

Parental Involvement Plan

2016 - 2017

**Jo Ann Walters
Elementary School**

**Parental Involvement Chairperson: Karla Bray
Principal: Karla Byrne**

Standard 1: Parenting

Parenting skills are promoted and supported by indicators as follows:

- 1. Communicate the importance of positive relationships between parents and their children.**
- 2. Link parents to programs and resources within the community that provide support services to families.**
- 3. Reach out to all families, not just those who attend parent meetings.**
- 4. Establish policies that support and respect family responsibilities, recognizing the variety of parenting traditions and practices within the community's cultural and religious diversity.**
- 5. Provide an accessible parent/family information and resource center to support parents and families with training resources and other services.**
- 6. Encourage staff members to demonstrate respect for families and the family's primary role in rearing of children to become responsible adults.**

To promote student learning, Jo Ann Walters Elementary School shall:

- 1. Purchase parenting books, magazines, and other informative material regarding responsible parenting through school counselor's office and/or the school library. Parents will be given the opportunity to borrow the materials for review. This information will be housed in Jo Ann Walter's Family Resource Center located in the counselor's office. This area shall be used to provide an accessible parent/family information and resource center to support parents and families with training, resources, and other services.**

2. Through publication of newsletters, important events information will be communicated throughout our parental community. These newsletters will provide appropriate information as well as honors for those in attendance at noted important school events. In addition, the school marquee will serve as another form of communication among parents to encourage and honor them for attendance at important school events.
3. Policies that support and respect family responsibilities will be established at Jo Ann Walters Elementary. These policies will recognize the variety of parenting traditions and practices within the community's cultural and religious diversity. Staff members will be encouraged to demonstrate respect for families and the family's primary role in the rearing of children in order for them to become responsible adults.

Parent/Family Responsibilities:

Parents will assume the responsibilities related to parents:

- To respect and value your child as a unique individual.
- To establish consistent family expectations.
- To listen to, and talk with, your child.
- To model appropriate behavior.
- To teach, and demonstrate, how to interact with and respect others.
- To learn and improve parenting skills, seeking help when needed.

School/Teacher Responsibilities:

Staff members are expected to accept the following responsibilities related to parenting:

- To communicate with parents in an ongoing process, using a variety of methods which reflect a respect for parental input.
- To respect input and concerns of parents with regard to their child's education.
- To acknowledge the individual differences and needs among parents.

Student Responsibilities:

Students are expected to accept responsibilities as follows:

- Respect the opinions and guidance of parents as well as staff members.

- **Keep an attitude of respect and hold in high regard, all parents and school staff members as they sustain the educational process.**
- **Attend important school events with parents.**

Standard 1: Parenting

Schedule of Activities for Parental Involvement Plan

ACTIVITY TYPE	WHAT NEEDS TO BE DONE FOR ACTIVITY
Handouts, books, and videos on parenting will be made available in counselor's office and/or library	Update current materials available and purchase additional as needed
Parent Tips newsletters will be sent home with students. Copies will be available in both English and Spanish.	Newsletters will be copied and sent home to students as made available to the district
PTO meetings will include the opportunity for parents to seek information/help with regarding to parenting skills.	Each PTO meeting will include an opportunity for parents to ask questions of staff members on an individual basis or in a group setting.

Standard II: Communication

Communication between home and school is regular, two-way, and meaningful. It is supported by the indicators as follows:

- 1. Use a variety of communication tools on a regular basis, seeking to facilitate two-way interaction through each type of media.**
- 2. Establish opportunities for parents and educators to share “partnering” information such as student strengths and learning preferences.**
- 3. Provide clear information regarding curriculum expectations, school activities, and student services.**
- 4. Provide regular progress reports and report cards to parents.**
- 5. Provide information on school policies, discipline procedures, assessment tools, and school goals, and include parents in any related decision-making process.**
- 6. Conduct conferences with parents at least twice a year. These should accommodate the varied schedules of parents, language barriers, and the need for child care.**
- 7. Encourage immediate contact between parents and teachers when concerns arise.**
- 8. Distribute student work to parents for comment and review on a regular basis.**
- 9. Translate communications to assist non-English speaking parents.**

10. Communicate with parents regarding positive student behavior and achievement, not just regarding misbehavior or failure.

To encourage communication with parents, the school will:

1. Schedule no less than two (2) parent-teacher conferences per school year.
2. Utilize a variety of communication tools on a regular basis.
3. Provide clear information regarding curricular guidelines and expectations.
4. Send report cards and progress reports to parents on a regular basis.
5. Encourage immediate contact between parents and teachers when concerns arise.
6. Distribute student work for parental comment and review on a weekly basis.
7. Inform parents of both positive and negative behavior and academic achievements as warranted.

