

## **Southside Elementary Parental Involvement Policy**

**District:** Cabot School District

**School Improvement Status:** Achieving

**Grade Levels:** Kindergarten-4<sup>th</sup> grade

**Parent Involvement Coordinator:** Andrea Neville

**Are you Title 1 Schoolwide:** No

**Percent of Free and Reduced lunch:** 40.6%

**Parent Involvement Committee Members:**

Andrea Neville, Parental Involvement Coordinator and 1<sup>st</sup> grade teacher

Carla Eifling, Science Paraprofessional

Rebecca Rehlander, 3<sup>rd</sup> grade teacher

Amber Barnes, Speech Teacher

Tracy LaFever, PTO President,

Ashley Scott, PTO member/Parent of 1<sup>st</sup> and 4<sup>th</sup> graders

Sarah McNalley, PTO member/Parent of 2<sup>nd</sup> grade student

Tracey Smith, PTO member/Parent of 3<sup>rd</sup> grade student

Stacy Allen, Principal

Melissa Fureigh, 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 ,Stacy Allen)
- 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, Darcy Eddington)
- 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, Stacy Allen)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Weekly, Stacy Allen)
- 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. (September, Stacy Allen)
- The school will send parents their child's test results and standardized test scores before their first nine weeks report card.(September, Stacy Allen)

- Teachers will send weekly newsletters home containing skills to be taught and upcoming class events. (Weekly, Stacy Allen)
- 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. To visit the Parent Center, check into the office, then go to the right main hallway of the school and it is the second door on the left.. (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 Public Meeting: September 26, 2016

- Public Meeting includes a report to the public on Southside's progress, as well as Parental Involvement events and resources available to parents. (September 26<sup>th</sup>, 2016: Stacy Allen, Melissa Fureigh)
- Parent Teacher Conferences Fall Dates: October 18th and 20th 2:45 to 7:00 pm and Spring Dates March 14th and 16th 2:45 to 7:00 pm. (Stacy Allen, Melissa Fureigh, Grade Level Teachers)
- These meetings will include parent training sessions to help parents understand how to enhance their child's education. (Twice a year: Stacy Allen, Grade Level Teachers)
- The meetings will be held at various times during the day or evening to better accommodate parents. (Twice a year, Stacy Allen)
- 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: Stacy Allen)
- The school will offer parents a Parent Night/Public Meeting each year to provide an explanation of the statewide assessment system, standards, and other accountability measures. (September 26<sup>th</sup>, 2016: Stacy Allen, Melissa Fureigh)
- 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) (Andrea Neville)
  - Special parent lunches
  - Book fair helpers
  - Grandparents Day
  - Field day volunteers
  - Visiting the Parent Center
  - Open House
  - Volunteering in the Work Room
  - Coming to Class Parties
  - Parent-Teacher Organization (PTO) Meetings
  - Red Ribbon week
  - Muffins for Moms/Donuts with Dads
  - Book Fair
  - Various committees

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

When all beginning of the year parent information papers are assembled and distributed in Red Parent Communication Folders at Open House, Parental Involvement Opportunity Flyers will also be distributed. Parents at Southside will all receive information of ways they can become involved through this flyer. This flyer will also be posted in the Southside Elementary Parent Center. The flyer includes the following volunteer opportunities:

1. Special parent lunches
2. Book fair helpers
3. Grandparents Day
4. Field day volunteers
5. Visiting the Parent Center
6. Open House
7. Volunteering in the Work Room
8. Coming to Class Parties
9. Parent-Teacher Organization (PTO) Meetings
10. Red Ribbon week
11. Muffins for Moms/Donuts with Dads
12. Book Fair
13. Various committees

- 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 2016)
- 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 2017, Stacy Allen)
- 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 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. (August, 2016, Stacy Allen)

**4. How will your school provide resources for parents?**

- Southside Elementary's Parent Center is located near the front of the entrance of the building. Please check into the office upon arrival. Enter through the main doors, take a right, and it will be 2 doors to the left after the office. (Daily, Theresa Mitchell, Darcy Eddington, Andrea Neville)
- Parents may check out materials in the Parent Center, use the computer to check grades, and visit educational Web sites. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents. Monday through Friday 7:30 am to 4:00 pm (August 2016-September 2017, Andrea Neville)
- Southside will provide an Online Parent Center available for parents of children in our school. (August 2016-September 2017, Andrea Neville)
- 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...). (August 2016, Andrea Neville)

- 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.(December 2016, Andrea Neville)
- Create and maintain a parent center. (Year round, Andrea Neville)
- 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. (August, Stacy Allen)
- Consider recruiting alumni to form Advisory Committee. (October, Andrea Neville)
- 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. (August, Stacy Allen)
- Andrea Neville, 1st grade teacher, is Southside Elementary's Parent Facilitator for the 2016-2017 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 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. (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 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. (August, Andrea Neville)
- The school will use the results of the parent interest survey will be used to plan the parental involvement activities for the year.(May 2016, 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 2016, Andrea Neville)