

Armored High School
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.

District: Armored School District
School Improvement Status: Needs Improvement
Grade Levels: 7-12
Parent Involvement Coordinator: Alicia Bell
Title I Schoolwide: No
Percent of free and reduced lunch: 41.3%

Parent Involvement Committee Members:

- Kelly Winberry, Parent
- Melissa Booker, Counselor
- Sally Bennett, Superintendent
- Teresa Lawrence, Principal
- Tammy Winstead, Parent
- Susan Scott, Career Coach Arkansas Northeastern College
- Alicia Bell, Parent Involvement Facilitator
- Stephanie Hale, Parent
- Robert Wyatt, 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 uses a district website with a monthly calendar that is developed with the participation of the parent-school organization, principal, and staff.
- The school uses a state-wide website for parents to check and monitor their child's grades and contact through e-mail with the teachers.
- 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 four and 9 weeks with information regarding their child's academic progress and upcoming classroom and school events.
- The school will have a Parents Make A Difference Night during the first semester of school that explains their child's test results and standardized test scores.
- 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.
- The school will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request.

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 series of family reading nights that provide an opportunity for the parent and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.
- The meetings will be held at various times during the day or evening to better accommodate parents.
- Outside speakers will provide parents with more information concerning ways to make their child's academic life more successful.
- The school will hold an orientation for parents at each grade level 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.
- 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.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Mentor
 - Teacher assistant
 - Tutor
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - Awards day presentation
 - Field trip volunteers
 - Family reading night
 - Parent education workshops
 - Orientation presentations
 - Open House
 - Parent-school organization
 - Red Ribbon week
 - Choir concerts
 - Various committees

Semester 1 Open House, Annual Report to the Public, Parent Teacher Conferences, Senior Parent Meeting

Semester 2 Financial Aid Night with Arkansas Northeastern College, Health and Wellness Meeting

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

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.
- The school will work with Armorel Elementary School to help 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. Parents will have the opportunity to meet the new teachers at the end of the school year.
- STATE REQUIREMENT – 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 Department of Education.

STATE REQUIREMENT (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.

Armorel High School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Armorel High School shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the schools shall work to:

1. Involve the parents and the community in the development of the long range planning of the district
2. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPPY, Parents as Partners, Parents as Teachers and Even Start
3. Explain to parents and the community the state's content and achievement standards, state and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement
4. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community-based organizations to foster parental involvement and provide literacy and technology training to parents

5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences
8. Find and modify other successful parent and community involvement programs to suit the needs of our district
9. Train parents to enhance and promote the involvement of other parents
10. Provide reasonable support for other parental involvement activities as parents may reasonably request.

The School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

To ensure the continued parental/community involvement improvement, the district will conduct an annual review of its parental involvement policies to examine the effect on promoting higher student achievement. The review committee will consist of parents and other community members, certified and classified school employees and members of the administration.

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.

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 your 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 2016-17 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 Parental Involvement 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.

The school will distribute 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...).

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.

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.

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 ample time is provided for a description/explanation of school curriculum and information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet will be provided.
- 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 will be generated separately from any other events and kept on file in the school's office.