

AR  
MOUNTAINBURG MIDDLE SCHOOL (Mountainburg School District)  
129 HIGHWAY 71 SOUTHWEST  
MOUNTAINBURG AR 72946  
479-369-4506

**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**  
Mountainburg

**School Improvement Status**  
Needs Improvement

**Grade Levels**  
5-8

**Parent Involvement Coordinator**  
Sue Holcomb

**Are you Title I Schoolwide?**

- Yes
- No
- N/A

**Percent of free and reduced lunch**  
100

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

**Enter committee members**

**First Name**  
Sue

**Last Name**  
Holcomb

**Position**  
Coordinator

**Enter committee members**

**First Name**  
Frankie

**Last Name**  
Tvrdik

**Position**  
Counselor

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**Enter committee members**

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**First Name**

Cindy

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**Last Name**

West

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**Position**

office Secretary

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**Enter committee members**

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**First Name**

Amy

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**Last Name**

Ortlieb

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**Position**

Teacher/Parent

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**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 Mountainburg Public Schools Parental Involvement Plan is developed with the help of faculty, staff, administrators, and parents. The parental Involvement Plans are disseminated to the stakeholders through the Board Policies, including Licensed, Classified, Student and School and community. It is also available on the school website at [www.mountainburg.org](http://www.mountainburg.org). The policies are available at the parent Center, District Administration Building and the website. The Parental Involvement Plan is reviewed annually in the spring with a Title I Meeting to discuss successes and areas needing improvements. This meeting is held in the spring when results of the work being accomplished is near completion and can be evaluated by informal testing and Title I scores kept on our students. Jason Rutherford, the High School Principal, is the facilitator of the annual Title I meeting. All stakeholders are given the opportunity to make recommendations for the changes. The Parental Involvement Plan makes every effort to involve parents throughout the school year. At the beginning of the year, an open house is held for all parents and students. Parent Teacher conferences are held twice a year. During these conferences the Parental Involvement committee has an area set up to distribute relevant and necessary information to parents. The Middle School also hosts tailgate parties for most of the home football games, and uses this time to speak and distribute materials to parents and members of the community. The Middle school will host a Step up and Speak out against child abuse block party. In a small community many leaders of the community are also parents of our students. The school has contacted local churches, law enforcement and municipal leaders to aid in the production. The block party will provide information about child abuse as well as free food, family entertainment and giveaways. The Middle school sends home a weekly Friday note to parents keeping parents abreast of all upcoming dates and events at the school. Middle School teachers also use an agenda that is used to chart classroom activities, and assignments as well as offer a line of communication with parents. Parents are required to sign this agenda weekly as proof that the students are relating to their parents the activities and progress in their classrooms. Take home folders are used to send completed assessed assignments home as well as another means of communication with parents. These folders are signed and returned weekly. In the Middle school phone calls, emails, folders and agendas are used to contact parents after every disciplinary issue. This year the classworks program can be accessed from home for parents to see the charting and enrichment of their student. The school district also provides parents the Home access center or HAC which allows parents the ability to see all student grades and communicate with teachers. The middle School opens its labs up at Parent teacher Conferences and offers parents the chance to learn how to use the system. Middle School faculty and staff are there to help show the parents how to use the system. The School district also focuses staff development and in service which focuses on reviewing the ACSIP plan which includes the Parental Involvement Plan. Paul Roper is responsible for coordinating this staff development and parental involvement activities with other programs in the district, as well as being responsible for establishing a contact person at the middle school and the other campuses in the district. This in service day is used to implement any changes that need to be made for the spring Title I meeting, assessments, and needs of the community. Title I is also discussed at the Board Meeting in which the ACSIP plan is approved, and discussed at the annual Report to the public. The District makes available any assistance to parents of students with disabilities the ability to participate in any of the activities at school, including parent Teacher Conferences, Parental Involvement committee activities, and any other events at the school. The school sends home report cards each nine weeks and mid term progress reports at the four half week point of each nine weeks to enable parents access to student progress. The language of the parental Involvement Plan is such that all parents can understand the meaning and purpose of the plan and information contained within the plan. Parents can be involved with this plan and process throughout the year, and can offer suggestions at the Title I meeting, and at the ACSIP meeting. All parents are invited and welcome to the ACSIP in service day, Open House, and Parent Teacher Conferences. They are made aware of these opportunities through newsletter, school messenger, and the school website. Parents are able to help revise, update and improve the Parental Involvement Plan, so that children in our school are fully prepared for the future.

