

AR  
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MENA AR 71953  
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**School Parent Involvement Policy**

**This form was adapted from, *A Toolkit for Title I Parent Involvement*.  
Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement*. Austin, TX: SEDL.**

**Hint****District**

Mena School District

**School Improvement Status**

NI

**Grade Levels**

3-5

**Parent Involvement Coordinator**

Diane Richardson

**Are you Title I Schoolwide?**☒ Yes☐ No☐ N/A**Percent of free and reduced lunch**

67.2%

**Parent Involvement Committee Members****(Select "Repeat" to open more entry fields to add additional team members)****Enter committee members****First Name**

Diane

**Last Name**

Richardson

**Position**

Parental Involvement Coordinator

**Enter committee members****First Name**

Tamara

**Last Name**

Smart

**Position**

HHE Building Principal

**Enter committee members****First Name**

Rose

**Last Name**

Tedder

**Position**

HHE ACSIP

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**Enter committee members**

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**First Name**

Missie

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**Last Name**

Reeves

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**Position**

Paraprofessional

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**Enter committee members**

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**First Name**

Kim

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**Last Name**

Davis

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**Position**

Parent

---

**Enter committee members**

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**First Name**

Sandra

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**Last Name**

Escobar

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**Position**

Parent

---

**Enter committee members**

---

**First Name**

Melani

---

**Last Name**

Vega

---

**Position**

Parent

---

**Enter committee members**

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**First Name**

Pam

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**Last Name**

Curry

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**Position**

Teacher

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**Enter committee members**

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**First Name**

Pete

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**Last Name**

Rose

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**Position**

Teacher

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

1. HHE will distribute weekly newsletters to parents that includes school news, and a calendar of school activities developed by teachers.
2. HHE will send brochures home with students, post notices in the HHE building and provide information through the local newspapers and radio stations about parent workshops and meetings.
3. 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 obtain a copy upon request.
4. The HE Web site serves as a resource for parents to help keep parents informed of important dates and information.
5. Parents may also access students' academic progress for each class via the Home Access link from the school website.

- Log in information will be distributed to families at the beginning of the new school year.
6. Parents may use email or phone to communicate with all HHE school staff. Staff will also contact parents using email, phone and testing. All teachers' emails are available on the school website.
  7. The school will provide to parents mid-term reports mid 9 weeks and report cards each 9 weeks.
  8. We Expect Better Behavior (W.E.B.B) Sheets are utilized to inform parents when students are having difficulty with certain behavior rules. The WEBB sheet will be sent home and do require parent signatures when the students receive one due to discipline issues.

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**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. (Must include the 2 state mandated parent/teacher conferences each year.)**

1. Parent meetings will be held at various times during the day or evening to better accommodate parents.
2. Outside speakers will provide parents with more information concerning ways to make their child's academic life more successful.
3. The school will hold orientation for parents to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising the School's Title I Plan.
4. HHE will host student-led parent/teacher conferences in October and March individually with parents of children in their classrooms. 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 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.
5. HHE will provide Academic Improvement Plans for students who are NOT proficient on mandated state tests and parents will help develop and sign.
6. The school recognized that the younger years of a child's life are the years when bonds are created and lasting relationships are formed. For this reason, HHE will provide the following occasions to celebrate ALL parent-child relationships:
  - September-"Grahams for Grandparents" (Teddy grahams and lemon aide for grandparents as they come and read with their grandchild during Grandparents' Week.)
  - October-Fall Harvest Parties
  - November-Thanksgiving Family Feast
  - December-Holiday Parties
  - February-Valentine's Day Parties
  - March-Father/Daughter Event
  - April-Mom/Son Make&Take with Pizza
  - May- Daybreak with Parents for Field Day-Parent Appreciation themed breakfast before Field Day for all grades.

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

1. The school will provide opportunities for parents and community members to support the instructional program through such programs as Watch D.O.G.S., Grandparents' Program from DeQueen Educational Cooperative and Mena High School Job Opportunities for Graduate students.
2. The school will provide instruction to a parent 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 Arkansas Department of Education.
3. 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.
4. Parent volunteer survey forms are distributed at the beginning of the school year in the Family Involvement Kits . Parents are asked to volunteer for multiple engagement opportunities such as room parent, chaperone for field trips, and or career presentations for the classroom.

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

HHE 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.

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**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?**

1. The school will involve parents on school improvement planning committees in addition to curricular and instructional review committees. 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.
2. The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.

3. The school will recruit alumni from from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
4. The school shall enable the formation of Parent/Teacher Organization that will foster parental and community involvement within the school.

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**6. How will your school provide resources for parents?**

1. Parents may check out materials, use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan located in the Parent Resource center in the school counselor office in Room 107. The school will make the resource center be available at hours that are convenient to parents.
2. The school will distribute Family Involvement Kits to families that will include the school's parental involvement plan, survey for volunteer interest form, 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, etc.)
3. The school will promote and support responsible parenting through purchasing parenting books, magazines, and other informative materials regarding responsible parenting through the parent resource center as funds are available. The parents may check out materials for review.
4. Included in the HHE's policy handbook are the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
5. The HHE principal has designated Diane Richardson as the campus parental involvement facilitator.

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

1. 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.
2. School climate surveys will be provided online through Survey Monkey at fall October Parent-Teacher Conference in computer labs on campus or parents will be provided the link via school webpage.

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**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?**

1. 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.
2. The school will use the results of the parent interest survey to plan the parental involvement activities for the year.
3. The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.

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**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.)**

1. The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.
2. 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 forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
3. Agenda, sign in sheet and minutes from the Annual Title I Meeting will be kept on file for documentation in the school parental involvement facilitator's office.

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***\*After completion of this form, the school should print and submit to district for review and approval. Once approved, the school is required to post their School Parent Plan on their website.***