

**LINCOLN MIDDLE ACADEMY OF EXCELLENCE
PARENTAL INVOLVEMENT PLAN
2015-2016**

Superintendent:
Dr. Tiffany Hardrick

Parent Facilitator:
Jana Richey

School Improvement Status:
Priority

LMAE Parent Committee Members:
Jana Richey, Parent Facilitator
Lauren Martin, Title I Parent Coordinator
Tamika Futrell, Parent
Carreather Coleman, Parent
Pam Atwater, Parent
Chris Oswald, Teacher

Goal 1: Lincoln Middle Academy of Excellence will utilize various communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

Strategies for reaching goal:

- The school will distribute a monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills.
- The school will create a Web site to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom Web sites. Also, 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.
- 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.
- The school 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.

Goal 2: Lincoln Middle Academy of Excellence will host parent meeting, conferences and activities regularly throughout this year, offering flexible meeting times, to increase parental involvement and build staff and parent capacity to engage in these types of efforts.

Strategies for reaching goal:

- Teachers will hold conferences individually with parents of children in their classrooms. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.
- Meetings will include parent training sessions to help parents understand how to enhance their child's education. They will include a Literacy Night and a Math Night.
- 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 meetings will be held at various times during the day or evening to better accommodate parents.
- 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, D.A.R.E. graduation, and various committees.

Goal 3: Lincoln Middle Academy of Excellence will provide information to parents about volunteer opportunities.

Strategies for reaching goal:

- 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.
- 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 understanding 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.
- The school will work with Stewart 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.

- 2015-2016: Proposed Parent Meetings
 - Forrest City District Parent Teacher Conferences: Tuesday, September 22, 2015, 4:00-7:00 p.m. and Thursday, February 18, 2016, 4:00-7:00 p.m.
 - Report to the Public Night- Tuesday, October 13, 2015, 6:00 p.m.
 - Title 1 Annual Meeting- Tuesday, October 13, 2015, 6:30 p.m.
 - Literacy Night- Tuesday, December 8, 2015, 6:00 p.m.
 - Math and Science Night- Tuesday, February 9, 2016, 6:00 p.m.
 - Zap the ACT Aspire Test Techniques Night- Tues., March 15, 2016, 6:00 p.m.

Goal 4: Lincoln Middle Academy of Excellence will work with parents to create a School-Parent-Compact.

Strategies for reaching goal:

- 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.

Goal 5: Lincoln Middle Academy of Excellence will 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.

Strategies for reaching goal:

- 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.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.

Goal 6: Lincoln Middle Academy of Excellence will provide resources for parents.

Strategies for reaching goal:

- 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, etc).

- 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.
- A parent center is located in the library. The center will be open daily from 8:00 a.m. – 3:00 p.m.
- 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.

Goal 7: Lincoln Middle Academy of Excellence will engage parents in the evaluation of your parental involvement efforts.

Strategies for reaching goal:

- 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.
- A parental involvement survey will be sent home annually to evaluate the effectiveness of our parental involvement program.
- A parent focus group will be assembled to discuss the results of the parental involvement survey.

Goal 8: Lincoln Middle Academy of Excellence will use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year.

Strategies for reaching goal:

- 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.

Goal 9: Lincoln Middle Academy of Excellence will plan the Annual Title I Meeting.

Strategies for reaching goal:

- 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.