

AR
Westside Middle School
1800 Highway 91 W
Jonesboro AR 72404
870-935-7501

School 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.**

Please do not copy/paste information from the "Hints". Retype the information that you want to use. If you copy/paste your report will not look clean and nice.

To complete this form:

1. Enter your responses.
2. Click "Save" at the bottom of the form to save your responses.
3. To submit your report, return to the dashboard, go to the Required Reports section, and click the School Parent Involvement Policy - Report "submit" button.

Note: Please review your responses if you are copying and pasting from Word. There may be some compatibility issues that will need to be edited.

Please answer the following questions.

District

Westside Consolidated School District #5

School Improvement Status

Needs Improvement

Grade Levels

5-7

Parent Involvement Coordinator

Amanda Etter, Counselor

Are you Title I Schoolwide?

- Yes
- No
- N/A

Percent of free and reduced lunch

58%

Parent Involvement Committee Members

(Select "Repeat" to open more entry fields to add additional team members)

Enter committee members

First Name

Jacque

Last Name

Burke

Position

Teacher

Enter committee members

First Name

Stephanie

Last Name

York

Position

Teacher

Enter committee members

First Name

Jessica

Last Name

Horton

Position

Teacher

Enter committee members

First Name

Dana

Last Name

Cullen

Position

Parent

Enter committee members

First Name

Jennifer

Last Name

Jones

Position

Parent

Enter committee members

First Name

Samantha

Last Name

Jenkins

Position

Parent

Enter committee members

First Name

Kelly

Last Name

Qualls

Position

Parent

Enter committee members

First Name

Last Name

Position

Enter committee members

First Name

Last Name

Position

Enter committee members

First Name

Last Name

Position

Enter committee members

First Name

Last Name

Position

Enter committee members

First Name

Last Name

Position

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

- 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.
- Homework assignments and pertinent classroom information will be available through Homework Buddies each day. Also, parents can access their child's grades using a PIN they receive at the beginning of the school year. Parents may use email to communicate with members of the school staff.
- 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 five weeks with information regarding their child's academic 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 offer Student Led Conferences each year which will include the school's approach to school improvement.
- The school will send letters home with students, post notices in school facilities and public buildings, and provide information via Nixle and the school website.
- 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.)

- These meetings will include parent training sessions to help parents understand how to enhance their child's education.
- These meetings will include a series of family reading 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.
- The meetings will be held at various times during the day or evening to better accommodate parents.
- Outside speakers will provide parents with more information concerning ways to make their child's academic life more successful.
- The school will hold an orientation for parents to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I Plan.
- Teachers will hold conferences individually with students and parents in their classrooms-Student Led Conferences. Parents will be asked to engage in discussion with their child how they can support the interventions the teachers are implementing in the classroom. Parents will also be given suggestions for coordinating school-parent efforts and explanations of classwork, homework, and grading procedures.
- 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 school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
- Awards Assembly

- PBIS Events

Family Literacy Night

Family Math Night

Open House

Parent Education Workshops

Parent Teacher Organization

Red Ribbon Week

Choir Concerts

Band Concerts

D.A.R.E. Graduation

Various Committees and Meet & Greet

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

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. School staff will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.
- Westside Middle School will work with Westside Elementary School and Westside High 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.
- STATE REQUIREMENT – 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.
- STATE REQUIREMENT (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 that 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.

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?

- The school will involve parents on school improvement planning committees.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
- STATE REQUIREMENT – 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.
- STATE REQUIREMENT - 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?

- Parents may check out materials through the District Parent Center. Parents will be encouraged to view the Title I plan located in the parent center. A suggestion sheet will also be available for parental input.
- STATE REQUIREMENT - 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...).

- STATE REQUIREMENT - 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.
- Create a parent center.
- STATE REQUIREMENT – 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.
- STATE REQUIREMENT – 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.
- STATE REQUIREMENT – 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.

When you have completed this form, please click SAVE AND PREVIEW to get an electronic pdf copy of this School/Parent Involvement Policy form. Please send a copy to your district for review. Once approved you may post the pdf copy to your webpage.

**Note: All previous reviewer comments have been removed from this form and will no longer display on any printed or electronic version.*