

AR  
MELBOURNE HIGH SCHOOL  
P.O. BOX 250  
MELBOURNE AR 72556  
870-368-4345

**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**  
7-12

**Parent Involvement Coordinator**  
Cindy Poole

**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**  
Kelly

**Last Name**  
Webb

**Position**  
Dean of Students

**Enter committee members**

**First Name**  
Cindy

**Last Name**  
Poole

**Position**  
Teacher

**Enter committee members**

**First Name**  
Sandra

**Last Name**  
Taylor

**Position**  
Teacher

**Enter committee members**

**First Name**

Al

**Last Name**

Smith

**Position**

Parent

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**Enter committee members**

**First Name**

Tiffany

**Last Name**

Webb

**Position**

Parent

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**Enter committee members**

**First Name**

Tabby

**Last Name**

Cooper

**Position**

Parent

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**Enter committee members**

**First Name**

Amy

**Last Name**

Anderton

**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.**

- Parents can access their child's grades using a PIN number they received at the beginning of the school year to access the HAC component of e-school.
- Parents may also use email to communicate with members of the school staff. Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
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- The school will provide to parents reports/report cards every 9 weeks with information regarding their child's academic progress. The school will also 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, and parent orientation meetings about the School wide Title I Plan and how to get a copy upon request.
- An online Event Calendar is available on the school website with upcoming events, meetings, school pictures, testing schedules, and student activities.
- The All Call system is used to communicate to parents important information that can be given either per school or as a district.

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**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 meetings will be held at various times during the day or evening to better accommodate parents. In addition to the parent/teacher conferences held at the end of the first and third nine weeks, a literacy night will be held in the fall and in the spring.
- 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 encourage parents in the following types of roles and activities to increase their involvement and

support for student learning:

- EZ School Pay- Student Cafeteria Information Page including Student Balance,
- Library Volunteer
- Tutor
- Awards day presentation
- Open House
- Band and Choir concerts
- Veteran's Day Assembly
- Beta Club Service Projects
- Information through websites such as Tasseltime used to educate parents and students as to college and career opportunities
- Financial Aid Workshops for Senior's and Parents
- College Recruiter Visits for Senior's and Parents

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### **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.
- 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.
- 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 understanding 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.

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### **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.

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### **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 so that both school staff and parents contribute to this process in a meaningful way. The school will ask parents to serve on curricular and instructional review committees.
- 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.

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### **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.
- 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...).
- 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 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 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.

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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 send out a parent survey 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 parent survey to plan the parental involvement activities for the year and will implement the suggestions as needed.
- 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

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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 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.

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***\*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.***