

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.

Armored Elementary School

School Improvement Status: Achieving

Grade Levels: K-6

Parent Involvement Coordinator: Debra Harms

Are you Title I Schoolwide? Yes

Percent of free and reduced lunch: 51%

Parent Involvement Committee Members

- Melissa Booker, Counselor
- Crystal Carter, Parent
- Joey Carr, Principal
- Harbans, Manget, Parent
- Debra Harms, Parent Center Facilitator and G/T Coordinator/Teacher
- Tammy Winstead, Parent
- Sarah Ramsey, Parent
- Candace, Ranalli, 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 use the state-wide web-based program eSchool for parents to access their child's grades using a username and password that they receive at the beginning of the year. Parents may use e-mail to communicate with members of the school staff.

Each teacher will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school.

Teachers will routinely contact parents on an individual basis to communicate about their child's progress.

The school will provide to parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events.

The school will offer parents a special workshop each year on the school's approach to school improvement.

The school will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings.

That information is also posted on our website.

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.)

- These meetings will include parent training sessions to help parents understand how to enhance their child's education.

- These meetings will include a family reading night that will provide an opportunity for parents and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.
- These meetings will include parent training sessions to help parents understand how to enhance their child's education.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - Awards day presentation
 - Field day volunteers
 - Family reading night
 - Parent education workshops
 - Orientation presentations
 - Open House
 - Parent-school organization
 - Red Ribbon week
 - Choir concerts
 - Various committees
- Teachers will hold conferences 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.
- The school will offer parents a special workshop each year to provide an explanation of the statewide assessment system, standards, and other accountability measures.

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

The school will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies with local businesses and/or civic organizations and high school students aspiring to be educators.

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.

(Staff Development) 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 understand 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. 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. The compacts are distributed in our registration packets for new and returning students.

Healthy School Checklist

Parent Survey

Please rate the following indicators on a scale of 1 to 5, with 5 being the highest.

_____ All students are treated with respect by all staff members to include the principal, teachers, instructional aides, secretary, and office staff, custodial staff, bus driver, and cafeteria workers.

_____The principal and staff establish high expectations for student achievement, which are directly communicated to students and parents.

_____The principal and staff members serve as advocates of students and communicate with them regarding aspects of their school life.

_____You feel the school maintains respect for and encourages open communication among staff members, parents, and the principal and also maintains respect for differences of opinion.

_____When you visit our school the reception staff is friendly and helpful.

_____The teachers are easy to talk to.

_____The principal is easy to talk to and systematically collects and responds to staff, parent, and student concerns.

_____The school climate is characterized by an openness and respect for individual differences.

_____The entire school and community can articulate and is committed to the vision and mission of the school.

_____The principal develops and maintains high morale.

Parent Involvement Survey

1. What would you like to see different at Parent Nights? What could we do to make it better?
2. Would a teacher web page be helpful? If so, what would you like to see on the web page?
3. What are some things we could do to help you help you child succeed in school?
4. What is the best way to communicate about upcoming school events with you and your family?
Please circle: School Memos Newsletters E-Mail School Phone Service School Web Site
5. What are some things you would like to see in the Parent Center?
6. What types of parental involvement workshops would you like to see the school provide?
7. What are the best times for you and your family to attend a school event?
8. Do you have a computer at home and if so do you have access to the internet?
9. On average how much time does your child spend on homework each evening, or weekly?

School-Parent Compact

The Armorel School District, and the parent of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act agrees that this compact outlines how the parents, the entire school staff, principals, teachers, instructional aides, custodial staff, bus drivers, and cafeteria workers, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. The school-parent compact is in effect during the 2015-16 school year.

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 alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.

The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.

6. How will your school provide resources for parents?

A Parent Center provides opportunities for parents to 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 or media center. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents.

STATE REQUIREMENT - The school will distributed 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, e-mail...).

- STATE REQUIREMENT - 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.
- Create a parent center.
- STATE REQUIREMENT – Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- STATE REQUIREMENT – The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.

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.

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 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.
- The school will use the results of the parent interest survey to plan the parental involvement activities for the year.
- 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.
- STATE REQUIREMENT – Sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

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.)

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.
- 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 proficiency level students are expected to meet.
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.