Parent/Family Responsibilities:

Parents assume the following responsibilities related to communication:

- To define problems and participate in solutions.
- To attend school functions and parent-teacher meetings and conferences.
- To respond to requests and information from school in a timely fashion.
- To promote effective verbal and written communication between home and school.

School Responsibilities:

The school is expected to accept the following responsibilities related to communication with parents:

- To share positive communications.
- To disseminate information clearly and specifically by using language that is understandable to all parents and free of jargon and use a multi-method approach to communicating information to parents.
- To regularly monitor communications for effectiveness.
- To involve all school personnel in the communications effort.

Student Responsibilities:

Students are expected to accept responsibilities related to communication between home and school as follows:

- **To adequately share information from the school with parents as well as take home and return student work requiring parental attention.**
- **Be responsible in keeping track of school correspondence in need of parental attention.**
- **Keep parents informed regarding important events or activities happening at school.**

Standard II: Communication

Schedule of Activities for Parental Involvement Plan

ACTIVITY TYPE	WHAT NEEDS TO BE DONE FOR ACTIVITY?
Weekly folder	Folders will be sent home weekly containing samples of student work and important information. The folder is to be signed by parent/guardian and returned promptly.
Grades	Teachers will post grades at https://hac24.eschoolplus.k12.ar.us/homeaccess24/ on a regular basis for parents to view. This will allow parents the ability to keep track of their child's progress.
Daily Lesson Plans	Grades 4 – 6 will keep a record of daily lessons written down to assist parents in knowing the work that is taking place on a daily basis.
Grandparents Day	The counselor will sponsor the grandparents' luncheon sending on information on this in a timely fashion.
Parent/Teacher Conferences	Conferences will be held twice a year (first and third quarters).
District Internet Website	The school district maintains an internet site that posts a variety of information at: dierksschools.org

Standard III: Student Learning

Parents play an integral role in assisting student learning using indicators as follows:

- 1. Seek and encourage parent participation in decision-making that affects students.**
- 2. Inform parents of the expectations for students in each subject at each grade level.**
- 3. Provide information regarding how parents can foster learning at home, give appropriate assistance, monitor homework, and give feedback to teachers.**
- 4. Distribute information to assist parents in understanding how students can improve skills, get help when needed, meet class expectations, and perform well on assessments.**
- 5. Provide opportunities for staff members to learn and share successful approaches to engaging parents in their child's education.**

To help parents in assisting students, Jo Ann Walters Elementary School shall:

- 1. Provide information regarding student expectations in each subject area by grade level and guidance on how parents can help their children at home with homework, study habits, and communication procedures for contacting teachers.**
- 2. Provide information to parents on how students will be assessed as well as testing policies, practices, grading scales, and report cards.**

Parent/Family Responsibilities

Parents assume the following responsibilities related to student learning:

- To provide a home environment that is supportive of learning and that places a high value on education by making it a top priority on the family agenda.
- To promote school attendance.
- To request help from the school on learning issues, when needed, and to follow through.
- To treat educators with courtesy, respecting their knowledge and expertise, and to be receptive of their input regarding their child.

School/Teacher Responsibilities

Jo Ann Walters Elementary staff is expected to accept the following responsibilities related to student learning:

- To encourage student responsibility.
- To make suggestions in a non-threatening manner.
- To engage in ongoing communications before a child falls behind.
- To recognize and respect a parent's desire for their child to succeed.
- To affirm the idea that all children can learn.
- To provide high quality instruction linked to national and state standards.
- To provide alternative models for diverse students.

Student Responsibilities

Students are expected to accept responsibilities related to their own learning as follows:

- Actively participate in the learning process by participating in all class activities.
- Be responsible for keeping up with homework assignments, books, supplies, and using organizational skills.
- Respect the opinions and assistance offered by teachers, school staff, and parents.
- Be responsible for asking questions of teachers when students do not understand how to do something.

Standard III: Student Learning

Schedule of Activities for Parental Involvement Plan

ACTIVITY TYPE	WHAT NEEDS TO BE DONE FOR ACTIVITY
Educational software and books available for parents	Software, books, and/or magazines will be available for parents in the counselor's office and/or library regarding how to assist in student learning
Tips for studying	During Open House, in newsletters, and at conferences information will be given regarding study tips.
Interactive Homework	At various grade levels interactive homework will be given to provide parents and children the opportunity to work together on learning projects.

