

Arkansas

District 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

Page 1 of 1

School Year
2015-2016

Superintendent
Billy Jackson

School Improvement Status
Needs Improvement

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

Enter committee members

First Name
Billy

Last Name
Jackson

Position
Superintendent

Enter committee members

First Name
Travis

Last Name
Love

Position
Principal

Enter committee members

First Name
Kelly

Last Name
Leonard

Position
District Parental Involvement Coordinator

Enter committee members

First Name
Jennifer

Last Name
Pennington

Position
Teacher/Elementary Parental Involvement Coordinator

Enter committee members

First Name
Megan

Last Name
Lankford

Position
Teacher/High School Parental Involvement Coordinator

Enter committee members

First Name

Tina

Last Name
Leonard

Position
Parent

Enter committee members

First Name
Terry

Last Name
Clark

Position
PTSO President

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

Hint

1. **REQUIRED-** Develop and disseminate district parental involvement policy. Responsible party is Kelly Leonard
2. **REQUIRED-** Conduct an annual meeting in the spring to update policy for next year's Title I, Part A program. The Spring Title I meeting will be held in April to update policies for the next year's Title 1 Part A programs. Responsible party is Billy Jackson
3. **REQUIRED-** Coordinate parental involvement activities with those of other programs such as Arkansas Better Chance program, and Home Instruction Program for Preschool Youngsters and State-run preschool programs. There is a parental involvement center located in the ABC building. Parents of pre-schoolers are asked to be involved in the planning of parental involvement activities. Responsible party is Jennifer Pennington
4. **REQUIRED-** Establish parental involvement contact person at each of the Title I, Part A schools. The district and elementary contact person for Title I is Kelly Leonard.
5. **REQUIRED-** Conduct an annual review of the effectiveness of the parental involvement policy. Each spring, the parental involvement plan will be reviewed and the necessary changes that need to be made to meet the current needs of our students and parents will be revised. Responsible party is Kelly Leonard
6. **REQUIRED-** Develop district parental involvement committee 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. South Side district and elementary has a developed committee for parental involvement. These committees disseminate information to the community through the school marquee, the school website, the weekly menu sent home to students, facebook and twitter, and information is also sent through the local newspapers and radio stations. Responsible party is Travis Love
7. Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand. We have a licensed ELL specialist on staff to help parents and students with limited English proficiency. Responsible party is Amber Hiegel
8. **REQUIRED-** Involve parents in the process of school review and improvement under Section 1116 of NCLB. Responsible party is Kelly Leonard.

Reviewer Response:

- Attention: Changes needed!
- In Compliance

Reviewer Comments:

LEA 7105000 - ADE ID Purposes only.

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?

Hint

1. **REQUIRED-** Conduct ongoing site visits to observe parental involvement practices. South Side School is a small campus in which all schools (preschool, elementary, and high school) are all located in one location. Most activities are done on a district wide level with administrators in attendance. The administration is actively involved in the parental involvement process. Responsible party is Travis Love
3. **REQUIRED-** 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. The Parental Involvement Committee will schedule parent involvement meetings throughout the school year to introduce parents to services and programs. Supplies and materials for these programs will be purchased for both the high school and elementary school to aid in promoting parental involvement. Responsible party is Kelly Leonard.
4. **REQUIRED-** Ensure, to the extent possible, that information is sent home in a language and form parents can understand. South Side School has a licensed ESL Coordinator on staff that is available to translate all information into a language parents can understand. Responsible party is Amber Hiegel.

7. **REQUIRED-** Monitor each Title I, Part A school 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.

Develop and use the School-Parent Compact.

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. South Side School has a phone notification system that goes to all the district parents. The school also uses e-school so that the parents have access to their students' grades. The faculty and parents work together to increase literacy skills through family literacy nights, parents as partners nights, and parent center activities. South Side also hosts a family literacy and math night for parents and students. To better provide parents with information, there are informational tables set up at school functions. The tables have information about parental involvement, tutoring, and any other relevant information at the time. Responsible party is Kelly Leonard

9. Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts. Responsible party is Kelly Leonard.

10. Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities. Responsible parties are Jennifer Pennington and Megan Lankford

12. Convene annual school meeting to inform parents of their school's participation in the development of the parental involvement policy and their right to be involved. Responsible party is Billy Jackson.

Reviewer Response:

- Attention: Changes needed!
- In Compliance

Reviewer Comments:

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

Hint

1. **REQUIRED-** 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. Responsible party is Kelly Leonard.
2. **REQUIRED-** Assist in the development of parent engagement groups at each school. South Side School District supports the development of the local PTSSO and booster clubs for band, sports and academic clubs. Responsible party is Billy Jackson.
3. Encourage the formation of partnerships between schools and local businesses that includes roles for parents. Responsible party is Travis Love
4. **REQUIRED-** Involve parents through an annual survey to improve school effectiveness. Surveys are sent out each year through the family kits. Needs assessments surveys are also sent out for parental input for Title I programs, the Gifted and Talented Program and the Special Education Program. Responsible parties are Jennifer Pennington and Megan Lankford.
5. Approve reasonable and necessary expenses associated with parental involvement activities. Responsible party is Billy Jackson.
6. **REQUIRED-** Provide any reasonable support for parental involvement at the request of participating Title I, Part A schools. South Side School promotes a positive interaction between home and school and encourages parental involvement in their students' education and establishes the policies and procedures that will govern parental involvement and the Title I Schoolwide Program. Responsible party is Kelly Leonard.

Reviewer Response:

- Attention: Changes needed!
- In Compliance

Reviewer Comments:

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?

Hint

1. **REQUIRED** - Survey parents annually, including questions to identify barriers to parental involvement. Surveys are sent out at the beginning of each year in the Family Kits. Each parent is asked to fill out a survey containing questions about parental involvement activities to provide feedback for the parental involvement committee. This information is used to evaluate current activities and plan future parental involvement activities. Responsible parties are Jennifer Pennington and Megan Lankford
2. **REQUIRED-** Provide an opportunity for the parents to assist in the development of the evaluation procedures,

including analysis of data collected. The Parental Involvement Committee consists of parents, teachers, administrators and community members, therefore, parents are involved in the evaluation procedures, and analysis of data collected. Responsible party is Kelly Leonard.

3. Develop procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year. Responsible party is Kelly Leonard.

4. **REQUIRED**- Use finding 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.

The Parental Involvement Committee meets each fall to review surveys fill out by parents. The committee uses the information from these surveys to help with the planning of the parental involvement activities for the year. Responsible party is Kelly Leonard.

5. **REQUIRED**- Develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community. A report of the Parental Involvement Committee is provided by the school and is given each year in the fall at the school's public meeting. A sign-in sheet is kept to document attendance. An agenda is provided that includes: Goals for the program, the rights of parents to be involved in the planning, review and revision of parent programs. A copy of the plan is made available to all parents and is also placed on the schools website. Responsible parties are Kelly Leonard and Travis Love.

Reviewer Response:

- Attention: Changes needed!
- In Compliance

Reviewer Comments:

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

Hint

1. **REQUIRED**- Recruit parents to serve on district ACSIP committee to develop the Title I Application. Several parents currently serve on ACSIP planning committees. Responsible Party is Kelly Leonard.
2. Recruit parents for a district Parent Advisory Committee. Responsible party is Kelly Leonard.
3. Encourage the formation of partnerships between the district and local businesses that includes roles for parents. Responsible party is Travis Love.
4. Involve parents through an annual survey to improve district effectiveness. Responsible parties are Jennifer Pennington and Megan Lankford.

Reviewer Response:

- Attention: Changes needed!
- In Compliance

Reviewer Comments:

Your 2014-2015 district Parental Involvement Plan has been successfully update. All of the required components are included in your plan. No revisions are needed. It can be posted to your website. A copy of the review will be e-mailed to Ms. Kelly Leonard. Please retain a copy of that review along with a copy of your 2014-2015 Parental Involvement Plan in your parental involvement documentation files. Thank you for the effort that is evident in the completion of this plan so thoroughly. Best regards, Dr. Mallette

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