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KINGSTON ELEMENTARY SCHOOL

P.O.BOX 149

KINGSTON AR 72742

479-665-2835

### 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.

**Please do not copy/paste information from the "Hints". Retype the information that you want to use. If you copy/paste your report will not look clean and nice.**

To complete this form:

1. Enter your responses.
2. Click "Save" at the bottom of the form to save your responses.
3. To submit your report, return to the dashboard, go to the Required Reports section, and click the School Parent Involvement Policy - Report "submit" button.

Note: Please review your responses if you are copying and pasting from Word. There may be some compatibility issues that will need to be edited.

**Please answer the following questions.**

**District**

Jasper

**School Improvement Status**

Needs Improvement

**Grade Levels**

K-6

**Parent Involvement Coordinator**

Ruby Davidson

**Are you Title I Schoolwide?**

Yes

No

N/A

**Percent of free and reduced lunch**

71.6 %

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**Parent Involvement Committee Members**

*( Select "Repeat" to open more entry fields to add additional team members )*

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**Enter committee members**

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**First Name**

Jennifer

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**Last Name**

Dunn

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**Position**

4 th,5th,6th Grade Science Teacher

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**Enter committee members**

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**First Name**

Ruby

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**Last Name**

Davidson

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**Position**

Parent Involvement Coordinator

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**Enter committee members**

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**First Name**

Marsha

---

**Last Name**

Shaver

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**Position**

K-12 Principal

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**Enter committee members**

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**First Name**

Stanley

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**Last Name**

Villines

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**Position**

Parent

**Enter committee members**

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**First Name**

April

---

**Last Name**

Root

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**Position**

Parent

---

**Enter committee members**

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**First Name**

Mandy

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**Last Name**

Vines

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**Position**

Parent

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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.**

- The school will distribute a monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills.
- The school has created a Web site to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom Web sites. Also, parents can access their child's grades using a PIN number they received at the beginning of the school year via e-school. 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 at the end of the school week . Parents will be asked to sign the folder and send it back to school the following school day.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents five week progress reports and report cards at the end of each nine weeks with information regarding their child's academic progress.
- The school mails home the end of year benchmark and end of course reports. Parents are invited to call the school to ask questions. 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, the District's facebook page, marquee at the school entrance, and
- parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request.
- The school will have an annual Title I meeting.

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The school will provide parent surveys to determine parent needs and how the school can address the needs.

**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.)**

The school will hold an orientation for parents at each grade level to inform them about the schools expectations for each grade level and ways they can help at open house on the Thursday night before the first day of school in August. Teachers will hold conferences individually with parents of children in his/her classrooms. Parents will be given a summary of the student's intermin progress report and an explanation of interventions the teacher is using to assist the child in reaching achievement goals.

Two Parent Teacher Conferences will be scheduled annually--Sept. 18, 2014 and Feb. 5, 2015 from 2 to 7 p.m.

The school will encourage parents in the following types of roles and activities to increase their involvement and

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- support for student learning:
  - Library assistant
  - Reading buddy
  - Teacher Assistant
  - Book Fair Helpers (September)
  - Awards day presentations(May)
  - Field Trip volunteers
  - Grandparents Day (September)
  - Literacy/math nights (October)
  - Choir Concerts (Fall and Spring)
  - Open House (August)
  - CAP conferences ( April)
  - Room mothers
  - Title I meeting (September)
  - Annual Public Meeting (September)
  - Science Fair (February)
  - Math Carnival (May)

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

- 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. (Parent Packet) A volunteer survey is sent home in the parent packet the first day of school. Parent volunteer sign up sheets are discussed and available at open house.
- 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 that 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. The principal is trained in parent involvement by the O.U.R. Cooperative in June of each year for 3 hours of PD. School teachers were trained by the District on August 12, 2014 for 2 hours of PD.

**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.

**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?**

- The school will involve parents on school improvement planning 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.
- The school will ask parents to serve on 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. The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
- STATE REQUIREMENT – 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.
- STATE REQUIREMENT--
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.

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Coordinate and integrate parental involvement strategies with parental involvement strategies under other programs such as ABC Preschool, Reading First Program, CGI, and common core standard.

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

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 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...). monthly calendar, Phone School Messenger, HAC in e-school ●
  - 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 parent center/library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
  - 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.
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## **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.
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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?**

- 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 will be used 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. This is conducted at the Spring CAP conferences for transition from 6th grade to 7th grade.
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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.)**

- 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. Kingston's date for the Annual Title I meeting is the third Monday of September.
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**When you have completed this form, please click SAVE AND PREVIEW to get an electronic pdf copy of this School/Parent Involvement Policy form. Please send a copy to your district for review. Once approved you may post the pdf copy to your webpage.**

*\*Note: All previous reviewer comments have been removed from this form and will no longer display on any printed or electronic version.*