Standard IV: Volunteering

Parents are welcome in the school, and their support and assistance are sought, as shown by the indicators as follows:

- 1. Ensure that office staff greetings, signage near the entrances, and any interactions with parents create a climate in which parents feel valued and welcome.**
- 2. Survey parents regarding their interests, talents, and availability, then coordinate the parent resources with those that exist within the school and among the faculty.**
- 3. Ensure that parents who are unable to volunteer in the school building are given the options for helping in other ways, at home or place of employment.**
- 4. Organize an easily accessible program for utilizing parent volunteers, providing ample training on volunteer procedures and school protocol.**
- 5. Show appreciation for parents' participation and value their diverse contributions.**
- 6. Educate and assist staff members in creating an inviting climate and effectively utilizing volunteer resources.**
- 7. Ensure that volunteer activities are meaningful and built on volunteer interests and abilities.**

Parents will be welcome in the school in the following ways:

- 1. Jo Ann Walters Elementary will not create policy or procedure that discourages parents/guardians from visiting the school.**

2. The school will ensure that office staff greetings, signs, and all other interaction with parents/guardians create a climate in which parents feel valued and welcome.
3. There will be no policies prohibiting parents/guardians from visiting a child's classroom during school events given that the visitation does not disrupt the educational process.
4. A record will be kept listing the interests and availability of volunteers for school staff members' use. This will include the parent survey regarding parental interests, talents, and availability.
5. Volunteer activities will be meaningful and built upon interests and abilities.

Parent/Family Responsibilities

Parents are expected to assume responsibilities related to volunteerism as follows:

- To become actively involved in parent and school organizations, utilizing the available resources for the benefit of the entire school. In their volunteer efforts, they will present themselves as a positive role model and share with others, standards of appropriate behavior that foster healthy, happy, and active children.
- To actively seek information on the needs of students and schools, and become familiar with school policies and procedures.
- To make interest, expertise, and personal experience known and available to school and parent organizations and follow through.
- To recruit and encourage others to become actively involved.

School/Teacher Responsibilities:

Jo Ann Walters Elementary School staff is expected to accept responsibilities related to parent volunteerism as follows:

- To provide training for parents in order for them to become effective volunteers.
- To develop and maintain lists of volunteer needs.
- To provide a welcoming, friendly atmosphere that encourages volunteerism.
- To provide recognition and rewards.

Student Responsibilities:

Students are expected to accept responsibilities related to parent volunteerism as follows:

- To invite parents to help out in your school and/or classroom.
- To ask teachers how parents may help in their rooms.
- To take home and return information shared with parents

Standard IV: Volunteering

Schedule of Activities for Parental Involvement Plan

ACTIVITY TYPE	WHAT NEEDS TO BE DONE FOR ACTIVITY?
A survey will be taken annually to search for volunteers	The counselor will send out a survey at the beginning of the year to determine talents, interests, and times of availability. This will help in recruiting volunteers and be available to all staff throughout the year
An area will be available for volunteers to work, meet, and access resources.	An area will be available for volunteers to work in during the day. The counselor will be available to provide direction regarding what assistance is needed by staff.
Training of volunteers so they use their time productively.	Training will be directed by principal and counselor to ensure that all volunteers are aware of school procedures and able to use their time productively while in the building.
Recognition of volunteers for their time and efforts	Jo Ann Walters Elementary will ensure that volunteer activities are meaningful and built upon volunteer interests and abilities as well as show appreciation for volunteer work by hosting a recognition ceremony annually.

Standard V: School Decision Making and Advocacy

Parents are full partners in the decisions that affect children and families as evidenced by the indicators as follows:

- 1. Provide understandable, accessible, and well-publicized processes for influencing decisions, raising issues or concerns, appealing decisions, and resolving problems.**
- 2. Encourage the formation of PTO's or other parent groups to identify and respond to issues of interest to parents.**
- 3. Include parents on all decision-making and advisory committees and ensure adequate training for such areas as policy, curriculum, budget, school reform initiatives, safety, and personnel. Where a site governance body exists, give equal representation to parents.**
- 4. Provide parents with current information regarding school policies, practices, and both student and school performance data.**
- 5. Enable parents to participate as partners when setting school goals, developing or evaluating programs and policies, or responding to performance data.**
- 6. Encourage and facilitate active parent participation in the decisions that affect students, such as individualized education plans.**
- 7. Treat parent concerns with respect and demonstrate genuine interest in developing solutions.**
- 8. Promote parent participation on school district, state, and national committees and issues.**

9. Provide training for staff and parents on collaborative partnering and shared decision making.

Jo Ann Walters Elementary will encourage parents to participate as full partners in the decision making processes that affect his/her child and family as follows:

