

**Theodore Jones
Parent Involvement Plan
2016-2017**



Introduction

Theodore Jones will involve parents/guardians of students in all grade levels in a variety of ways through scheduling parent teacher conferences, using meaningful two-way communication tools, hosting parental engagement events, and involving parents in making decisions. Lindsey Jones will serve as the Parent Facilitator to assist in coordinating the school's parental involvement program. All activities are in compliance with Act 397 of 2009 and Act 307 of 2007.

Section I: Parent Involvement Plan

- 1. Theodore Jones will communicate with parents in a variety of ways and engage parents/families in activities and events.**
 - a.** In order to foster relationships with students and their families, the faculty and staff at Theodore Jones will visit neighborhoods within the zone.
 - b.** Theodore Jones will host an annual "Meet and Greet" family night to prior to the beginning of the school year to orient parents and students to the school, meet the staff, and prepare for the new year.
 - c.** A parent orientation will be hosted for parents of incoming Kindergarten students to welcome them to the school, orient them school routines and environment, and provide them with ways to help their children be successful. At this orientation, the instructional facilitator will also model and role play how to effectively incorporate learning activities at home.
 - d.** The principal will deliver an annual report to the public providing information on the current status of the school, information regarding highly qualified teachers and paraprofessionals, and goals for improvement. Parents will be informed of Parents' right to know and how to locate the Annual Report Card. Parents will also be provided information on career planning, college and career readiness, and post-secondary opportunities to help their students prepare for the future.
 - e.** Parent Teacher Conferences will be held once during the fall semester and once during the spring semester. Teachers will maintain documentation of parents who attend and topics covered during the conference.
 - f.** In addition to regularly scheduled parent conferences, Theodore Jones will use a variety of meaningful two-way communication tools between home and school such as Friday folders, newsletters, student planners, phone calls, emails, notes, private closed Facebook groups, apps, and Parent Link.
 - g.** Families will be invited to attend parental involvement meetings and activities which provide information on the following topics: 1)What parents should expect for their child's education, what students will learn, and how students will be assessed 2) How a parent can make a difference in his/her child's education through role play and demonstration by trained volunteers on how to incorporate developmentally appropriate learning activities in the home environment 3)How to use and access the Department of Education website 4) How to plan and prepare nutritious meals.
 - h.** Theodore Jones will offer multiple opportunities for parents/families to attend volunteer trainings.
 - i.** Families of English Learners will be invited to attend parental involvement activities presented by Theodore Jones in collaboration with the district's translator. Theodore Jones will utilize the district's translator to ensure information related to school and parent programs is sent to parents in a language they can understand.

- j. In collaboration with Simon Middle School, Theodore Jones will host a family event to assist fourth graders and assist them and their families into making a successful transition to middle school.
- k. To promote physical activity and wellness, students and parents at Theodore Jones will be invited to participate in field day activities.

2. Theodore Jones will offer a variety of resources and information for parents/families.

- a. Informational packets will be provided annually to the parent of each child in the school and will also be available on the school web site. It will include the following information: 1)the school's parental involvement program/plan 2)the recommended roles of the parent, teacher, and child 3)ways for the parent to become involved at school and/or in his/her child's education 4)a survey for the parent regarding volunteering at the school and the activities planned throughout the school year for parents 5)an explanation of how to communicate in a regular 2-way meaningful manner with the child's teacher and principal 6)contact information for the parent facilitator.
- b. Theodore Jones will provide parents with information and effective parenting strategies through the Jag Notes (newsletter) and school website about the benefits of physical activity, nutritious meal planning, and staying actively involved with children.
- c. Parenting books, magazines, brochures, and other materials (in English and Spanish) regarding effective parenting strategies will be available for parents to have, borrow, or use free of charge.
- d. Parental concerns will be resolved by following Board policy as stated in the school's handbook. The school's handbook outlines the process of how to define a problem, whom to approach first, and how to develop solutions.

3. Theodore Jones will have a parent facilitator to coordinate the school's parental engagement program.

- a. Lindsey Jones, a certified staff member, will serve as the Parent Facilitator at Theodore Jones to organize and undertake meaningful efforts to ensure parental participation is recognized as a an asset to the school. This district will pay the parent facilitator a stipend for assuming duties as required by Act 603 of 2003.
- b. The parent facilitator at Theodore Jones will assist staff in involving parents/guardians of students at all grade levels in a variety of roles by matching school needs with volunteer interests as well as providing parents with options to help at home.
- c. The parent facilitator will keep a volunteer resource book and update it annually by seeking parental input through parent contact, surveys, and questionnaires. The volunteer resource book will include the names of parents who wish to volunteer, how frequently they would like to volunteer, and in what ways (including ways at school or at home). The volunteer resource book will be available to all staff members.

4. Theodore Jones will seek input from parents, students, and community members in making decisions related to school improvement.

