

AR
Theodore Jones Elem School
1800 Freyaldenhoven
Conway AR 72032
501-450-6645

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

Conway Public Schools

School Improvement Status

Needs Improvement

Grade Levels

K-4

Parent Involvement Coordinator

Lindsey Jones

Are you Title I Schoolwide?

- Yes
 No
 N/A

Percent of free and reduced lunch

73.18%

Parent Involvement Committee Members

(Select "Repeat" to open more entry fields to add additional team members)

Enter committee members

First Name

Lindsey

Last Name

Jones

Position

Parent Facilitator

Enter committee members

First Name

Malcom

Last Name

Perez-Alfonso

Position

Student

Enter committee members

First Name

Michael

Last Name

Woole

Position

Parent

Enter committee members

First Name

Amy

Last Name

Howell

Position

Instructional Facilitator

Enter committee members

First Name

Heather

Last Name

Nutt

Position

Instructional Facilitator/ACSIP Chair

Enter committee members

First Name

Tammy

Last Name

Woosley

Position

Principal

Enter committee members

First Name

Amy

Last Name

Ferdowsian

Position

PTO President

Enter committee members

First Name

Cheyenne

Last Name

Woole

Position

Student alumni

1. List various communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

Theodore Jones will use a variety of two-way meaningful communication tools and methods to increase parent involvement and support success for students.

- Classroom teachers will send home daily folders to share students' learning experiences from school with parents/guardians at home.
- Theodore Jones will send home a monthly newsletter called the "Jag Notes" to share effective parenting strategies as well as school wide events and information.
- Fourth grade students will use daily student planners as an organizational tool to maintain records of their daily activities and assignments and serve as communication to parents.
- Parents will be invited to join private closed Facebook groups to stay current with their child's specific grade level events.
- Theodore Jones will assist parents in downloading the Conway Schools app on their electronic devices and use push notifications to share important information with them.
- Theodore Jones will use Parent Link as another form of communication (through email, text, and phone) to share important information with parents.
- Teachers will make phone calls, send emails, or write notes to communicate with parents/guardians.
- Teachers will provide parents with updates of student progress through standards-based report cards with parent rubrics.
- Families will be invited to attend parental involvement meetings and activities. **The meetings and events will be held**

at various times during the day or evening to better accommodate parents throughout the school year. These events will 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.

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 principal will deliver an annual Title I report to the public meeting at 5:30 p.m. on September 27, 2016 to provide 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. At this meeting, the district's translator will be available to provide the same information in a linguistically appropriate manner. **The agenda, sign-in sheets, and the minutes for this meeting will be recorded and maintained in the school's office and by the parent facilitator.**
- Parent Teacher Conferences will be held two days during the fall semester (October 12, 2016 and October 13, 2016) and two days during the spring semester (March 15, 2017 and March 16, 2017). Teachers will maintain documentation of parents who attend and topics covered during the conference and submit this to the principal.
- In order to foster relationships with students and their families, the faculty and staff at Theodore Jones will visit neighborhoods within the zone on August 10, 2016
- Theodore Jones will host an annual "Meet and Greet" family night on August 11, 2016 to orient parents and students to the school, meet the staff, and prepare for the new year.
- A parent orientation will be hosted for parents of incoming Kindergarten students on August 4, 2016 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.
- To increase parental involvement and build capacity, families will be invited to attend additional parental involvement meetings and activities. **The meetings and events will be held at various times during the day or evening to better accommodate parents** throughout the school year. These events will 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. The following additional parental involvement/engagement events are planned for the 2016-2017 school year:
 - McTeacher and Family McDonald Night (October 25, 2016)
 - Christmas Extravaganza (December 6, 2016)
 - Family Lunch/Grandparents' Lunch for grades 1-4 (November 16, 2016)
 - Family Thanksgiving Lunch/Grandparents' Lunch for Kindergarten (November 17, 2016)
 - Spring Roundup (April 13, 2017)
 - Health and Wellness Field Day (May 25, 2017)
 - Simon Transition Night for grade 4 students (May 18, 2017)

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

- 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. The packets 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.
- The parent facilitator will keep a volunteer resource book and update it annually by collaborating with the members of the parental involvement committee and using the parental input from the parent surveys. 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 and the PTO.
- Theodore Jones will offer multiple opportunities for parents/families to attend state-mandated parent volunteer training. Notifications of the various dates/times of the training will be sent out through Parent Link, closed Facebook pages, and the Jag Notes. The first volunteer training will be held at 8:30 a.m. on September 7, 2016.

4. How will your school work with parents to create a School-Parent-Compact?

- Theodore Jones will work collaboratively with a committee of students, parents, and community members on September 1, 2016 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. All stakeholders, including the teacher, student, and parent, 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?

- A committee comprised of parents , staff, community members, and an alumni will meet with the school improvement chairperson and administrators on September 1, 2016 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.

6. How will your school provide resources for parents?

- 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.
- 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.
- 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.
- 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.
- 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. Lindsey 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.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 and to the PTO.

7. How will your school engage parents in the evaluation of your parental involvement efforts?

- 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.
- Lindsey Jones will also meet with members of the parent involvement committee to analyze the results of the parent survey to make decisions about components of the plan that should remain in place and components of the plan that should change as well as the **growth in the number of parents participating in parental engagement events and specific needs of parents.**

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?

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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 principal will deliver an annual Title I report to the public meeting at 5:30 p.m. on September 27, 2016 to provide 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. At this meeting, the district's translator will be available to provide the same information in a linguistically appropriate manner. **The agenda, the sign-in sheet and the minutes for this meeting will be maintained in the school's office and by the parent facilitator.**

**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.*