

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

Crossett High School  
301 W. Ninth Avenue  
Crossett, AR 71635  
870-364-2625

Principal: Mr. Ed Johnson  
School Improvement Status: Year 7-SD

**Parent Involvement Committee Members**

Alicia Brown	Assistant Principal
Kevin Strunk	Dean of Students
Sheila Gilmore	Teacher
Amanda Hall	Teacher
Kristy Dodge	Parental Involvement Facilitator
Sarah Bradley	Parent
Tina Morris	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 Eagle Summit, a monthly newsletter will be written and distributed to students, staff, and community. The newsletter will provide a letter from the principal, a periodic column which explains the importance of the EOC exams, ACT, and AP exams, 30-day event forecast, information about colleges and scholarships, instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, and information on the use of and access to Department of Education website tools for parents. (**Person Responsible:** CHS Parent Facilitator, Kristy Dodge; **Contact Number:** 870-364-2625).

Crossett High School will use EDLINE, a web-based program that allows students and parents Internet access to grades on real time basis, email communication between parent/students and teachers, and access to homework assignments through the calendar. Once the parent/student receives their personal access code they can access this information from any Internet connected computer. The Counselor's Secretary, Samantha Person, is responsible for access codes and she can be reached at 870-364-1745. Access codes are available to parents at the first Parent/Teacher Conference on September 13,

2011. Parents who could not attend this meeting may request their access codes from the counselor's office during regular school hours, Monday-Friday 8:00-3:30, and during Parent Teacher conference nights. The Counselor's Office number is 870-364-5016.

Teachers will routinely contact parents on an individual basis to communicate about their child's academic progress. Before Parent/Teacher conferences, parents are notified via School Messenger about the conferences and participation is encouraged. This information is also published in the local media. (**Persons Responsible:** Kathy Jenkins, CHS Secretary, or Ed Johnson, CHS Principal; **Contact Number:** 870-364-2191)

The school will provide progress reports/report cards to parents every four weeks with information regarding their child's academic progress and upcoming classroom and school events. (**Persons Responsible:** Teachers; **Contact Number:** 870-364-2625)

Crossett High School will host an Open House on September 13, 2011, and will share the school's approach to school improvement. (**Person Responsible:** Ed Johnson, Principal; **Contact Number:** 870-364-2625)

**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.**

Four Parent/Teacher conferences are scheduled for the 2011-2012 school year. The conferences are from 3:00 p.m. to 6:00 p.m.

1. September 13, 2011
2. October 18, 2011
3. February 2, 2012
4. March 15, 2012

Teachers will share Performance Assessments with parents at the September 13, 2011, Parent/Teacher Conference. Counselors will provide parents with explanations of their child's individual report from the ACTAAP exam during this conference. (**Persons Responsible:** Ed Johnson, Principal; Scott Sasser and Sharon Reynolds, Counselors. **Contact Number:** 870-364-2635)

STEPS conferences are scheduled for five consecutive weeks in Spring of 2012 from 3:30 p.m. - 6:30 p.m. STEPS (Success Through Educating Parents & Students) conferences are held to better involve parents in developing and understanding effective career action plans for all students. The STEPS program involves the development of a class selection plan, post-secondary planning, and parent involvement in the planning sessions. (**Persons Responsible:** Ed Johnson, Principal; **Contact Number:** 870-364-2625; Scott Sasser or Sharon Reynolds, Counselors; **Contact Number:** 870-364-5016)

Local businesses in the area will be invited to a college, career, and transition fair in the CHS gymnasium. Colleges in Arkansas and Northern Louisiana along with apprenticeship

and vocational programs will be invited to participate. Also included in the fair will be agencies and organizations which provide services to students with special needs as they transition from school to the workplace. Students in 9th through 12th grades will be allowed to visit the fair during school hours as well as parents/guardians and other community members. The fair will be held on November 10, 2011. (**Person Responsible:** Sue Stanley, Career Facilitator at CHS; **Contact Number:** 870-364-7062)

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

- Athletic Events
- Arkansas Scholars Ceremony
- AAIMS AP Awards Ceremony
- Career Fair
- Choir and Band concerts
- East Lab Events
- Extracurricular Club Events
- Mentoring
- Tutoring
- Teacher Appreciation Week
- Parental Involvement Meetings
- Parent-school organization
- Various committees

Parental Involvement meetings will be held alongside Parent-Teacher Conference throughout the year to discuss what students will be expected to learn, how they will be assessed, and how parents can assist to make a difference in their child's education. The school's process for resolving parental concerns will be discussed at these meetings. Parents will be given a chance to identify and request other support activities from the school. (**Person Responsible:** Ed Johnson, Principal; **Contact Number:** 870-364-2625)

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

A Parent Volunteer Survey was taken during the first Parent/Teacher conference on September 13, 2011. A spreadsheet of this survey is available to staff members as a reference for volunteer help at the schools. (**Person Responsible:** Parent Facilitator, Kristy Dodge; **Contact Number:** 870-364-8238)

The school will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, 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. (**Person Responsible:** Ed Johnson, Principal; **Contact Number:** 870-364-2625)

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. (**Persons Responsible:** Dr. June Elliott, Assistant Superintendent; **Contact Number:** 870-364-3112 and Ed Johnson, Principal; **Contact Number:** 870-364-2625)

Crossett High School will work with Crossett Middle School to 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. (**Person Responsible:** Ed Johnson, CHS Principal; **Contact Number:** 870-364-2625)

Parents will be informed of opportunities to interact with the school as volunteers through a volunteer drive during Orientation/Open House on September 13, 2011. The school will compile a Volunteer Resource Book from the parent interest forms and make it available to school staff and update it yearly. Parents will be encouraged to support and become involved with classroom projects.

