

AR
 OARK ELEMENTARY SCHOOL
 370 HIGHWAY 215
 OARK AR 72852
 479-292-3337

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 Status in Literacy and Math

Grade Levels

Kindergarten - Sixth

Parent Involvement Coordinator

Sandra Allen

Are you Title I Schoolwide?

- Yes
 No
 N/A

Percent of free and reduced lunch

91.8%

Parent Involvement Committee Members

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

Enter committee members

First Name

Sandra

Last Name

Allen

Position

Oark Elementary Parent Involvement Coordinator

Enter committee members

First Name

David

Last Name
Westenhover

Position
Oark Elementary Principal

Enter committee members

First Name
Shelli

Last Name
Stewart

Position
Oark Elementary First Grade Teacher

Enter committee members

First Name
Tammy

Last Name
Payne

Position
Oark Elementary Parent

Enter committee members

First Name
Cathy

Last Name
Willis

Position
Oark Elementary Parent

Enter committee members

First Name
Misty

Last Name
Cummins

Position
Oark Elementary 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 invite parents to an Open House. Invitations are through local media and social media. At this time, teachers will invite parents into their classrooms and provide information about their classes, students and parents will receive class schedules, and a parent hospitality area is hosted. David Westenhover (479)292-3337

The Parent Involvement Coordinator prepares postcards for the teachers to mail out to the students. These postcards are for positive messages home. They are used to invite parents to conferences and as follow-up to conferences as well. Sandra Allen (479)292-3337

Students each have a take-home folder that parents and teachers use as a two-way communication tool. Teachers and parents have a place to write notes to each other as well as pockets for student work and notes to and from school. David Westenhover (479)292-3337

The school provides a web site that has teacher page links so that parents can easily see a current copy of the teacher's page that will include current information about the class. Parents have the teacher's email address available in order to contact the teacher. Parents

can access their students current grades through a web based system. Margie Rutledge (870)446-2223

The school will use the student handbook, school web site, signage at the school entrance, parent meetings, notes home, local and social media to inform parents about the Schoolwide Title 1 Plan and how to receive a copy. The school will also use these communication resources to inform parents of workshops, learning opportunities, parent meetings, and other parental involvement opportunities. David Westenhover (479)292-3337

The school provides a weekly messenger system that sends out recorded messages about current events and announcements. In addition, the school can send out emergency messages. David Westenhover (479)292-3337

The school will provide parents with their student's academic progress reports and reports cards in order to keep parents informed of their child's academic progress. David Westenhover (479)292-3337

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 invite parents to an Open House during the week before school starts. Invitations are through local media and social media. At this time, teachers will invite parents into their classrooms and provide information about their classes, students and parents will receive class schedules, and a parent hospitality area is hosted. David Westenhover (479)292-3337

The school will host two parent - teacher conferences in order for parents to conference individually with their child's teacher. Planned parent - teacher conferences are planned for the midpoints of both the first and third nine weeks. Teachers make individual arrangements with parents who are unable to attend the after school event. Parents will be provided with a summary of test scores, an explanation of interventions being used to improve academic performance, and teachers will make suggestions as to how parents can assist their child at home. David Westenhover (479)292-3337

The school will offer parental instruction events in the Fall and Winter including a Science Night, Math Night, Literacy Night, and Title 1 Meeting. During these events, parents will learn about assessments, the Common Core Standards and our school's curriculum, and ways to assist their child in learning. In the Spring, the school will host an Elementary Transition Night to prepare sixth grade students for the transition to High School. At the Elementary Graduation, parents will be invited to take part in a Celebration of Learning. At this time, parents will be asked to reflect upon the year and offer suggestions for improvement of the Parent Involvement Program. These suggestions and needs will be used to plan the following year's programs. Sandra Allen (479)292-3337

The school will invite parents to volunteer in roles and activities to increase their involvement and support of student involvement. Special events include holiday programs, science fair, and field day, in addition to the planned parent nights. Other invitations include joining the parent teacher organization, being guests in the classrooms or library to be a guest reader, and share their special skills or talents with students. Sandra Allen (479)979-8362

