

AR
LEVERETT ELEMENTARY SCHOOL (FAYETTEVILLE SCHOOL DISTRICT)
1124 WEST CLEVELAND
FAYETTEVILLE AR 72702
479-444-3077

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.**

Hint

District
Fayetteville School District, Fayetteville AR

School Improvement Status
Needs Improvement

Grade Levels
Pre K-4

Parent Involvement Coordinator
Kari Kinne

Are you Title I Schoolwide?
 Yes
 No
 N/A

Percent of free and reduced lunch
64.7%

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

Enter committee members

First Name
Kari

Last Name
Kinne

Position
Parent Involvement Coordinator/Assistant Principal

Enter committee members

First Name
Cheryl

Last Name
Putnam

Position
Principal

Enter committee members

First Name
Amy

Last Name
Ellison

Position
Teacher

Enter committee members

First Name

Melissa

Last Name

Thomas

Position

Teacher

Enter committee members

First Name

Sara

Last Name

Eichmann

Position

Parent

Enter committee members

First Name

Gina

Last Name

Neiderman

Position

Parent/ PTO Co President

Enter committee members

First Name

Melissa

Last Name

Armendariz

Position

Teacher

Enter committee members

First Name

Sophie

Last Name

Stephenson

Position

Parent/PTO Co President

Enter committee members

First Name

Lauren

Last Name

Campbell

Position

Teacher

Enter committee members

First Name

Rick

Last Name

Sullins

Position

Teacher

Enter committee members

First Name

Eric

Last Name

Arrington

Position

Teacher

Enter committee members

First Name

Anthony

Last Name

Lytle

Position

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.

- **Principal** uses Remind.com to send out correspondence electronically. Contact: Cheryl Putnam at 479-444-3077 or Cheryl.putnam@fayar.net.
- **Character assemblies/Schoolwide assemblies** facilitated by Counselor, faculty, or principal will be held weekly or as needed. Parents may attend and students may receive recognition. Teacher recognition also a part of school spirit assemblies, as well as community guests. Contact: Erin Clark at 479-444-3077 or erin.clark@fayar.net.
- **GT (gifted and talented)** reports and newsletter created by GT Teachers will be distributed quarterly. The reports are sent home to the parents of the GT students giving progress reports, grades, and events. Contact: Jane Keen: 479-444-3077 jane.keen@fayar.net
- **Report Cards** created by Classroom teachers and principal will be distributed quarterly. Parents and students note success and areas in need of improvement. Contact child's teachers.
- **Behavior Plans/Behavior Notes** created by Faculty, Principal, or Counselor will be distributed as needed through out the school year. Improved behavior, parent/teacher communication will be established. Contact child's teacher or Cheryl Putnam at 479-444-3077
- **Classroom Newsletters** created by classroom teachers will be distributed weekly in the Monday Folder and posted on teacher/school webpage. Parents are informed about school events, attendance at school events, volunteer opportunities for parents, and information about resolving concerns. Contact child's teacher with questions.
- **Child Progress:** Teachers will routinely contact parents on an individual basis to communicate about their child's progress. For questions, please contact the child's classroom teacher.
- **Websites** created by faculty and principal for school information. Parents can check homework assignments, classroom and school activities and events are posted, district information, lunch menus, etc. For general information contact school office at 479-444-3077 and for classroom information, contact child's teacher.
- **Translators** will be provided by the ESL, migrant instructor and principal as needed. The translator will assist with communication between ESL families and school personnel. Contact school office at 479-444-3077 .
- **PTO Meetings** will be attended by PTO members, principal and faculty monthly (second Tuesday of the month) or as needed. Parents join PTO, parent participation and volunteer opportunities. Contact PTO Presidents Sophie Stephenson or Gina Neiderman. **To confirm dates, call school office at 479-444-3077**
- **PTO Minutes** will be provided by the PTO Secretary monthly or as needed. PTO meetings are held monthly and minutes are recorded and a copy is filed in the Parent Library. Contact PTO secretary.
 - **Parent Surveys** will be facilitated by the PIP Facilitator/Action Committee and administered annually in spring. Surveys are to be sent home in Monday Folders and results are tallied and shared with committee and on school website. Contact Kari Kinne at 479-444-3077 or Kari.kinne@fayar.net
- **School Marquee** information will be provided by the Principal and maintained by the Custodian monthly. School events are listed for the month. Contact school office at 479-444-3077 .
- **-Schoolwide Title I Plan:** The school will use the student handbook, school Web site, and parent orientation meetings present information about the Schoolwide plan.

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.)

