

AR
 Augusta Elementary School
 216 James Smith Drive
 Augusta AR 72006
 870-347-2432

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
 Augusta School District

School Improvement Status
 Focus

Grade Levels
 Kindergarten - 6th

Parent Involvement Coordinator
 Angela Sanders

Are you Title I Schoolwide?
 Yes
 No
 N/A

Percent of free and reduced lunch
 100%

Parent Involvement Committee Members
(Select "Repeat" to open more entry fields to add additional team members)

Enter committee members

First Name
 Sheri

Last Name
 Smith

Position
 Counselor

Enter committee members

First Name
 Lisa

Last Name
 Martin

Position
 Principal

Enter committee members

First Name
 Heather

Last Name
 Hite

Position
 Literacy Coach

Enter committee members

First Name

Georgianna

Last Name

Lester

Position

Elementary Teacher

Enter committee members

First Name

Richard

Last Name

Greer

Position

Math Coach/Assistant Principal

Enter committee members

First Name

Paula

Last Name

Madison

Position

2nd grade teacher

Enter committee members

First Name

April

Last Name

Grisham

Position

Parent

Enter committee members

First Name

Lucille

Last Name

Tripp

Position

Parent

Enter committee members

First Name

Theresa

Last Name

Briscoe

Position

Parent

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

- Home Access Center (assignments, grades, and parent/teacher communication)
- School Website - www.augustasd.org
- School All Call - school wide phone system to notify parents of upcoming events
- Parent/Teacher conferences (2) - each at 4 & 1/2 weeks into the semester
- AES will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request
- 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.

- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.
- The school will send parents a parent-friendly letter in the first report card that explains their child's test results and standardized test scores.
- The school will offer parents a special workshop each year on the school's approach to school improvement.

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.)

- August 11th - Open House - 5:30-7:30pm
- October 20 - Parent/Teacher Conferences - Report Cards go out
- Parent Meeting - Annual Title I meeting - Date TBA
- March 16th - Parent/Teacher Conferences - Report Cards go out
- These meetings will include parent training sessions to help parents understand how to enhance their child's education.
- These meetings will include a series of family reading nights that provide an opportunity for parent and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.
- The meetings will be held at various times during the day or evening to better accommodate parents.
- Outside speakers will provide parents with more information concerning ways to make their child's academic life more successful. For example, county library volunteers, etc.
- The school will hold an orientation for parents at each grade level to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I Plan.
- 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 offer parents a special workshop each year to provide an explanation of the statewide assessment system, standards, and other accountability measures.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Library assistant
 - Reading buddy
 - Mentor
 - Teacher assistant
 - Tutor
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - Awards day presentation
 - Field day volunteers
 - Family reading night
 - Parent education workshops
 - Orientation presentations
 - Open House
 - Parent-school organization
 - Red Ribbon week
 - Choir concerts
 - Various committees

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

AES teachers will give parents a form to fill out during Parent/Teacher conferences in the Fall in order to find out what parents are willing to help with during the school year. Teachers will inform parents of what is needed and expected of volunteers.

- The school will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies, tutoring, and special friends.
- 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.
- The school will work with Augusta High School 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. Parents will have the opportunity to meet the new teachers at the end of the school year.
- STATE REQUIREMENT – 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.

- 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 that 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.

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

AES 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.

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?

- AES will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- AES will ask parents to serve on curricular and instructional review committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- AES will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
- STATE REQUIREMENT – 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.
- STATE REQUIREMENT - The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
- Coordinate and integrate parental involvement strategies with parental involvement strategies under other programs, such as the Head Start Program, Reading First Program, Early Reading First Program, Even Start Program, Parents as Teachers Program and, Home Instruction Programs for Preschool Youngsters, and state-run pre school programs.

6. How will your school provide resources for parents?

AES will provide resources for parents by including resources in our parent center, located in the library at the school. There is a variety of material available as well as computers that parents are invited to use for research and access to online grading information.

- 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.
- STATE REQUIREMENT - 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...).
- 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.
- Create a parent center.
- 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.
- 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.

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

AES 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 Title I 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.

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 parent interest surveys will be used to plan activities and allow parents to work in the areas they are interested in working in for the school year.

- AES 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.

- AES will use the results of the parent interest survey will be used to plan the parental involvement activities for the year.
- AES 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.
- STATE REQUIREMENT – 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.

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.)

AES will plan the Annual Title I meeting to ensure all requirements are met and all parents/guardians will be invited. There will be an agenda and sign in sheet for the parents in attendance.

- AES will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.
- AES will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.

****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.***