

**Crossett Elementary School
Parent Involvement Plan
2011-2012**

Crossett Elementary School
100 Camp Road
Crossett, AR 71635
870-364-6521

Principal: Mrs. Veronica Robinson
School Improvement Status: Achieving

Parent Involvement Committee Members

Lyndsay Bohler	Assistant Principal
Kelley Howie	Parental Involvement Facilitator
Angela Summerford	Teacher
Rachell Mann	Teacher
Amy Green	Teacher
LeAnne McIntyre	Teacher
Bessie Dawson	Teacher
Julie Coulter	Parent
Mandy Kelley	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 provide to parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events. (**Person Responsible:** Veronica Robinson, Principal; **Contact Number:** 870-364-6521)

The school website will offer a parent page giving information about current events; work for the week, to assist parents in fostering their child's success. (**Person Responsible:** Veronica Robinson, Principal; **Contact Number:** 870-364-6521)

Seminars/informational meeting will be held to inform parents about how to be involved in decisions that relate to the success of their child/children. These are as follows:

1. 8-11-11 Kindergarten Open House, 4:00 p.m.
2. 8-11-11 First & Second Grade Open House, 5:00 p.m.
3. 8-11-11 Third & Fourth Grade Open House, 6:00 p.m.

4. 9-29-11 Count on Math Night -6:00 p.m.
5. 10-18-11 Parental Involvement Meeting, 6:00 p.m.
6. 11-17-11 Literacy Night, 6:00 p.m.

Persons Responsible: Veronica Robinson, Principal; Tammy Embry, Math Instructional Facilitator; Lea Culp, Literacy Instructional Facilitator, and Kelley Howie, Parent Facilitator;
Contact Number: 870-364-6521

Parents will be encouraged to use Edline, an online program, which gives up-to-date information about student assignments and grades. (**Person Responsible:** Veronica Robinson, Principal;
Contact Number: 870-364-6521)

The "School Messenger" parent notification system will enable the school to notify parents of schedule changes, meetings, absences, or emergency notifications by phone. (**Person Responsible:** Veronica Robinson, Principal; **Contact Number:** 870-364-6521)

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.

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. (**Person Responsible:** Veronica Robinson, Principal;
Contact Number: 870-364-6521)

The school will host a Parental Involvement Workshop the same night as Parent/Teacher Conferences to provide information to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: 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. This meeting will be facilitated by parental involvement coordinator, Kelley Howie (870-364-6521). Guest Speaker from the Ashley County Extension Office will be County Agent, Iris Phifer.

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

Special Parent Lunches- Star Student Lunches each month conducted by counselors, Patti Frisby and Kelley Howie, 364-6521.

Book Fair Helpers - Contact People: Holly Gillum/364-6521 & Julie Vaden/364-3183

Awards Day Presentation- Contact: Veronica Robinson/364-6521

Field Day Volunteers - Contact: Kelley Howie or Veronica Robinson/364-6521

Parent Education Workshops - Contact Kelley Howie & Veronica Robinson/364-6521

Count on Math Night - Contact Tambry Embry or Veronica Robinson/364-6521
Literacy Night - Contact Lea Culp or Veronica Robinson/364-6521
Rock-n-Read Family Night- Contact Veronica Robinson/364-6521
Open House - Contact Veronica Robinson/364-6521
Parent-School Organization (CAPS) - Contact Paula McDougald/304-2961
Red Ribbon Week - Contact Kelley Howie /364-3183 or Patty Frisby/364-6521
Music Programs - Contact Shavon Sullivan/364-6521
Various committees - Contact Veronica Robinson/364-6521
GT Showcase - Contact Ramona Sawyer/364-6521
Silent Auction Art Show - Contact Joceyln Alvey or Linda Underwood/364-6521
Millionaires Club- Contact: - Holly Gillum/364-6521
Million Word Classrooms- Holly Gillum/364-6521

2011-2012 Calendar of Events:

