo Lambert, Parent Involvement Facilitator at SHS; Kim Jackson, 1<sup>st</sup> grade teacher at PAE; Dot Flanagan, 6<sup>th</sup> grade science teacher at MMS; Azure Fitzpatrick, SJHS Parent; Jimmy Castillejo, SJHS Teacher; Heather Henry, PAE Parent; and Steven Saranie, SHS Assistant Principal.

10. The Stuttgart School District will collaborate on parental involvement activities with other programs such as Homebound Instruction for Pre-School Youngsters and Arkansas Better Chance Pre-School. Pam Dean, Principal at Park Avenue Elementary School, will be the contact person.

**Goal 2: The District will provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement through the following actions:**

1. Subscribe to and implement an interactive web site providing information for parents on school activities, class assignments, grades and serve as a school to home communication link. Parents and Guardians will be able to access Home Access Center (HAC) and eSchool to view student grades and assignments. It will also provide a means for two-way communication between home and school. Teachers are expected to update these sites at least once per week. Instructions have been uploaded to the district website by Sharon Miller on how to set up an alert via email for issues related to grades, attendance or discipline. Building Administrators will monitor this task.

2. Parental Involvement professional development will be provided based on the recommended rotation schedule for teachers and administrators. Kathy Hopson will facilitate this professional development.
3. On an ongoing basis, an automated calling system will be utilized by Building Administrators or their Designees to increase school to home communication. On the district level this use of the calling system will be done by the Superintendent or his assigned Designee.
4. Provide a copy of the school policy at each school for parents to view as well as provide a copy of each plan posted to the district web site by the District's Executive Administrative Assistant. This document will be housed in the principal's office at each campus.
5. The Parent Involvement Facilitators will schedule or assist in scheduling parent meetings and activities at various times to accommodate varying parent schedules and maximize parent opportunities for participation.
6. Members of the District Parental Involvement Committee will attend some of the scheduled parental involvement events on the campuses. Reports will be made of their observations from these visits via anecdotal notes given to James O'Neal. These notes will be discussed as the plan is updated and evaluated for the next year.
7. Provide to the extent possible, information to parents in a language and form parents can understand. The Director of Educational Pupil Services, Building Administrators and the Building Parent Involvement Facilitator will share the responsibility for the accomplishment of this task.
8. The Student/Parent Handbook, which contains the Parental Involvement Policy, will be distributed during Open House and Orientation events at each school in August. The building principals will monitor the adherence to this procedure.

**Goal 3: The District will assist in building capacity for strong parental involvement by:**

1. Administrators, Counselors and Teachers will provide information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A.
2. The Principal will assist in the formation of a parent organization such as PTA/ PTO at each building.
3. The Parent Involvement Facilitator on each campus will conduct a Parent Satisfaction Survey in the spring semester. This survey will be utilized as one element of evaluating the current plan as plans are made for the next year.
4. Director of Educational Pupil Services will maintain a district-wide parent resource center containing a variety of age appropriate materials for parents.

5. A parent activity will be held regularly at Title I schools. To promote parent participation, when possible, childcare will be provided if needed.
6. Through the district's Director of Educational Pupil Services, James O'Neal, reasonable support for parental involvement will be provided to participating Title I, Part A schools.

## **Parental/Community Involvement 2016 - 2017**

### **August**

#### **PAE:**

Open House (Principal, Assistant Principal & Teachers)  
PTO meeting (PTO Officers)  
Accelerated Reader Kick-off (Library/Media Specialist)

#### **Meekins:**

Open House (Principal & All Faculty)  
Signing Days (All Faculty)

#### **SJHS:**

Open House and Signing Day (Principal & Assistant Principal)  
PTO Meeting (PTO Officers)

#### **SHS:**

Schedule pick-up and sign required forms (Administrators & Faculty)  
Orientation for 9<sup>th</sup> grade students (Principal and Assistant Principal)  
Band Parent Association meeting (Kevin Sherman)  
Senior breakfast (Parents)  
Booster Club meeting (President)

### **September**

#### **PAE:**

Constitution Day Program (4<sup>th</sup> grade teachers and students)  
Book Fair (Ashley Rabeneck, parent volunteer & Tia Brickey, Library/Media Specialist)  
Parent/Teacher Conferences (Principal)

