

AR  
PINE FOREST ELEMENTARY SCHOOL (Pulaski County Special School District)  
400 PINE FOREST DRIVE  
MAUMELLE AR 72113  
501-851-5380

**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**  
Pulaski County Special School District

**School Improvement Status**  
Needs Improvement

**Grade Levels**  
K-5

**Parent Involvement Coordinator**  
Karen Benson

**Are you Title I Schoolwide?**  
 Yes  
 No  
 N/A

**Percent of free and reduced lunch**  
41%

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

**Enter committee members**

**First Name**  
Karen

**Last Name**  
Benson

**Position**  
Pine Forest Parent Facilitator and Literacy Facilitator

**Enter committee members**

**First Name**  
Jennifer

**Last Name**  
Reaves

**Position**  
Parent

**Enter committee members**

**First Name**  
Tomi

**Last Name**  
Blevins

**Position**  
Parent

**Enter committee members**

**First Name**

Jackie

**Last Name**

Parrish

**Position**

Grandparent

**Enter committee members**

**First Name**

Tonya

**Last Name**

Raborn

**Position**

Teacher

**Enter committee members**

**First Name**

Mary

**Last Name**

Carpenter

**Position**

Assistant Principal

**Enter committee members**

**First Name**

Yolanda

**Last Name**

Thomas

**Position**

Principal

**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, in collaboration with the Parent Teacher Organization, publishes a monthly newsletter with timely information and upcoming events. It is printed on gold paper and distributed to all students to take home to their parents.

A PTO Facebook page for Pine Forest families highlights school events and provides a forum for parent and community input on school issues.

The school website, linked to the district webpage, promotes school activities and provides resources for homework, a school calendar and parent handbook.

Alert Now, a telephone notification system, makes important phone calls to all parents.

Teacher phone calls are used to communicate with parents about individual student issues.

Classroom newsletters and notes in student assignment notebooks regarding academics and behavior provide frequent, two way communication between parents and teachers.

The Home Access Center provides parents access to student grades and academic performance through the web-based system.

Parent-teacher conferences are held at least twice yearly, or when requested by either the teacher or parent. Conferences may be held during teacher planning time before or after school.

School notes and flyers are sent home with students and posted to serve as reminders for school events.

Parent representatives serve on the Title I Committee and the Equity Monitoring team as stakeholders in making instructional decisions for all students.

**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.)**

- September 17, 2015 Title I Right to Know Meeting 5:30 pm
- September 17, 2015 PTO Meeting with 2nd and 3rd grade performing 6:00 pm
- September 21, 2015 from 11:00 a.m. to 6:00 p.m. Parent Teacher Conferences
- September 24 and 25, 2015 Grandparents' Day 10:30 am to 1:00 pm
- October 2, 2015 Boosterthon during the school day
- October 22, 2015 Fall Festival 5:30 to 8:00 pm
- November 19, 2015 PTO Meeting and Literacy Night 6:00 to 7:00 pm
- December 10, 2015 Winter Wonderland 5:30 to 8:30 pm
- December 17, 2015 Classroom Winter Celebrations 1:30 to 2:15 pm
- January 21, 2016 PTO Meeting with Kindergarten and First Grade performing 6:30 pm
- February 1-5, 2016 Book Fair 7:30 am to 4:00 pm
- February 4 and 5, 2016 Big Man on Campus 10:30 am to 1:00 pm
- February 11, 2016 Classroom Valentine's Day parties 1:30 to 2:15 pm
- February 15, 2016 Parent Teacher Conferences 11:00 am to 6:00 pm
- March 3, 2016 from 6:00 p.m. to 8:00 p.m. Family Math Night at the Museum of Discovery (transportation provided)
- April 21, 2016 PTO Meeting with 4th grade performing 6:30 pm
- May 6, 2016 Muffins for Mom 7:20 am to 7:50 am
- May 20, 2016 Field Day 7:30 am to 2:30 pm
- May 24, 2016 Talent Show 9:00 am and 1:00 pm
- May 25, 2016 5th Grade Ceremony and Picnic 8:00 am to 2:30 pm

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

Parents are provided information about volunteer opportunities through the Parent Involvement Packet which is given to all parents. This information is also posted on the school webpage.

Members of the community and parents are invited to participate in AR Reads, Encourager Tutors, Destination Imagination, Watch Dogs, and as guest speakers to share their experiences, time, and talents with students in order to promote a strong partnership with the community.

Teachers will send notes home requesting volunteers for field trips or classroom events.

A volunteer survey is distributed to all parents at the beginning of the year. The PTO Volunteer Coordinators will serve as a resource to match parent volunteers with school needs based on parent interest. Information on how to contact the volunteer coordinators will be on the monthly school newsletter and presented in PTO meetings.