The school will provide information on the school's commitment to parent involvement, the process for resolving parent concerns, and tips on how parents can foster their child's success. **Persons Responsible:** Ed Johnson, Principal; Kristy Dodge, CHS Parent Facilitator; **Contact Number:** 870-364-2625)

Parents will be informed of the District Parent Center, provided with the promotion guidelines, and introduced to the location of the TIPS Center and the program offered there to foster their child's success. (**Person Responsible:** Ed Johnson, Principal; **Contact Number:** 870-364-2625)

STEPS (Success Through Educating Parents & Students) conferences are held to better involve parents in developing and understanding effective career action plans for all students. The STEPS program involves the development of a class selection plan, post-secondary planning, and parent involvement in the planning sessions. (**Persons Responsible:** CHS Counselors, Scott Sasser and Sharon Reynolds; **Contact Number:** 870-364-5016)

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

Crossett High School students and parents are provided with a Crossett School District Parent-Student Handbook at the beginning of each school year. This handbook is prepared to inform students, parents, and others of the activities and services, policies and procedures, and even the ideals which Crossett School District considers necessary in the pursuit of an efficient and effective education program. Parents and students must sign the

Signature Page indicating they have received a copy of the handbook. (**Person Responsible:** Dr. June Elliott, Assistant Superintendent; **Contact Number:** 870-364-3112; and Ed Johnson, Principal, **Contact Number:** 870-364-2625)

**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 involve parents and community patrons in the development of the school ACSIP (Arkansas Comprehensive School Improvement Plan) plan for school improvement as participants in advisory capacities. (**Person Responsible:** Ed Johnson, Principal; **Contact Number:** 870-364-2625)

To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. (**Person Responsible:** Ed Johnson, Principal; **Contact Number:** 870-364-2625)

The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (CAPS, Caring About Students and Parents) (**Person Responsible:** Ed Johnson, Principal; **Contact Number:** 870-364-2625)

**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, email). (**Person Responsible:** Kristy Dodge, CHS Parent Facilitator; **Contact Number:** 870-364-2625)

The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. (**Person Responsible:** Ed Johnson, Principal; **CHS Parent Facilitator:** Kristy Dodge; **Contact Number:** 870- 364-2625)

The parent facilitator will attend the 12th Annual Arkansas Conference for Parent Education and Involvement in October, 2011 will implement strategies learned and materials received at the conference to expand opportunities for parental engagement at Crossett High School.

A Parent Center will be established in the Crossett High School Library. The Center will include parenting books, magazines, and instructional videos which parents will be allowed to check out through the librarian. Parents will also have access to computers when visiting

the Parent Center. The Parent Center will be available Monday - Friday 8:00-3:15 during regular school hours. 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. (**Person Responsible:** Kristy Dodge, Parent Facilitator; **Contact Number:** 870-364-2625; and Barbara Garner, CSD Parent Coordinator: **Contact Number:** 870-364-3112)

Crossett School District will include in the Student-Parent Handbook, 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:** Dr. June Elliott, Assistant Superintendent; **Contact Number:** 870-364-3112)

The TIPS Center will be staffed with a TIPS Coordinator to work with parents, students, and the community. The TIPS center is open Monday-Friday 8:30-4:00. (**Persons Responsible:** Dr. June Elliott, Assistant Superintendent; **Contact Number:** 870-364-3112; and Jenny Allen, TIPS Center Coordinator; **Contact Number:** 870-364-5010)

Information and forms will be translated into Spanish for ESL families. (**Person Responsible:** Ed Johnson, Principal; **Contact Number:** 870-364-2625)

A district level social worker will be utilized by CHS to supplement parental contact with students and families in need of services, work with the school's attendance secretary to locate and contact students/families with excessive unexcused absences, work with homeless students and parents to ensure medical services and/or materials, eyeglasses, supplies, clothing, and transportation are provided as required, and work with students and families that are disciplinary problems. (**Person Responsible:** Elaine Simpson; **Contact Number:** 870-364-2440)

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

Crossett High School will engage parents in May, 2012, in an annual evaluation of Crossett High School's parental involvement efforts and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement, the evaluation process 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. The evaluation will be conducted by the CHS Parent Involvement Committee. (**Persons Responsible:** Ed Johnson, Principal; Kristy Dodge: Parent Facilitator; **Contact Number:** 870-364-2625)

## **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 complete a parent interest survey in September, 2011, to obtain 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 year. (**Persons Responsible:** Ed Johnson, Principal; and Kristy Dodge, Parent Facilitator; **Contact Number:** 870-364-2625)

The school will evaluate the activities that were suggested by the parents in May, 2012, as a part of the annual parent involvement plan evaluation and make changes if warranted. The evaluation will be conducted by the CHS Parent Involvement Committee. (Persons Responsible: Ed Johnson, Principal; and Kristy Dodge, Parent Facilitator; Contact Number: 870-364-2625)

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

**N/A**