#### **Meekins:**

PTO meeting (PTO President and Principal)  
Parent Teacher Conferences (Principal & Faculty)

#### **SJHS:**

PTO meeting (PTO Officers)  
Parent/Teacher Conferences (Principal & Assistant Principal)

SHS:

PTO meeting (PTO Officers)

Seniors' parent meeting (Angie Sherman & Kim Lisko)

College/Postsecondary Day (Sherman & Lisko)

Parent/Teacher Conference (Principal and Assistant Principals)

Parental Involvement Committee Meeting (Carol Jo Lambert)

Freshmen, Sophomore and Junior Parent Meetings (Class Sponsors)

## **October**

PAE:

PTO meeting (PTO Officers)

Curriculum Night (Parental Involvement Committee)

Meekins:

Bring Someone You Love to Lunch Day (Tawnya Herring)

SJHS:

PTO meeting (PTO Officers)

1<sup>st</sup> 9 weeks good behavior party (Parents & Principal)

SHS:

Annual report to the public (Principal)

PTO formation meeting (PTO Officers)

Homecoming Coronation (Principal & Assistant Principals)

EAST Night Out (Jon Watson)

## **November**

PAE:

Spelling Bee (Library/Media Specialist)

Thanksgiving Lunch (2<sup>nd</sup> grade teachers)

Meekins:

PTO meeting (PTO President & Principal)

MMS Spelling Bee (Tawnya Herring)

SJHS:

PTO meeting (PTO Officers)

SHS:

Freshmen and Sophomore Parent Meeting/Parental Involvement Activity (Counselors)

Gifted and Talented Advisory meeting (Sandie Ragland)

Arkansas Governor's School Parent Meeting (Sandie Ragland)

## **December**

### **PAE:**

1<sup>st</sup> semester award programs (Principal & Classroom Teachers)

Holiday parties (Classroom teachers)

Christmas program (Music Teacher and 3<sup>rd</sup> grade students)

### **Meekins:**

Tacky Sweater Christmas Dance (PTO & All Faculty)

### **SJHS:**

PTO meeting (PTO Officers)

Fall Festival (Parent Involvement Facilitator & Parents)

2<sup>nd</sup> 9 weeks good behavior party (Principal & Parents)

### **SHS:**

## **January**

### **PAE:**

Parental Involvement Night (Parental Involvement Committee)

PTO Meeting (PTO Officers)

### **Meekins:**

PTO meeting (PTO President & Principal)

Awards Ceremony (Principal, Counselor & Classroom Teachers)

### **SJHS:**

PTO meeting (PTO Officers)

### **SHS:**

Financial Aid Parent Night – 6:00 at Grand Prairie Center (Sherman & Lisko)

## **February**

### **PAE:**

Real Men Read (Jessica Hosman & Tia Brickey)

Parent/Teacher Conference (Principal)

Valentine's Day parties (Classroom Teachers)

Parental Involvement Survey (Tia Brickey)

### **Meekins:**

Parent/Teacher Conferences (Principal & Faculty)

Real Men Read – all month – (Tawnya Herring and Literacy Teachers)

STEAM Night – Science Technology, Engineering, Arts and Math – (All Staff)

SJHS:

PTO Meeting (PTO Officers)

Parent/Teacher Conference (Principal & Assistant Principal)

SHS:

Junior class student and parent meeting (Class Sponsors & President)

Parent/Teacher Conferences (Principal & Assistant Principals)

### **March**

PAE:

PTO meeting (PTO Officers)

Meekins:

Pi(e) Night (All Staff)

My School Color Run 5K (Running club Sponsor, K. Wilson, Volunteer Staff and Parents)

SJHS:

PTO meeting (PTO Officers)

3<sup>rd</sup> 9 weeks good behavior party (Principal & Parents)

SHS:

National Honor Society Induction (Club Sponsor)

AP/PreAP Parent-Student Informational Meeting at 3:30 & at 6:00 (Sandie Ragland)

### **April**

PAE:

Meekins:

National Walk at Lunch Day (Jane Reeves) and Bring Someone You Love to Lunch (Sara Ray) – This is a combined activity. (Tawnya Herring)

SJHS:

PTO meeting (PTO Officers)

Spring fling (Principal and PTO)

SHS:

FAFSA Night (Sherman & Lisko)