Family Nights are facilitated by the Principal, Faculty, and guest speakers in the fall and spring. Parents attend to hear outside speakers from The Center for Effective Parenting give helpful parenting tips to have a successful student and to provide parents with more information concerning ways to make their child's academic life more successful. DATES: Fall 2016 and Spring 2017. Contact Cheryl Putnam at 479-444-3077.

Parent/Teacher Conferences will be held on the evening of October 20 and the day of October 21, 2016 and on the evening of March 30 and the day of March 31, 2016. The meetings will be held at various times during the day or evening to better accommodate parents. Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support

these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. Teachers will document parents and students attending conferences. Contact child's teacher for questions.

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. Teachers 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. Contact the school office at 479-444-3077 or Gina Neiderman, PTO Co-President @ gina.neiderman@gmail.com.
- **Parent Library** is developed and maintained by the Librarian, Counselor, Parent Facilitator and Faculty. Parents check out and use parent materials, interlibrary loan possible for materials from other libraries. Contact Jana Starr - email: jana.starr@fayar.net
- **Transition to Middle School:** The school will work with the middle schools 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. Contact: Erin Clarke, School Counselor at 479-445-1051
- 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. Contact Kari Kinne at 479-444-3077 or Kari.Kinne@fayar.net.
- 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 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. Contact Cheryl Putnam, Principal, at 470-444-3077 or Cheryl.putnam@fayar.net.

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. This compact is completed face-to-face during enrollment and discussed during the first Parent Teacher Conference. Contact the school office at 479-444-3077 or your child's teacher for questions.

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. 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.
- The school has a community partner committee made up of all stakeholders, including teachers, administrators, and parents.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement. Contact Cheryl Putnam at 479-444-3077 or Cheryl.putnam@fayar.net.
- 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. Contact Kari Kinne at 479-444-3077 or at Kari.kinne@fayar.net.
- STATE REQUIREMENT - The school shall enable the formation of a PTO that will foster parental and community involvement within the school. Contact Gina Neiderman, PTO Co-President at gina.neiderman@gmail.com.
- Coordinate and integrate parental involvement strategies with parental involvement strategies under other programs, such as the Head Start Program, Reading First Program, Early Reading First Program, Even Start Program, Parents as Teachers Program and, Home Instruction Programs for Preschool Youngsters, and state-run pre-school programs. Stacey Light, Kindergarten teacher at stacey.light@fayar.net.

6. How will your school provide resources for parents?

- **Parent Informational Kits** (STATE REQUIREMENT) will be developed and distributed by the Parent Facilitator, Parent Action Committee, Principal and PTO. They will be distributed at the beginning of the school year and to all newly enrolled students during the school year. 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...). Contact Kari Kinne at 479-444-3077 or Kari.kinne@fayar.net.
- **Parent Center** is facilitated by Parent Facilitator, Action Team, and Principal. Brochures and information are located behind the main office which is also by the front door of the library. Information is available during school hours. Contact Kari Kinne at 479-444-3077 or Kari.kinne@fayar.net.

- **Student Needs:** The school counselor consults with parents regarding student needs. She and the school social worker refer parents to the appropriate school and community resources when needed. The social worker also coordinates services for families needing assistance with things such as food, clothing, transportation, medical, vision, and dental care. Contact: Erin Clark, School Counselor at 479-445-1051 or Sara Blickenstaff, School Social Worker, at 479-435-1373 .
- **Parent Library** (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. Parents may check out materials, use the computer to check grades, and visit educational Web sites. Contact Kari Kinne at 479-445-1052 or Kari.kinne@fayar.net.
- **Title I Plan:** Parents will be encouraged to view the Title I Plan located in the parent resource center or media center. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents. Contact Jana Starr at jana.starr@fayar.net.
- STATE REQUIREMENT - Include in the district'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. Contact Cheryl Putnam or the school office at 479-444-3077
- 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. The parent facilitator is assistant principal, Kari Kinne, 479-444-3077

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

The school will engage parents in the annual parent survey. Community Partners 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) 21st Century learning skills; (2) specific needs of parents; and (3) engagement of parents in activities to support student academic growth. Contact Kari Kinne at 479-444-3077 or kari.kinne@fayar.net.

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 during the 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 to plan the parental involvement activities. 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. Contact Kari Kinne at 479-444-3077 or Kari.kinne@fayar.net.

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 at the beginning of the school year. 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. 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. Contact Cheryl Putnam, Principal, at 479-444-3077 or Cheryl.putnam@fayar.net.
- The school will conduct an additional Annual Title I Meeting in May for the upcoming year after careful review of the current school year's test data, surveys, evaluations, other feedback and successes. Contact Cheryl Putnam, Principal, at 479-444-3077 or Cheryl.putnam@fayar.net

****After completion of this form, the school should print and submit to district for review and approval. Once approved, the school is required to post their School Parent Plan on their website.***