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

The school will invite parents to volunteer in roles and activities to increase their involvement and support of student involvement. Special events include holiday programs, science fair, and field day, in addition to the planned parent nights. Other invitations include joining the parent teacher organization, being guests in the classrooms or library to be a guest reader, and share their special skills or talents with students. Sandra Allen (479)979-8362

A survey of parents as partners is sent out at the beginning of the school year in the parent packet to ask parents when they can volunteer and about any skills or interests that they might want to share. A collection of these are kept and referred to when inviting parents to volunteer. Sandra Allen (479)292-3337

STATE REQUIREMENT: The school will provide parental instruction on developmentally appropriate learning activities in the home environment. Resources and instruction provided may be, but not limited to: Student / Teacher modeling and showing examples of grade level expectations, role play of parental / child learning, the Department of Education website, newsletters and/or parent focused information that is based on developmentally appropriate practices. Sandra Allen (479)292-3337

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. Teacher training is provided by the parent involvement coordinator during school pre-service. The administrators training is provided by the Education Cooperative during summer workshops. Jeff Cantrell (870)446-2223, David Westenhov (479)292-3337, Sandra Allen (479)292-3337

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. This document is published in the student handbook. David Westenhov (479)292-3337

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?

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. Sandra Allen (479)292-3337

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. Sandra Allen / Lola Turner (479)292-3337

The school will involve parents on school improvement planning committees as well as the

parent involvement committee. 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. David Westenhover (479)292-3337, Sandra Allen (479)292-3337

6. How will your school provide resources for parents?

Parents may check out materials and use educational resources provided for them in the Parent Involvement Center. Parents will be given a copy of the Title 1 plan and a copy will be posted in the Parent Center. Sandra Allen (479)292-3337

The Parent Involvement Coordinator will periodically sent out to teachers and place links on the webpage, information that could be shared with parents of students who have specific needs as well as general information on such topics and Common Core or parent instruction. Sandra Allen (479)292-3337

STATE REQUIREMENT - 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...). Sandra Allen (479)292-3337

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. Tresa Yarbrough / Sandra Allen (479)292-3337

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. David Westenhover (479)292-3337

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. David Westenhover / Sandra Allen (479)292-3337

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 program's parental involvement efforts through an annual evaluation. Teachers, parents, and staff will fill out an annual evaluation using a needs assessment. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes as warranted. While collecting evidence about the effectiveness of the program and the school's efforts to increase parental involvement, the survey will collect specific information on (1) the growth in the number of parents participating in workshops and meeting; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth. The evaluation will then determine (1) the academic quality of the school has improved; (2) parental participation has increased, and (3) barriers exist that hinder greater participation by parents. Sandra Allen (479)292-3337

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?

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. (For Elementary - Parents and students of sixth grade students are invited to a high school orientation that will allow them to visit with high school teachers about class information, make informed decisions about the student's education, and allow the parents and students time to visit with the school counselor and administration about the transition to high school.) Sandra Allen (479)292-3337

The school will use the results of the parent interest survey to plan and conduct activities of interest to parents. Based upon the survey results, parent involvement activities will be planned for the year. Sandra Allen (479)292-3337

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. The meeting will be held separate from any other meetings. The agenda, the sign-in sheet and minutes of the meeting will be generated separately from any other events and is kept on file in the school's office. The meeting will include (1) a description or explanation of the school's curriculum information on forms of academic assessment used to measure student progress information on the proficiency level students are expected to meet, (2) inform parents that they have a right to ask for a meeting to discuss and formulate suggestions and to participate in decisions about the education of their children, (3) cover the Parents' Right to Know, (4) Annual School Report Card, (5) Individual Student Assessment Report, (6) Progress Review, (7) Written State Complaint Procedure, (8) rights of disabled parents, (9) explain the school's parental involvement plan, and (10) explain the School - Parent Compact. Sandra Allen (479)292-3337

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.*