**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 Middle School will provide two scheduled Parent Teacher conferences during the school year. The dates of these meetings are October 20 and March 16 of 2016. These meetings are from 2:30 to 6:30 on those days. Parents can make alternate appointment times if necessary, and parents are made aware of this through school messenger and on the Friday note, as well as being posted on the school website. Teachers will hold individual parent conferences with the parents in their classrooms. Parents are provided with student grades, summary and explanations of standardized test scores as well as other interventions and measures being taken to provide the student the most appropriate education. Parents are encouraged to express how they can help and support their child in these efforts to provide the best education for their child. We have movie nights which are similar to family nights as well as tail gate or pre game parties to discuss things with parents. Information of study skills and educational information is available to parents at these events. The school encourages parents to be involved in a variety of activities and offer the parents that opportunity to serve in various roles at the school. Volunteers are welcome to assist teachers in the classroom, library, dances, and many other activities.

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

The school district provides instruction to parents related to how to incorporate developmentally appropriate learning activities in the home environment which include a variety of strategies. Use of websites like the Department of Education tools for parents and nutritional meal planning assistance for parents is available through the school district's website with links to these websites. Staff development is offered to teachers and staff in accordance with the State Board of Education's Standards and Accreditation of Arkansas Public Schools and School Districts which include that all districts shall require no fewer than two hours of professional development for teachers designed to enhance the understanding of effective parental involvement strategies. No fewer than three hours of professional Development for administrators designed to enhance the understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate that is conducive to parent participation. The school will provide information to parents about these opportunities in a weekly Friday note, during other family nights or activities sponsored at the middle school.

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

Mountainburg public schools has created a School Compact charter with parents that is published in the student handbook. The district has put together a team of teachers, administrators, staff, and parents who will work together to create this School Compact. The district has a Parental Involvement Committee at each campus. The Committee meets when they begin to prepare for Open House, Parent Teacher Conferences and other relevant activities that are open to the families at the middle school. Agendas are created for these meetings, as well as sign in sheets, and minutes or notes are taken to document the meeting.

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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?**

The Middle School encourages parents to participate in decision making through the Title I meetings, participation in the yearly revision of the student handbook. This committee meets at the end of each school year to address areas of need or concerns with rules and procedures and other policies at the middle school. There is always a parent representative and that representative is encouraged to solicit information from other parents that they may want addressed. Students and faculty are also included in this information gathering to revise the student handbook to meet the needs of our students.

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

The Middle school will provide two scheduled Parent teacher Conferences during the school year. The dates of these two are October 20 and March 16. These meetings will be held from 2:30 to 6:30 on each of those days. Parents are made aware of alternative times and dates which may be scheduled at their convenience. Teachers will hold individual parent conferences in their classrooms. During these conferences parents will be provided student grades, summary and explanation of test scores, AIP information and interventions being used with their child. Parents are encouraged to express how they may help and support their child in the continued effort to provide an appropriate education for their child. Information is provided at school sponsored events like pre game activities. Literature to provide study tips and aid parents in working with their child is offered through the parent center, as well as links on the school website to Department of Education resources. The school encourages parents to be involved in various roles to increase parental involvement and support for student learning. Volunteer opportunities are available in a variety of areas including chaperones and school events, teacher aids, open house, veterans day programs, workroom helpers and many others.

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

A survey will be given to parents during one of the Parent teacher Conferences to evaluate the parent involvement efforts the school has made. Parents that do not attend the conferences will be mailed a survey along with the child's report card. A link to the survey will also be made available on the school website for parents to complete. Franki Tvrdik will be responsible for collecting the results of the survey given to parents to improve school effectiveness.

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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?**

A survey will be given to parents during Parent / Teacher Conferences to evaluate the parent involvement efforts the school has made. Parents that do not attend the conferences will be mailed a survey along with the child's report card. A link to this survey will also be made available on the school district website for parents to participate in. Franki Tvrdek will be responsible for conducting and collecting the results of the survey given to parents to improve school effectiveness.

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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 Annual Title I Meeting for the parents of students who participate in the Title I, Part A program will be held in the fall 2016. The meeting will not be held in conjunction with any other meetings. Information on forms of academic assessments used to measure student progress and information on proficiency level that students are expected to make will be made available at this time. Agenda, sign-in sheets and minutes from this meeting will be generated separately from any other events and kept on file in the school office.

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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.***