College Goal Day (Sherman & Lisko)

Spring Choir Concert (Shannon Hudgins)

Awards Assembly (Principal & Assistant Principals)

College & Postsecondary Signing Day (Sherman & Lisko)

## **May**

### **PAE:**

Wonderful Women Read (Jessica Hosman & Tia Brickey)  
2<sup>nd</sup> semester awards program (Grade level classroom teachers for 1<sup>st</sup>-4<sup>th</sup> grades)  
Kindergarten end of the year program (Kindergarten teachers)  
Accelerated Reader end-of-the-year celebration (Library/Media Specialist)  
4<sup>th</sup> grade talent show (4<sup>th</sup> grade teachers and students)  
PTO meeting (PTO Officers)

### **Meekins:**

Cinco de Mayo Celebration (Tawnya Herring & Rosa Celas)  
Talent Show (Buck Womack & Nikki Hawkins)  
What's Next night? (Fifth Grade Faculty)  
Field Day (Josh Anderson & All Staff)  
Awards Ceremony (Principal, Counselor & Classroom Teachers)

### **SJHS:**

PTO meeting (PTO Officers)  
4<sup>th</sup> 9 weeks good behavior party (Principal & Parents)  
Field Day (P.E. Teacher and Faculty)

### **SHS:**

Spring Band Concert (Kevin Sherman)  
Graduation (Principal, Assistant Principals, Sherman, Lisko & Class Sponsors)

**Goal 4: The District will conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation by:**

1. Conducting a Parent Satisfaction Survey and evaluate the results. The survey will be conducted during the 2nd Parent/Teacher Conference held in February, 2017. The Parent Involvement Facilitator on each campus will be responsible for collecting this information. Once collected at the building level, the results will be reviewed and discussed by the district committee, which includes a parent, during a meeting in the spring semester. James O'Neal will facilitate this meeting and review.
2. Developing procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year. Each campus Parent Involvement Facilitator will receive and store this documentation from various faculty and staff members.
3. The campus Parent Involvement Facilitator will conduct an annual review of the



parental involvement plan with input from parents, teachers and community members. Input from this meeting should also address barriers to increased parental involvement and how these barriers may be successfully reduced. Minutes of this meeting will be taken. Revisions will be made as necessary with the guidance of the school's principal.

4. The district parental involvement committee will meet to discuss the results of the annual survey. Parent comments will be included and encouraged by the facilitator, James O'Neal, as efforts are made to improve the plan.

5. Members of the district parental involvement committee will disseminate results from the survey to faculty, staff, parents and community. Included in this report will be a request for increased parent participation.

6. During the district team's annual meeting, facilitated by James O'Neal, comments on evaluation forms/anecdotal notes will be discussed. The focus will be to improve the parental involvement and increase satisfaction of having attended events at their child's school.

**Goal 5: The District will involve parents in the joint development of the district Title I Application under section 1112 (ACSIP/INDISTAR).**

1. Parents will be recruited by the building principals and campus Parent Involvement Facilitator to serve on the ACSIP/INDISTAR committee at each school and the district level. The committee will review the Title I plan and will be encouraged to offer suggestions in developing the Title I plan. Parent contacts will be initiated based upon information gained from sign in sheets from school and district activities and upon lists of names submitted by principals.

2. Parents will be asked to complete an annual survey suggesting ways to improve district effectiveness in terms of parental involvement. The Parent Involvement Facilitator will be responsible for collecting the surveys and distributing the information gained.

Stuttgart School District Parental Involvement Committee

James O'Neal – Director of Educational Pupil Services

Tia Brickey – Parent Involvement Facilitator Park Avenue Elementary (PAE)

Tawnya Herring – Parent Involvement Facilitator Meekins Middle (MMS)

Kayci Greenwood – Parent Facilitator Stuttgart Junior High (SJHS)

Carol Jo Lambert – Parent Facilitator Stuttgart High (SHS)

Heather Henry – Parent at PAE

Kim Jackson – 1<sup>st</sup> Grade Teacher at PAE

Dot Flanagan – 6<sup>th</sup> Grade Science Teacher MMS

Azure Fitzpatrick – Parent at SJHS

Jimmy Castillejo – SJHS Teacher

Steven Saranie – SHS Assistant Principal