

## 2014-2015 Jack Robey/Involvement Plan

District: Pine Bluff School District

School Improvement Status: Priority

Grade Level: 8-9

Are You Title I Schoolwide? Yes

Percent of free and reduced lunch: 90%

Name: Donald Booth, Principal

Name: Marchelle Knight, Parent Involvement Coordinator

Committee Member: Charline Wright, Math Coach

Committee Member: Vernita Lee, Literacy Coach

Committee Member: Michael Turley, Teacher

Committee Member: Steven Lewis, 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.

To encourage communication, members of Jack Robey Junior High School faculty and staff have made available a family kit, which is appropriate for the age and grade of each student. The kit describes the parental involvement program. It explains the role of parents, students, teachers, and administrators in the shared operation of the school. The kit describes the activities planned throughout the school year to encourage parental involvement, and the established mechanisms for parents to communicate with teachers and administrators in a regular, two-way, and meaningful manner.

The school will create and publish a quarterly newsletter informing parents about recent activities going on at Jack Robey Jr. High School.

HAC will be updated monthly with communications about important dates to remember and special announcements from the administration.

Students will receive 4 1/2 weeks progress reports.

Teachers will routinely contact parents on an individual basis to communicate about their child's progress

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 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.

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.)

Parent Teacher Conferences

October 16, 2014 \*1:00 P.M. - 7:00 P.M.

March 12, 2015\* 1:00 P.M. - 7:00 P.M.

Parent/ Student Orientation

August 14, 2014\* 5:30 P.M. - 6:30 P.M.

Open House

August 18, 2014\* 6:00 P.M.-7:30 P.M.

Bring Your Parent to School Week

February 23-27, 2015

Math and Literacy Night

October 7, 2014\* 6:00 P.M. - 7:30 P.M.

Back to School Blast (Parent and Community Involvement)

August 14, 2014\* 6:30 P.M. - 8:00 P.M.

Progress Reports

September 18, 2014

November 19, 2014

February 4, 2015

April 15, 2015

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

The Jack Robey Jr. High School will provide opportunities for parents and community members to support the instructional program through such programs as Dads on Duty, Classroom Moms, mentoring, band and choir parent sponsors, and after-school tutoring. The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during parent orientation. The parent facilitator will explain the requirements to parents and encourage them to become involved in the school. All volunteers must sign up at the district's Volunteers in Public School Office

(V.I.P.S.), training sessions will provide parents and community members with the information they need to participate as school volunteers.

Jack Robey Jr. High School will work with Southeast Middle School and Belair Middle 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.

The Parent and Family Resource Center is a program designed to encourage, enrich, and support parents in their efforts to be more involved in their child's education. A library of books and videos are available for check out for parents. The Parent and Family Resource Center is open to all parents who have children enrolled in the Pine Bluff School District.

Jack Robey Jr. High School shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies. Jack Robey administrators will receive three (3) hours of professional development 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?

This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement. The parent facilitator will spearhead this effort with the aid of the literacy coach, math coach, counselors, assistant principals, and lead teachers from each department. Students will be assigned grade level teams to help implement the compact.

##### Team One (COLTS A)

Parent Facilitator  
8th grade Assistant Principal  
8th grade Counselor  
Literacy Coach  
Lead Teachers

##### Team One (COLTS B)

Parent Facilitator  
9th grade Assistant Principal  
9th grade Counselor  
Math Coach  
Lead Teachers

#### 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?

- During the Annual Title I Parent Meeting, Jack Robey Jr. High School 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.
- Jack Robey Jr. High School will create a Task Force Advisory Committee and meet quarterly to provide advice and guidance for school improvement.
- Jack Robey Jr. High 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?

- Parents may check out materials, use the computer to check grades, and visit educational Web sites at the Pine Bluff School District Title I Parent and Family Resource Center. Parents will be encouraged to view the Title I Plan located in the

parent resource center or media center. The school will open the resource center at hours that are convenient to parents.

- During the August 2014, Annual Title I Parent Meeting, Jack Robey Jr. High School will distribute Informational packets 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 administration of Jack Robey Jr. High School has purchased books, magazines, and other informative material, regarding responsible parenting. These materials are advertised and available in the school's media center and parents are welcome to borrow the materials for review.
- Included in the Pine Bluff School District policy handbook is the district's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- Mr. Donald Booth, the principal of Jack Robey Jr. High School has named Ms. Marchelle Knight as the parent facilitator for the 2014-2015 school year.

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

- Jack Robey Jr. High 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 achievement.

#### 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?

- Jack Robey Jr. High School will ask parents to fill out a parent interest survey during orientation 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.
- Jack Robey Jr. High School will use the results of the parent interest survey and will be used to plan the parental involvement activities for the year.
- Jack Robey Jr. High 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.
- Jack Robey Jr. High School will sponsor a CAPS conference for 8th and 9th grade students and their parents 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.)

- Jack Robey Jr. High School will conduct its Annual Title I Meeting for parents on August 18, 2014.
- Jack Robey Jr. High School will hold the 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. 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.