

CADDO HILLS SCHOOL DISTRICT



PARENT INVOLVEMENT PLAN 2016-2017

Caddo Hills School District*Commitment to Parental Involvement*

The Caddo Hills Parent Involvement Plan establishes a program that involves parents of students at all grade levels in a variety of roles. The program is comprehensive and coordinated in nature, and it recognizes that communication between home and school should be regular, two-way, and meaningful.

2016-2017 District Parental Involvement Committee Members

Deric Owens, Superintendent

Josh Bright, Elementary Principal

Todd Baxley, High School Principal

Kathy Baker, Federal Programs Coordinator

Charleen Fear, Program Facilitator/Parental Involvement Coordinator

Christy Sanders, Elementary Counselor/Parental Involvement Chair

Julie Young, High School Counselor/Parental Involvement Chair

Amanda Meeks, Parent

Cindy McKellar, Parent

Jason Whitaker, Parent

Lynette Black, Parent

Goal 1: How will the LEA foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement?

- Develop and disseminate district parental involvement policy. This will be handed out as part of the Student Handbook at the beginning of each year with a signed parent acknowledgement returned; the policy will also appear on the school's website.
- Lead by the Federal Programs Coordinator, an annual meeting in the spring to update policy for next year's Title I, Part A program.
- Parental involvement activities will be coordinated with those of other programs such as State-run preschool programs. Registration for kindergarten will also be coordinated with preschool programs.
- A parental involvement contact person, the counselor, is at each of the Title I, Part A schools.
- An annual review on the effectiveness of the parental involvement policy will be held at the end of the year.
- Lead by the Program Facilitator, a district parental involvement committee is developed to create a parental involvement policy and implement parental involvement activities as well as disseminate information to the community to promote parental involvement in the Title I, Part A schools.
- We will involve parents in the process of school review and improvement under ESSA.

Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?

- District personnel will conduct site visits to observe parental involvement practices.
- The district will enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners. Resources such as community leaders, parent involvement training, and the parent center will be used.
- Counselors will ensure, to the extent possible, that information is sent home in a language and form parents can understand.
- Each Title I, Part A school will be monitored by the Program Facilitator to ensure that each school performs the following tasks:
 - Develop parental involvement policy.
 - Offer flexible meeting times.
- Provide information to parents about the school's program, include parent information guide. Parent 'Goody Bags' include this information, and social media, such as facebook, will also provide positive parental information..
- Develop and use the School-Parent Compact. These are sent home and signed receipts are kept.
- Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement. Resources are available in the parent center and directions and notes are sent home as well.

Goal 3: How will the district build the school's capacity for strong parental involvement?

- The Federal Programs Coordinator will provide information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A.
- The counselors will assist in the development of parent engagement groups at each school.
- The counselors will involve parents through an annual survey to improve school effectiveness.
- The staff at each school will provide any reasonable support for parental involvement at the request of participating Title I, Part A schools.

Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?

- The counselor at each school will survey parents annually, including questions to identify barriers to parental involvement.
- The Program Facilitator will provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected.
- The counselor at each school will develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community. Parents will have an opportunity to evaluate at the end of the school year.
- The counselor at each school will use findings from evaluation process to:
 - Make recommendations to each participating school for parental involvement policy revision.
 - Provide suggestions for designing school improvement policies, as they relate to parental involvement.

Goal 5: How will the district involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)?

- The Federal Programs Coordinator will recruit parents to serve on district ACSIP committee to develop the Title I Application. Parents are involved in the ACSIP plan.
- The Program Facilitator will encourage the formation of partnerships between the district and local businesses that includes roles for parents.
- The ACSIP chairs from each school will involve parents through an annual survey to improve district effectiveness.

CADDO HILLS ELEMENTARY SCHOOL



PARENT INVOLVEMENT PLAN 2016-2017

Caddo Hills School District

Commitment to Parental Involvement

The Caddo Hills Parent Involvement Plan establishes a program that involves parents of students at all grade levels in a variety of roles. The program is comprehensive and coordinated in nature, and it recognizes that communication between home and school should be regular, two-way, and meaningful.

2016-2017 Elementary Parental Involvement Committee Members

Josh Bright, Elementary Principal

Christy Sanders, Elementary Counselor/Parent Involvement

April McCuin, Teacher/Parent

Amanda Meeks, Parent

Kristen Raines, Teacher

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

- 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 three weeks with information regarding their child's academic progress and upcoming classroom and school events.

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.)

- 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 encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - Awards day presentation
 - Field day volunteers
 - Family reading night
 - Open House
 - Red Ribbon week
 - Website and Home Access Center training
- These meetings will include a series of family 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.

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

- 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.
- (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 two (2) 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.
- The school will provide opportunities for parents and community members to support the instructional program.

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

School 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?

- 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.
- 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 and state-run preschool programs.

6. How will your school provide resources for parents?

- 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, websites, e-mail...).

- 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.
- 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.
- 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?

- The school 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 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.
- The school will use the results of the parent interest survey will be used to plan the parental involvement activities for the year.
- 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

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 school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.

- The school 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.

CADDO HILLS HIGH SCHOOL



PARENT INVOLVEMENT PLAN 2016-2017

Caddo Hills School District*Commitment to Parental Involvement*

The Caddo Hills Parent Involvement Plan establishes a program that involves parents of students at all grade levels in a variety of roles. The program is comprehensive and coordinated in nature, and it recognizes that communication between home and school should be regular, two-way, and meaningful.

2016-2017 High School Parental Involvement Committee Members

Todd Baxley, High School Principal

Julie Young, High School Counselor/Parent Involvement Chair

Charleen Fear, Parental Involvement Coordinator

Karalee Black, Teacher

Cindy McKellar, Parent

Jason Whitaker, 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.

- 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 three weeks with information regarding their child's academic progress and upcoming classroom and school events.
- The school will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations with information for parents.

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 school will hold 2 Parent Teacher Conferences, one in the spring and one in the fall.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Book fair helpers
 - Awards day presentation
 - Field day volunteers
 - Orientation presentations
 - Parent-school organization
 - Red Ribbon week
 - Choir concerts
 - Various committees
 - Website and Home Access Center training
- 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.

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

- The school will work with Caddo Hills Elementary 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.

- 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.
- (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 two (2) 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?

- School 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?

- 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.
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.

6. How will your school provide resources for parents?

- 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...).

- 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.
- 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.
- 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?

- The school 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 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.
- The school will use the results of the parent interest survey will be used to plan the parental involvement activities for the year.
- 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.
- 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.)

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.

- The school 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