- 1. Jo Ann Walters will make parents aware of who to contact with concerns, how to approach a problem at school, and how to work together to develop solutions in the best interest of their child.**
- 2. The school will engage in activities that encourage parental participation in the decision making process regarding issues directly affecting their child.**
- 3. Jo Ann Walters will encourage membership in parent groups, such as PTO.**
- 4. The school will provide understandable, accessible, and well-publicized processes for influencing decisions, raising issues or concerns, appealing decisions, and resolving problems.**
- 5. Jo Ann Walters will treat parental concerns with respect and demonstrate genuine interest in working together to develop appropriate solutions.**

Parent/Family Responsibilities:

Parents are expected to assume responsibilities related to school decision making and advocacy as follows:

- To become effective partners with the school in decision making.**
- To take the initiative to become involved and to stay informed.**
- To define the areas of responsibility for parents as decision makers.**
- To participate in a partnership for the improvement of all children.**
- To address the specific needs of their child.**
- To engage in attitudes necessary to build effective partnerships that support student success in schools as follows: 1) approaching the school with an attitude of mutual respect, 2) keeping an open mind and not assuming a posture of blame, 3) being willing to serve and work with the schools, and 4) setting reasonable expectations and goals.**

School Responsibilities

Jo Ann Walters Elementary is expected to accept the responsibilities related to school decision making and advocacy as follows:

- To provide an atmosphere that is non-intimidating to parents.**

- To develop clear and understandable procedures that enables all parents to participate.
- To clearly define areas of responsibility and accountability.
- To actively recruit parents for decision making and advocacy roles.
- To demonstrate respect for all stakeholders.
- To make a special effort to include all parents and community members.

Student Responsibilities

Students are expected to accept the following responsibilities related to school decision making and advocacy.

- To deliver and share information given at school.
- To bring information from parents to teachers.
- To communicate clearly with your parents when problems or concerns arise.

Standard V: Decision Making and Advocacy Schedule of Activities for Parental Involvement Plan

ACTIVITY TYPE	WHAT NEEDS TO BE DONE FOR ACTIVITY?
Has an active PTO	Jo Ann Walters Elementary will promote the existing Parent Teacher Organization as well as foster membership and growth.
Deals with conflict openly and honestly	The school will treat parental concerns with respect and demonstrate genuine interest in developing solutions.
Provide parents with current information regarding school policies, practices, and both student and school performance data.	Jo Ann Walters Elementary will provide parents with current information regarding school policy and procedure as well as performance data through the various media.
Advisory committees	The school will seek parental involvement in various advisory committees including but not limited to Parental Involvement, Student Handbook, and Task Force.

Standard VI: Collaborating with the Community

Community resources are used to strengthen schools, families, and student learning as shown by indicators as follows:

- 1. Distribute information regarding cultural, recreational, academic, health, social, and other resources that serve families within the community.**
- 2. Develop partnerships with local business and service groups to advance student learning and assist schools and families.**
- 3. Encourage employers to adopt policies and practices that promote and support adult participating in children's education.**
- 4. Foster student participation in community service.**
- 5. Involve community members in school volunteer programs.**
- 6. Disseminate information to the school community, including those without school-age children, regarding school programs and performance.**
- 7. Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education.**
- 8. Inform staff members of the resources available in the community and strategies for utilizing those resources.**

Jo Ann Walters Elementary will take advantage of community resources as follows:

1. Contact alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
2. Engage in other activities that the school determines will use community resources to strengthen school programs, family practices, and student learning.

Parent/Family Responsibilities

Jo Ann Walters Elementary parents are expected to assume responsibilities related to community collaboration as follows:

- To initiate open communication with various constituencies within the community.
- To make special effort to involve all parents.
- To recognize community diversity and to work for inclusion through participation.
- To seek out resources for educators.

School Responsibilities

Jo Ann Walters Elementary is expected to accept responsibilities related to community collaboration as follows:

- To develop partnerships with local businesses and service groups.
- To implement a structured volunteer program coordinated by a paid supervisor and to include an evaluation component.
- To communicate information about programs, services and needs to the community.

Community Responsibilities

The Jo Ann Walters community is expected to accept responsibilities related to collaboration with schools and parents as follows:

- To provide opportunities for real world learning experiences.
- To actively develop opportunities for assisting the school and parents.
- To enforce hiring policies that reinforces messages about school attendance, effort, responsibility, and accomplishment.

Standard VI: Collaborating with Community Schedule of Activities for Parental Involvement Plan

ACTIVITY TYPE	WHAT NEEDS TO BE DONE FOR ACTIVITY?
Involves families in locating and using community resources	Jo Ann Walters Elementary will participate in a Veterans Day Assembly at the high school recognizing grandparents, parents, and staff serving in the Armed Forces as well as utilizing and recognizing community members
Opens building for community use after school hours	The school will open for community organizations while remaining in compliance with Dierks Public Schools district policy.