

## **Lake Hamilton Primary Plan for Parental Involvement**

The Lake Hamilton Primary School values parental involvement and continues to seek input from parents. Our school conducts annual meetings, solicits input parents, and communicates the school's plan to improve parental engagement by including actions in the school's Arkansas Comprehensive School Improvement Plan (ACSIP). The NCLB federal education law requires we inform parents of how we are addressing accountability and improving student achievement. Our school parental involvement plan addresses the following components:

**Challenging and Preparing Our Students**—We believe that a partnership must exist between our parents and our school. We promote positive communication between the school and our students' homes. The school provides a variety of opportunities for parents to be involved in activities supporting our school. We believe teachers have a responsibility to provide the needed framework for parents to nurture their child's formal instruction at home. We will provide materials that can successfully be used at home to reinforce the academic success of children. It is our goal to provide an atmosphere where parents are able to express their views and to assist in problem solving. We want parents to understand that we view them as joint policy and decision makers and plan to emphasize their roles as advocates.

**Gathering Information to Support the Parental Education and Involvement Plan**—The Title I Parental Involvement Committee, consisting of teachers, administrators, parents, and community members, met to analyze data from surveys and discussions with teachers, administrators, parents, and community members. This committee is known as our school ACSIP committee. Using this data, the committee led a process to develop the following list of services and activities to promote parental involvement and provide additional support for student learning:

- 1. School staff will use a variety of communication strategies 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 relating to school achievement such as

homework tips, developmental skills, organizational skills, and study skills.

- The school reading specialist, parent facilitator, and parent volunteers will create a pamphlet explaining the school's involvement with the state's reading initiative and how parents can be involved in supporting the goals of this initiative. It will be distributed at parent during pre-school screening, orientation night and/or other public meetings.
- The school will create a Web page to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on the website. Also, parents can access their child's grades through Pinnacle Viewer 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 teacher will send home a weekly skills information containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school.
- 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 four weeks with information regarding their child's academic progress and upcoming classroom and school events.
- 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 parents a special workshop each year on the school's approach to school improvement.
- The school will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings.
- The school will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the School wide Title I Plan and how to get a copy upon request.
- Parents will receive "Helping Children Learn" monthly newsletter with information to give parents ways they can help their children learn at home.
- The Principal will provide a "report to parents" during pre-school screening and/or PTO Meetings.

- The school will promote ESL Family Nights to provide training and information about helping their children learn to non-English speaking parents.

**2. The school will hold parent meetings, conferences, and activities regularly throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts.**

- 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 parents 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 at each grade level 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. The plan will be posted on the school's website.
- 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 school will offer parents a special workshop each year to provide an explanation of the statewide assessment systems, standards, and other accountability measures.
- The school will engage parents in the following types of roles and activities to increase their involvement and support for student learning:

- Library assistant
- Reading buddy
- Mentor
- Teacher assistant
- Tutors
- Special parent lunches
- Book fair helpers
- Grandparents Day
- Award's day presentations
- Field day volunteers
- Family reading nights
- Parent education workshops
- Orientation presentations
- Open house
- Parent-school organization
- Red Ribbon week
- Character Education Activities
- Choir concerts
- Various committees
- PTO Meetings

**3. The school will provide information to parents about volunteer opportunities.**

- The school will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies, tutoring, 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. Volunteer training sessions will provide parents and community members with the information they need to participate as school volunteers. Information covered will include schedules, discipline, confidentiality and a volunteer "code of ethics" in order to put them at ease and make the experience pleasant and successful.
- The school will work with Lake Hamilton Elementary School in order 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.
- A Volunteer Resource Book which contains information about parent talents and interests will be available for teachers to use in inviting guest speakers and supporting learning projects.

**4. The school will work with parents to create a School-Parent-Student 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 improved 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.
- The School-Parent-Student Compact will be included in the school handbook and on the school website.

**5. The school will provide an opportunity for parents to engage in decision-making processes in 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 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 decisions about the allocation of its Title I, Part A funds for parental involvement. A PTO representative from Primary serves on the district-wide PTO committee and reviews the school's plan prior to submission to ADE.

**6. The school will provide a parent resource center for parents.**

- Parents may check out materials, use the computer to check grades, and visit educational Web sites such as the ADE "tools for parents". 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.
- Parents may also be referred to the District Parent Center for additional resources and support.

**7. The school will engage parents in an evaluation of 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 numbers 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.

- These questions may be addressed through the annual parent surveys (via "Survey Monkey") during parent/teacher conferences in the fall and spring.