Contact for All Open Houses: Veronica Robinson/364-6521
08-11-11 Kindergarten Open House, 4:00 p.m.
08-11-11 First & Second Grade Open House, 5:00 p.m.
08-11-11 Third & Fourth Grade Open House, 6:00 p.m.
09-13-11 1st Parent/Teacher Conference, 3:00 - 6:00 p.m.
09-13-11 Fall Book Fair, 1st - 4th grades -Contact: Holly Gillum/364-6521
09-29-11 Count on Math Night, 6:00 p.m. - Contact: Tambry Embry/364-6521
10-03-11 Pumpkin Patch, 3rd & 4th Grades - Contact: Veronica Robinson/364-6521
10-04-11 Fall Book Fair, Kindergarten- Contact: Julie Vaden/364-3183
10-11-11 2nd Parent/Teacher Conference, 3:00 - 6:00 p.m. - Contact: Veronica Robinson/364-6521
10-18-11 Parental Involvement Meeting, 6:00 p.m. - Contact: Kelley Howie/364-6521
10-24-11 Red Ribbon Week - Contact: Kelley Howie 364-3183 or Patty Frisby 364-6521
10-28-11 Pumpkin Patch, 1st & 2nd Grades - Contact: Veronica Robinson/364-6521
10-28-11 Fall Festival/Parties - Contact: Veronica Robinson/364-6521 or Paula McDougald/304-2961
11-17-11 Literacy Night, 6:00 p.m. - Contact: Lea Culp or Veronica Robinson/364-6521
12-16-11 Christmas Parties - Contact: Paula McDougald- 304-2961
02-02-12 3rd Parent/Teacher Conference, 3:00-6:00 p.m.- Contact: Veronica Robinson/364-6521
02-07-12 Spring Book Fairs, 1st-4th Grade (week)- Contact: Holly Gillum/364-6521
02-28-12 Spring Book Fairs, Kindergarten (week) - Contact: Julie Vaden/364-3183
02-14-12 Valentine's Day Parties - Contact: Paula McDougald/304-2961
03-15-12 4th Parent/Teacher Conference - Contact: Veronica Robinson- 364-6521
04-16-12 Rock N Read Family Night - Contact: Veronica Robinson-364-6521
05-14-12 Award Ceremonies-Kindergarten - Contact: Veronica Robinson- 364-6521
05-15-12 Kindergarten Graduation - Contact: Veronica Robinson - 364-6521
05-17-12 Fun Days - Contact: Veronica Robinson- 364-6521
05-21-12 Award Ceremonies, 1st-2nd - Contact: Veronica Robinson- 364-6521
05-22-12 Awards Ceremonies, 3rd-4th - Contact: Veronica Robinson- 364-6521

3. How will your school provide information to parents about volunteer opportunities?

The parent facilitator, Kelley Howie, will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts through a parent volunteer form that will be sent home with the students at the beginning of the year and during orientation of parents. The form will include a list of specific things the parents could check if interested in volunteering (such as book fair assistants, homeroom mom, help with special occasions only, etc.) Teachers will explain the requirements to parents and encourage them to become involved in the school.

The school will host a Watch D.O.G.S. organizational and planning meeting on September 28, 2011 to elect board members. An additional planning meeting will be held on October 18, 2011 to make plans for an "annual" Pizza Night during which volunteers will be informed about the Watch D.O.G.S. program and asked to sign-up on various days to volunteer as a Watch D.O.G. 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. Contacts for the Watch D.O.G.S. program are Curtis Simpson/500-7485 or Kelley Howie/364-3183 or 364-6521.

The school will host a Parental Involvement Workshop the same night as Parent/Teacher Conferences to provide information on the use of and access to the Department of Education website tools for parents, more information about the school's parent center, and the Ashley County Cooperative Extension Agent, through a mini workshop, will provide assistance with nutritional meal planning and preparation.

This workshop will be hosted by parent facilitator, Kelley Howie and principal, Veronica Robinson, with guest speaker, Iris Phifer, from the Ashley county Extension Agency.

The school will hold Math and Literacy Nights as informational/instructional meetings for the parents on what the students are learning in these subjects and will provide activities those parents/guardians can do with their children to enhance their skills in math and literacy. Math Night coordinator is Tambry Embry and Literacy Night coordinator is Lea Culp. Both of these coordinators can be reached at 364-6521.

Counselor, Kelley Howie and Patty Frisby provided the teachers with a two hour professional development on parental involvement. 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 understanding 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. Contact responsible for administrative professional development is Dr. June Elliott, Assistant Superintendent, at 364-3112.

The Parent Facilitator for the school, Kelley Howie, will attend the Arkansas Parenting Education Network Conference in October and will share strategies learned at conference. Veronica Robinson and Kelley Howie prepared an information packet containing a school brochure with parenting tips and the schools statement of commitment to parental involvement. In addition, they provided a copy of the Parent/Student/Teacher/Principal Compact, a description of the curriculum used, types of assessment and proficiency levels will be provided to parents throughout the school year through back-to-school packets, Parental Involvement Workshops, and Parent/Teacher Conferences. The Principal, Veronica Robinson, explained to parents the Parent/Student/Teacher/ Principal Compact at the Open House/Parental Involvement Meeting on August 11, 2011. At the first parent/teacher conference on September 13, 2011, all stakeholders including the Principal, Teacher, Student, and Parent will all sign the compact and copies will be provided to parents.

