

AR
MELBOURNE ELEMENTARY SCHOOL
P.O. BOX 250
MELBOURNE AR 72556
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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
Melbourne

School Improvement Status

Grade Levels
k-6

Parent Involvement Coordinator
Lori Loggains

Are you Title I Schoolwide?
 Yes
 No
 N/A

Percent of free and reduced lunch

Parent Involvement Committee Members
(Select "Repeat" to open more entry fields to add additional team members)

Enter committee members

First Name
Lori

Last Name
Loggains

Position
Melbourne Elementary School Principal

Enter committee members

First Name
Beth

Last Name
Cooper

Position
Melbourne Elementary Counselor

Enter committee members

First Name
Roxanne

Last Name
Byram

Position
Parent

Enter committee members

First Name

Vanessa

Last Name

Howard

Position

Parent

Enter committee members**First Name**

Andy

Last Name

Miller

Position

Parent

Enter committee members**First Name**

Laura

Last Name

Lawrence

Position

Parent

Enter committee members**First Name**

Gaye

Last Name

Cooper

Position

Grandparent

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 Facebook to inform parents of upcoming events.
- The school will send home weekly newsletters to inform parents on what their student will be learning the upcoming week.
- The school will communicate with parents through email as needed to answer any questions that may arise during the school year.
- The school will use HAC (home access center) to inform parents of student grades, absences, missing assignments, and discipline reports.
- The school will make phone calls to parents when additional support is needed.
- The school will use the local radio station, KWOZ, and the local newspaper to announce upcoming events and to publish honor roll to acknowledge student achievements.
- The school will send parent folders home at the beginning of the year to inform parents of volunteer opportunities and parenting tips that will help their child succeed in the upcoming year. Parent surveys will also be included in the folders in order to help the school improve.

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.)

- Open house will be held on the Thursday before school starts each year. At this meeting, the school will provide an explanation of the statewide assessment system, standards, and other accountability measures. A beginning of the year meeting will take place the first day of school that will include parent training sessions to help parents understand how to enhance their child's education.
- A first day of school meeting will be held with the kindergarten parents in order to inform them of the changes in the kindergarten curriculum.
- 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 of the School's Title I Plan.
- Two parent teacher conferences will be held each year, one in fall (late October) and one in spring (late March). 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. Teachers will provide parents with tips and developmentally appropriate activities that will help them achieve their academic goals.

- The school will encourage parents to participate in the following activities to increase their involvement and support for student learning:
- Special parent lunches
- Awards day presentation
- Field day volunteers
- Art Show
- Parent education workshops
- Orientation presentations
- Open House
- PTO
- Red Ribbon week
- End of Year Bearkatz Bash
- Graduation
- Music Programs
- Christmas program

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 in the parent folders. 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 Melbourne High School and Mount Pleasant Preschool to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. Parents will have the opportunity to meet the new teachers at the open house before school starts each year. The school will provide instruction to parents on how to incorporate developmentally activities into their daily routine such as 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.
- 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 and three (3) hours for administrators in 2014-2015 school year, and on a 4 year rotation that is designed to enhance the understanding of effective parental involvement strategies.

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 how they will build and develop a partnership to help children achieve their academic goals and the state's high academic standards. All students, parents, teachers, and administrators 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 such as the parental involvement committee in order to evaluate the activities planned by the school.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
- 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.
- Coordinate and integrate parental involvement strategies with parental involvement strategies under other programs, such as the Head Start Program, Reading First Program, Early Reading First Program, Even Start Program, Parents as Teachers Program and, Home Instruction Programs for Preschool students, and state-run preschool programs.
- The school will use the parent surveys to review and make changes to the policies and procedures if needed.

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 found in the parent center in the Elemenatry building Monday through Friday from 7:30 a.m.-4:00p.m.
- 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. 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 committee, made up of teachers, parents, and school staff, will determine the effectiveness of the parental involvement plan and make changes that are necessary. 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 send out a parent surveys at the beginning of each school year to acquire information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically and to obtain improvements that teachers and staff could implement in order to increase parental involvement.
- The school will use the results of the parent survey to plan the parental involvement activities for the year, and suggestions will be implemented as needed.
- The school will 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 at the beginning of school each year. The school will provide parents with a description of school curriculum, information on academic assessments that are state mandated to measure student progress and the level of proficiency that the students are expected to meet.
- The school will have an agenda, sign-in sheet, and minutes in order to verify the meeting.

****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.***