

Southside Elementary Parental Involvement Policy

District: Cabot School District

School Improvement Status: Achieving

Grade Levels: Kindergarten-4th grade

Parent Involvement Coordinator: Andrea Neville

Are you Title 1 Schoolwide: No

Percent of Free and Reduced lunch: 40%

Parent Involvement Committee Members:

Andrea Neville, Parental Involvement Coordinator and 1st grade teacher

Carla Eifling, Science Paraprofessional

Jennifer Giese, Resource teacher

Barbara Crain, 1st grade teacher

Elaine Arnold, 2nd grade teacher

Vicki Joyner, 2nd grade teacher

Bobbi Atkinson, PTO President, Paraprofessional

Jackie Colclasure, PTO member/Parent of 1st graders

Ashley Scott, PTO member/Parent of 2nd and 4th graders

Jenny Moudy, PTO member/Parent of 4th grader

Sarah Owen, PTO member/Parent of 2nd and 4th grader

Casey Hanna, Principal

Lori Bridges, Assistant Principal

- 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 principal will distribute a monthly newsletter (Smores) to parents that is developed with participation of the PTO, staff, and parent volunteers. It includes school news and a calendar of school activities. (Weekly, Casey Hanna)
 - Parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff. (August, Brandy Koski)
 - Each teacher will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school. (Weekly, Casey Hanna)
 - Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Weekly, Casey Hanna)
 - The school will provide to parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (Quarterly, Casey Hanna)
 - The school will send parents their child's test results and standardized test scores before their first nine weeks report card. (September, Casey Hanna)
 - Teachers will send weekly newsletters home containing skills to be taught and upcoming class events. (Weekly, Casey Hanna)
 - The Parent Center will be available Monday through Friday from 7:30 am to 4:00 pm for parents to check out materials and manipulatives to enhance their child's education and support their classroom instruction. (Daily, Andrea Neville)
- 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.)**

Southside Elementary Parent Night: September 30th, 2014 5:00-7:00pm

- Parent Night included review of previous year's test scores, PTO budget review, meet the staff, Ice Cream Social, and Engage NY Curriculum Meeting by grade level with the grade level teachers. Parents met with the grade level teachers and were taken through the new curriculum, where teachers were available to answer any questions the parents might have had. Teachers also prepared make-and-take math packets for parents to take home and use to enhance their child's math skills. (September 30th, 2014: Casey Hanna, Bobby Atkinson, Grade Level Teachers)

- Parent Teacher Conferences Fall Dates: October 14th and 16th 3:30 to 7:00 pm and Spring Dates: March 17th and 19th 3:30 to 7:00 pm. (Casey Hanna, Lori Bridges, Grade Level Teachers)
- These meetings will include parent training sessions to help parents understand how to enhance their child's education. (Twice a year: Casey Hanna, Grade Level Teachers)
- The meetings will be held at various times during the day or evening to better accommodate parents. (Twice a year: Casey Hanna)
- 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. (Twice a year: Casey Hanna)
- The school will offer parents a Parent Night each year (this year was September 30th) to provide and explanation of the statewide assessment system, standards, and other accountability measures. (Sept. 30th: Casey Hanna)
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: (See Parental Involvement Schedule for Dates)
Special parent lunches, book fair helpers, Grandparent's Day, Field Day Volunteers, Visiting the Parent Center, Open House, Volunteering in the Work Room, Coming to Class Parties, PTO meetings, Red Ribbon Week, Muffins for Moms, Donuts with Dads, Book Fair, and Various Committees. (Andrea Neville)

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

During the Southside Elementary Parent Night: September 30th, 2014 5:00 to 7:00 pm, PTO will discuss ways in which parents can become involved through the many volunteer opportunities the school has to offer. These opportunities include:

Special parent lunches, book fair helpers, Grandparent's Day, Field Day Volunteers, Visiting the Parent Center, Open House, Volunteering in the Work Room, Coming to Class Parties, PTO meetings, Red Ribbon Week, Muffins for Moms, Donuts with Dads, Book Fair, and Various Committees (See Parental Involvement Schedule for Dates)

(Casey Hanna, Bobby Atkinson, Andrea Neville)

- 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. (August 2014, Andrea Neville)
- The school will work with Middle School South 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. (May 2015, Casey Hanna)
- (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 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 administration leadership in setting expectations and creating a climate conducive to parental participation. (August, 2014, Lori Bridges)

4. How will your school provide resources for parents?

- Parents may check out materials in the Parent Center, use the computer to check grades, and visit the educational websites. A suggestion sheet will also be available for parent input. The school will open the resource center at hours that are convenient to parents. Monday through Friday 7:30am to 4:00pm. (October-May 2014 Andrea Neville)
- The school will distribute informational packets each year that include 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, email, newsletters, remind 101, etc...) (October 2014 Andrea Neville)
- 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. (December, Andrea Neville)

- Create a parent center. (October, Andrea Neville)
- 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. (August, Casey Hanna)
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. (August, Casey Hanna)
- Andrea Neville, 1st grade teacher, is Southside Elementary's Parent Facilitator for the 2014-2015 School Year.

5. 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 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 if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be 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. (October and May, Andrea Neville)

6. 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 the school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. (August, Andrea Neville)
- The school will use the results of the parent interest survey to plan the parental involvement activities for the year. (May 2015, Andrea Neville)
- 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. (May 2015, Andrea Neville)