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 at the first parent/teacher conference on September 13, 2011. **(Person Responsible:** Veronica Robinson, Principal; **Contact Number:** 870-364-6521)

The Parent/Student/Teacher/Principal Compact will be explained to parents during open house and the parents would give suggestions for changes to this document during this meeting on August 11, 2011.

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?

Parents will be informed of the Title I program at CES during the Open House meeting on August 11, 2011. The Annual Title I meeting will be held on October 18, 2011 to inform them of school issues, assessments, expectations, and how they can assist their children for a more successful year. **(Person Responsible:** Veronica Robinson, Principal; **Contact Number:** 870-364-6521).

The school will involve parents on school improvement planning committees. Committees formed for the Arkansas Comprehensive School Improvement Plan are the Federal Programs Advisory Committee, Math Committee, and Literacy Committee. Each of these committees has a parent representative as a member. **(Person Responsible-**Veronica Robinson; **Contact Number:** 870-364-6521).

The Closing the Achievement Gap Task Force Committee has been formed to receive input into our schools from our community leaders. This committee is made up of alumni, community and school leaders. The committee reviews the schools mission statement, vision statement, and core beliefs and receives input into these from the community leaders to provide advice and guidance for school improvement. (**Person Responsible:** Dr. June Elliott, Assistant Superintendent and Federal Programs Coordinator; **Contact Number:** 870-364-3112).

A parent advisory committee will be formed to aide in fostering positive parent/school relations and to assist with other school related activities. Crossett Elementary will enable the formation of PTA/PTO through the CAPS (Caring About Parents and Students) Organization. Each grade level CAPS will meet to plan and organize activities for CE students to inform parents of upcoming CE events. Parents will be invited to Parent Involvement Meeting to inform them about school issues, assessment, expectations, and how they can assist their children for a more successful school year. Furthermore, parents are given the opportunity to evaluate the school through a parent survey. (**Person Responsible-** CAPS Coordinator, Jenny Allen; **Contact Number:** 870-364-5010).

6. How will your school provide resources for parents?

The 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. (**Persons Responsible:** Veronica Robinson, Principal; and Kristy Dodge, Parent Facilitator; **Contact Number:** 870-364-6521)

To promote and support responsible parenting, the school 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. Computers will be available to parents to check students' grades and find additional parenting resources online. (**Person Responsible-**Kelley Howie, Parent Facilitator; **Contact Number:** 870-364-3183 or 870-364-6521).

The parents will be informed of opportunities to interact with the school as volunteers through a volunteer drive during Open House and the first few weeks of school. (**Person Responsible-**Kelley Howie; **Contact Number:** 870-364-6521)

The school website will offer a parent page giving information about current events and links to other parenting resources. (**Person Responsible-**Veronica Robinson; **Contact Number:** 870-364-6521)

The "School Messenger" parent notification system will enable the school to notify parents of schedule changes, meetings, absences, or emergency notifications by phone. (**Person**

Responsible: Veronica Robinson; **Contact Number** 870-364-6521).

Seminars/informational meetings will be held to inform parents about how to be involved in decisions that relate to the success of their child/children (Open House, Watch D.O.G.S. meetings, Math & Literacy Nights, Parent Involvement Workshop, etc.). (**Person Responsible-** Veronica Robinson; **Contact Number:** 870-364-6521).

Parents will be encouraged to use Edline, an online program that gives up-to-date information about student assignments and grades. (**Persons Responsible-**Veronica Robinson, Principal; Classroom teachers; **Contact Number:** 870-364-6521).

Educators and teachers will communicate with parents through email, weekly folders, school website, and School Messenger.

The school's policy handbook will contain the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. (**Person Responsible-** Veronica Robinson; **Contact Number:** 870-364-6521).

The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. (Parent Facilitator, Kelley Howie; Contact Number: 870-364-3183 or 364-6521.

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. (**Person Responsible-** Veronica Robinson; **Contact Number:** 870-364-6521

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 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. The school will use the results of the parent interest survey to plan the parental involvement activities for the school year. (**Person Responsible:** Parent Facilitator, Kelley Howie; **Contact Number:** 870-364-3183 or 364-6521)

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. (**Persons Responsible:** Veronica Robinson or Kelley Howie; **Contact Number:** 870-364-6521)

9. When will your school plan the Annual Title I Meeting that must be conducted separately?

On October 13, 2011, at 7:00 p.m., Veronica Robinson held an informative Title I Meeting. This meeting provided information to parents of students receiving Title I services information about the Title I Program. In addition, parents of Title I students will have the opportunity to participate in a Title I meeting in spring, 2012. The purpose of this meeting will be to review Title I information and resources available to them throughout the year. The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet. The meeting will serve as a means for providing feedback to be used for planning the 2012-2013 school year. (**Person Responsible:** Veronica Robinson, Principal; **Contact Number:** 870-364-6521)