The PTO Facebook page will post requests for volunteers for school events.

Family Literacy Night and Family Math Night, conducted by Instructional Facilitators and classroom teachers will occur yearly in order to provide instruction to parents on how to incorporate appropriate learning activities at home. Information on curriculum, including a written copy of the ADE Refrigerator Curriculum, and directions for accessing the Arkansas Department of Education website tools for parents will be shared in writing and through demonstration at parent meetings and conferences. Other strategies or curricula developed or acquired by the school district for at-home parental instruction or approved by the Department of Education will be shared with parents through various means of communication.

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. This training will be conducted by certified staff prior to parent conferences.

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

Members of the Parent Involvement Committee met on Friday, September 11, 2015 to review Pine Forest Elementary's current School-Parent Compact, making suggestions for revisions and additions. The Compact is then presented to faculty

and staff. At Parent-Teacher Conferences on September 25, parents and teachers will discuss the compact and sign to indicate their commitment to the education of Pine Forest students.

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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?**

Parent and community input was sought throughout the development of the Title I Plan. Parent representatives of the Title I Committee are introduced at the Right to Know meeting, and suggestions and concerns from parents are solicited.

All parents are presented with information on the Title I-A funds and provided an opportunity for meaningful input on the allocation of resources.

A Title I Program Evaluation survey was posted electronically to the school website and Facebook page in order to gain feedback from parents and community members regarding strengths and areas for improvement in the schoolwide plan. Business partners were mailed a copy of the survey to complete. This information was reviewed during the Title I Program Evaluation meeting which was held in May 2015.

The school takes advantage of community resources by establishing business partnerships with area businesses and civic organizations in order to promote community involvement in the school, and provide input and guidance for school improvement.

Pine Forest Elementary has formed a strong partnership with its Parent Teacher Organization, which supports teachers and parents in collaborating to strengthen student learning at home and at school.

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**6. How will your school provide resources for parents?**

Resources for parents are available in the Parent Resource Center across from the school office. Resources are also in the parent resource center in the media center and the counseling office.

Instructional Facilitators and the Interventionist, in cooperation with classroom teachers and staff, will provide information to parents on how to work with students to facilitate their learning in the areas of literacy and math. Family Literacy and Math Nights provide opportunities for students and their families to be active learners through hands-on activities.

The Parent Resource Center is available for parents to check out books and materials, work with students before or after school, and use the computer to check grades and access supplemental web-based programs. The Parent Resource Center is open for parents when the school is open. Additional resources and information are available on the school website.

Parent Information Packets are created and distributed each year. These packets include a copy of Pine Forest Elementary's parental involvement plan, volunteer survey, and recommended roles for parents/ teachers/students and school. The process for resolving a problem, guideline for visiting classrooms, and suggestions of ways parents can become involved in their child's education are also included. A list of contact information, a calendar of planned parental involvement activities for the current school year, and information about the school's communication system for parents and teachers is included.

As school funds are available, the purchase of parenting books and other materials will be made through the school library. These materials are available for review and checkout in the Media Center Parent Center.

The Parent Involvement Plan, the district handbook, and the school website outline the process for resolving parental concerns.

The principal has designated (1) certified staff member who is willing to serve as a parent facilitator. This staff member is Karen Benson, Literacy Instructional Facilitator.

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

As part of the Title I Schoolwide Plan Evaluation, all parents will receive a link to a survey to evaluate the components of the current program. Community input will come from surveys mailed to business partners and teachers will provide input through surveys and discussion as part of a comprehensive needs assessment. The Title I Committee, which includes parents, will review the parent, teacher, and community surveys as well as other sources of data, and develop a consensus on each element of the Title I Evaluation Program. Growth in the number of volunteers, and attendance at school events will be monitored in order to increase parental engagement and adapt to changing needs. Changes will be made to the Title I plan as needed in response to feedback in alignment with the comprehensive needs assessment.

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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?**

Parent interest surveys will be collected by the Parent Facilitator and tabulated by members of the Parent Involvement Committee who will work with PTO Volunteer Coordinators to match volunteer interests with student needs. Input from parents will be reviewed for planning school events throughout the year, for ways to improve the learning environment for students, and to identify perceptions of problems in the school environment.

The Title I Committee will review the perceptual data from parent and community surveys in order to identify strengths

and areas of improvement for the schoolwide program.

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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.)**

Pine Forest Elementary's Title I Right to Know Meeting will be held separately, and prior to, the first PTO meeting of the year. The agenda for the Title I meeting will include information on curriculum, statewide and classroom assessments, and screening tools used to measure student progress. Information on student proficiency levels and supplemental programs and strategies to improve outcomes for students, as well as the coordination of funding sources will be presented. Parents will have an opportunity to ask questions.

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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.***