

AR
 MANILA MIDDLE SCHOOL
 P.O. BOX 670
 MANILA AR 72442
 870-561-4815

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

Manila Middle School

School Improvement Status

Achieving (2014-15)

Grade Levels

5-8

Parent Involvement Coordinator

Stephanie LeAnn Helms

Are you Title I Schoolwide?

Yes

No

N/A

Percent of free and reduced lunch

61%

Parent Involvement Committee Members

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

Enter committee members

First Name

Mandie

Last Name

DeLong

Position

Parent

Enter committee members

First Name

Trena

Last Name

Shedd

Position

Counselor

Enter committee members**First Name**

Juliane

Last Name

Veach

Position

Parent

Enter committee members**First Name**

LeAnn

Last Name

Helms

Position

Principal

Enter committee members**First Name**

Magan

Last Name

Tarver

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.

1. Remove all barriers to provide positive parental involvement. The school will pay attention to the policies that effect students and parents who are economically disadvantaged, disabled, limited English proficient, limited literacy, or who are of racial or ethnic minority. School policies will be reviewed and revised if necessary.
2. The school will create a Web site to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom Web sites. Also, parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff.
3. Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
4. The school will use the student handbook, school Web site, signage at the school entrance, and open house meeting about the Schoolwide Title I Plan and how to get a copy upon request.
5. The school will provide training for parents on the new online communication system.
6. 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.

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:

- Library assistant/ Book Fair Clerk (Fall 2014) (Spring 2015)
- School Tutor (All Year)
- Mentor (All Year)
- Teacher Assistant (All Year)
- Parent Lunch with Students (All Year)
- Awards Day Presentation (May 2015)
- Field Day Volunteers (May 2015)
- PBIS Activities (Monthly)
- Parent Education Workshops (August 2014)
- Orientation Presentations (August 2014)
- Open House (August 2014)
- PAWS Parent Group (Online Connection- All Year)
- Red Ribbon Week (October 2014)
- Choir Concerts (December 2014, March 2015)
- Band Concerts (December 2014, March 2015)
- Parent Committee, ACSIP Committee
- Space Camp (May 2015)
- Fall Festival (October 3, 2014)
- St. Jude Penny War (2014)
- March of Dimes Walk (2015)
- Thanksgiving Can Food Drive (November 2014)
- Nursing Home Gifts (December 2014)
- Parent Teacher Conference (October 2014, March 2015)
- Progress Reports (September, November, February, April)

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 such programs as Guest Speakers and Tutors.
- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during parent meetings. 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.
- Parents will be provided support and helpful resources through the Middle School Website and Parent Room.
- Teachers will be provided professional development in the area of parent involvement. The principal will also be trained in parent involvement.

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. The compact will be included in the back to school packet.

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 engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.

Parents will serve on the ACSIP and Handbook Committee. These parents will help revise the plans yearly.

Alumni of the school will be asked to serve on the Advisory Committee.

The Middle School will support the parent group organization which is called PAWS.

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 in the Parent Center.
- Manila Middle School 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...).
- Manila Middle School will 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.
- The school handbook will outline the process for resolving parental concerns, including how to define a problem, who to approach first, and how to develop solutions.
- LeAnn Helms will serve as the 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 use the results of the parent interest survey and 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.

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.)

Manila Middle School will host an Annual Title I Meeting. 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.*