- a. A survey will be given to parents soliciting their opinions and suggestions on parental involvement. The data collected from the survey will determine strengths and needs and assist in improving the school's parental involvement program.
- b. Theodore Jones will work collaboratively with a committee of students, parents, and community members to develop and maintain a Title 1 parent compact. The compact will outline how the parents, the entire school staff, and the students share the responsibility for improved student academic achievement and the means by which the school and parents build and develop a partnership that helps children achieve high standards.

- c. A committee comprised of parents and community members will meet with the school improvement chairperson and administrators to provide input on educational decisions including the development of school goals and priorities, the crisis management and safety plan, and the evaluation of the effectiveness of the school wide improvement plan.
- d. The Parent Teacher Organization will work collaboratively with the administrators, parent facilitator, and the staff to make decisions, encourage parental engagement, and promote community involvement in various areas.

Section II: Recommended roles of the parent, teacher, and child

A student's role is to

- believe he/she can learn and will learn.
- demonstrate effort on all assignments and assessments.
- read regularly at home.
- ask for help when needed.
- share folders/work with his/her parents/family.
- talk to his/her parents and teachers.
- know and follow all school rules.
- show respect for school, classmates, and family.

A parent/guardian's role is to

- ensure his/her child attends school every day, on time, and prepared.
- provide a regular place and time for his/her child to do read and/or study.
- ensure his/her child gets adequate sleep, regular medical attention, and proper nutrition.
- talk to his/her child about the value of education.
- monitor his/her child's daily assignments and weekly folders.
- monitor his/her child's progress and discuss report cards and progress with him/her.
- communicate with the school when he/she has a concern and ask for assistance from teachers, counselors, and/or administrators.
- make every effort to attend Parent-Teacher conferences and other school events.
- participate in shared decision making with school staff and other families to benefit of all students.
- support the school's discipline policies and dress code.
- respect the school, staff, students, and families.

A teacher/staff member's role is to

- provide a high quality curriculum and standards-based instructional program.
- communicate high expectations for every student.
- teach and involve students in content that is interesting and challenging.
- endeavor to motivate every student to learn.
- participate in professional development opportunities to improve teaching and learning.
- provide an orderly and supportive learning environment.
- communicate regularly with families about their child's progress in school.
- recommend interventions and assistance for students who do not meet content standards.
- provide parents/families with information and materials regarding content standards, basic skill acquisition, and supportive strategies for academic achievement.
- participate in shared decision making with school staff and families to benefit all students.
- support the formation of partnerships with families and the community.

Section III: Ways for parents to be involved in their child's education and school

- Talk with your child about what they learn at school each day.
- Read with your child every night.
- Talk about what you read with your child.
- Cook together (practice measuring ingredients, etc.)
- Write together (grocery lists, reminder notes, letters, journals, etc.)
- Practice counting or doing math facts (even while driving in the car).
- Set goals together.
- Help your child get on Lexia and/or Moby Max at home (if possible).
- If you have a smart phone, download the Conway Public Schools app.

Section IV: Ways for parents to volunteer at their child's school

- Attend volunteer training.
- Help greet students and open car doors in the mornings.
- Assist with after school activities such as choir, Jones Joggers, or Art Club.
- Cut out box tops.
- Assist with school and PTO events such as family nights, field day, and the fair parade.
- Assist with classroom events.
- Help in the library or school book room.
- Become a member of the PTO.
- Ask your child's teacher how you can help.

Section V: How to keep in communication with your child's teacher

- Check your child's folder each day and/or week.
- Respond to notes your child's teacher sends home.
- Send a note, e-mail, call, or set up a conference with your child's teacher if you have a concern.
- Check the web site. <http://tjes.conwayschools.org/>
- Check your grade level's Facebook page.
- Attend parent conferences and school events.
- Keep your contact information current so that the school can reach you.

Section VI: Contact information

Tammy Woosley
Principal
woosleyt@conwayschools.net
(501) 450-6645

Lindsey Jones
Parent Facilitator
jonesl@conwayschools.net
(501) 450-6645

Heather Nutt
School Improvement Chair
nutth@conwayschools.net
(501) 450-6645

Theodore Jones Elementary
 Parental Involvement Opportunities
 Lindsey Jones- Parent Facilitator- jonesl@conwayschools.net

Parent's Name: _____

Email: _____

Phone Number: _____

First of all, thank you SO much for being willing to volunteer in our school this year. Your time and efforts are greatly appreciated and make our school wonderful! Please check in areas you would like to help this 2016-2017 school year.

Task:	Please check if you would like to help in this area:
Cutting box tops	
Opening car doors for students as they arrive in the morning	
Extra eyes at recess	
Loading students in cars at car duty in the afternoon	
Field Day in May 2017	
Helping organize the book room	
Watch Dog Dad	
Fair Parade Float	
Reading with students	
Christmas Sale- working the Holiday Shoppe	
Book Fair	
Teacher Appreciation (one day per month)	
Teacher Appreciation (one week in May)	
Candy Grams	
Monthly Behavior Bashes	

