

AR  
College Hill Middle School (Texarkana Arkansas School District)  
1600 Forrest  
Texarkana AR 71854  
870-772-0281

**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**

Texarkana Arkansas

**School Improvement Status**

Focus

**Grade Levels**

5-6

**Parent Involvement Coordinator**

Lorinda Clark

**Are you Title I Schoolwide?**

- Yes
- No
- N/A

**Percent of free and reduced lunch**

77.2%

**Parent Involvement Committee Members**

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

**Enter committee members**

**First Name**

Billy

**Last Name**

Waid

**Position**

parent

**Enter committee members**

**First Name**

Lorinda

**Last Name**

Clark

**Position**

Parent Coordinator

**Enter committee members**

**First Name**

Johnny

**Last Name**

Arnold

**Position**

Principal

**Enter committee members**

**First Name**

Paula

**Last Name**

Cook

**Position**

Counselor

**Enter committee members**

**First Name**

Tracey

**Last Name**

Boyles

**Position**

Assistant Principal

**Enter committee members**

**First Name**

Bobby

**Last Name**

Uncel

**Position**

Parent

**Enter committee members**

**First Name**

Lavert

**Last Name**

Paxton

**Position**

parent

**Enter committee members**

**First Name**

Misty

**Last Name**

Nichols

**Position**

parent

**Enter committee members**

**First Name**

Kim

**Last Name**

Miller

**Position**

parent

**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 create a website to house classroom websites for each teacher. Homework assignments and pertinent classroom information will be available on classroom websites. Also, parents can access their child's grades using a PIN number they receive at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff.

Each student will be given an agenda to use as a communication tool between school and home. Each teacher will have student record information about daily work assignments and discipline in the agendas. Parents will be asked to sign the agendas daily. Classroom teachers will distribute the agendas the first week of school and teach the students the procedure

for writing in them and getting them signed by a parent or guardian.

Teachers will routinely contact parents on an individual basis to communicate about their child's progress. Classroom teachers will keep a call log of calls and conferences held with parents.

The school will provide to parents reports every four to five weeks with information regarding their child's academic progress and upcoming classroom and school events. The counselors and instructional facilitators will coordinate the running and distribution of the reports on conference night.

The school will explain each child's test results and standardized test scores to parents during the first parent conference of the school year. Classroom teachers will make this part of their conference with parents in September.

The school will send notices home with students and use the School Messenger phone system to provide information about parent workshops and meetings. Johnny Arnold will be in charge of the School Messenger phone system and April Smith will send home notices about parent meetings and workshops.

The school will use the school website and parent orientation meetings to inform parents about the ACSIP plan and how to get a copy. Paula Cook will make sure the website is updated to include this information.

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**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.)**

The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:

- Various committees
- PRIDE graduation
- 6th grade graduation
- Band concerts
- Drum ensemble
- Parent-school organization
- Open House
- Field day volunteers
- Awards day presentation
- Book fair helpers
- Special parent lunches
- Tutor
- Mentor
- Library assistant
- Meetings will be held at various times during the day or evening to better accommodate parents.
- 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. This meeting was held on September 19, 2016 with Lekia Jones as the facilitator. She can be contacted at the school, 870-772-0281.
- 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. The parent conferences will be held on September 26, 2016 and February 13, 2017.

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

The school will provide opportunities for parents and community members to support the instructional program through tutoring, special speakers in the classroom and special friends.

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.

The school will work with Fairview Elementary, Kilpatrick Elementary, Trice Elementary, Union Elementary and College Hill Elementary to help provide a smooth transition from one school to the next by raising parent awareness of the procedures and related activities. The school will host special orientation programs for the parents and students to help with the transition. This will be done in the spring of 2017.

College Hill Academy of Design will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteers, 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.

In addition, CHAD teachers and administration will be trained according to the State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts which requires 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.

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#### **4. How will your school work with parents to create a School-Parent-Compact?**

School staff, parents and students will develop a school-parent-teacher 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 highest academic standards. All stakeholders will sign the compact. Paula Cook will be responsible for getting the contracts to the classroom teachers and keeping the signed contracts on file by classroom teacher.

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#### **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?**

College Hill Academy of Design will involve parents on school improvement planning committees. To support this process, CHAD will offer both school staff and parents training on how to contribute to this process in a meaningful way.

CHAD will ask parents to serve on curricular and instructional review 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 will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.

To take advantage of community resources, CHAD shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.

CHAD shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.

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#### **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. Parents will be encouraged to view the Title I Plan located in the parent resource center. A suggestion sheet will also be available for parental input. CHAD will open the resource center at hours that are convenient to parents.

CHAD will distribute 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, CHAD 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.

CHAD will 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.

The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.

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

CHAD 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.

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**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?**

- CHAD 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.
- CHAD will use the results of the parent interest survey will be used to plan the parental involvement activities for the year.
- CHAD 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.
- College Hill Academy of Design will 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.

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**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 held the Annual Title I Meeting on September 19, 2016.

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***\*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.***