

ELEMENTARY PARENTAL INVOLVEMENT PLAN: 2016-17

Pangburn Elementary School

Chad Ramsey, Principal & Suzanne Louks, Administrator

1100 Short Street, Pangburn, AR 72121

Telephone: 501-728-4230

www.pangburnschools.org

Grade Levels: Kindergarten through Sixth Grade

Campus Parent Involvement Coordinator: Counselor – Sherri Gregson

Free and Reduced price meal eligibility in Elementary for the 2016-2017 school year is 63%.

Parent Involvement Committee Members: Sherri Gregson, Counselor; Chad Ramsey, Principal; Cristy Waire, Library Media Specialist; Brandy Gallegly, District Social Worker; Kelly Davis, PreK Teacher; Dana Bell, Teacher; Lynn Wilkerson, Para; Janet Cook, Teacher; Missey Holloway, Teacher; Amanda Knapp, Library Para; Cleve Treat, Community Member; Amy Larue PSD Staff; Jamie Martin, parent; Mikel McCord, Parent; Sara Vazquez, Parent, Wade Butler, Math Facilitator

PROGRAM COMPONENTS:

1. Communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction:

* Teachers will provide parents with specific information related to the Arkansas Frameworks and the ACT Aspire benchmark assessments & expectations by utilizing model sample problems during parent-teacher conferences, newsletters, and released items practice sheets. Each parent will be provided with a contact number and email address of each teacher in case parents need more information or have questions. Two parent-teacher conferences will be held during the year: one the October and one February in the evenings. Check school website for dates. Parents can always request parent-teacher meetings anytime of the year as needed.

* Parents will be notified of activities related to the character education and drug prevention programs and services. Pangburn Elementary Counselor, Sherri Gregson (contact number, 728-4230) and High School Counselor, Dutchess Butler (contact number, 728-3513), and School Nurse, Becky Vanwinkle (contact number, 728-4230) will provide information to parents throughout the year.

* Pangburn Elementary School regularly schedules an Open House in August of each school year with dates, times and information posted on school website, school electronic sign, and by our School Way App and the Remind App phone messaging system. Parents and students will be invited to meet their child's teacher and to pick up schedules, handbooks, classroom supplies and other information. The handbook will contain an outline of the school's procedures for resolving parental concerns. The elementary office will distribute handbooks to each homeroom teacher, and the electronic version of the handbook is posted under the Student Tab on the school website at, www.pangburnschools.org. The classroom teacher will distribute handbooks to their parents. New enrolling students will receive their handbook in the elementary office, as they complete registration documents, (contact number, 728-4230).

* Information disbursed to parents will be made available in various languages reflecting the diverse student population. This information will be disbursed in the Elementary office by the Elementary Principal, Chad Ramsey, (contact number, 728-4230 & 728-4912).

* Classroom teachers utilize Communication Folders by all teachers in grades K-6 to keep parents informed of weekly progress related to Literacy and Math. Each teacher is responsible for sending Communication Folders home with each child. Parents can contact Principal Ramsey, (contact number, 728-4230) or Administrator Louks (728-4912) for additional explanation about the use of the folders.

* Teachers will develop AIP's and IRI's based upon Qualls Early Learning Inventory and IOWA Test of Basic Skills for students showing need in grades K-2 and create AIP's for students showing deficiency in grades 3-6 based upon required State Exams results. Parent input will be utilized in the development implementation of each student's AIP's and IRI's. Each teacher is responsible for the development of their students AIP's and IRI's. (Contact number, 728-4230).

* Pangburn Elementary staff will implement an Intensive Reading Plan (IRI) for students who possess a substantial deficiency in reading. A substantial deficit in reading for kindergarten students will be determined if a student is delayed in both written and oral communication on the Qualls Early Learning Inventory. Students who score below basic on the previous year's administration of the ACT Aspire Exams and the IOWA Test of Basic Skills as well as using other short assessments devices and software, will be determined to have a substantial deficiency in reading. The campus will utilize Reading Intervention teachers, Autumn Yancy & Melissa Smith (contact number, 728-4230) as well as the highly qualified para professionals to provide intensive small group interventions with students.

* Campus communication from the elementary school with parents will automatically go to the families of preschool students as well in an effort to inform all parents of activities. Elementary Principal, Chad Ramsey and Pre-K Coordinator, Kelly Davis (contact number, 728-4230) will be responsible for making sure that the parents of preschool children receive the same communication & information as the parents of elementary students concerning school activities, district policy, etc. A variety of parental-student field trips and campus events offer wonderful activities that parents and students learn from & enjoy.

* Pangburn Schools has an informational sign as well as regularly updated website, www.pangburnschools.org, and campuses & the district utilizes phone messaging system including Remind App and School-way App. The PHS Tiger Newspaper is shared with families in the school district, and an electronic version of newspaper is also available on the district website. The sign and website posts school meetings, important dates and times, student events & performances, school pride information, etc. Each campus sends out a list of announcements that include an upcoming event calendar, reminders, special events & meetings which is shared with staff and students. Contact person for posting campus is Jamie Waire, Elementary Secretary (contact number 728-4230 and district events, is Dr. Berryhill, Superintendent at the Administration Office, (contact number, 728-4511).

2. Proposed parent meetings, conferences and activities are regularly scheduled 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. Staff and family contacts must include the two state mandated parent/teacher conferences each year; usually scheduled for October and February.

*Pangburn Elementary School will schedule a minimum of two parent/teacher conferences during the fall and spring each school year. Staff, students & parents can check on the district web-site & calendar for dates. Information pertaining to scheduling additional conferences with faculty, administration, and staff will be provided to parents within the Student Handbook. The meetings will be held at various times during the day or evening to better accommodate parents. Parents may contact Campus Administrator, or classroom teacher or Elementary Office Secretary; (contact number, 728-4230) & Middle School Office Secretary at 728-4912.

* The campus provides multiple opportunities for parents and family members to engage in school activities such as Grandparent's Day Breakfast in September, Doughnuts for Dads, Muffins for Mom, Book and Art fairs, Band and Choir performances, Middle School Clubs & organizational events, GT, Chess Competition's, Spelling Bees, Science Fairs, Little Dribblers, Archery, athletic events, 4th grade basketball, 5th & 6th grade Peewees, field trips, etc.

* Activities for parents of elementary school students will include parents of preschool students. Open House and Parent/Teacher Conferences are examples of opportunities to engage and collect input from parents and community members. Elementary staff members will determine effectiveness of Transition Activities by speaking to and listening to Pre-school and Kindergarten parents. The person responsible for making sure that the parents of preschool students receive the same communication as the parents of elementary students concerning school activities is Chad Ramsey, Elementary Principal, (contact number, 728-4230).

3. The Elementary school will provide information to parents about volunteer opportunities:

* Pangburn Elementary staff will utilize the Parent-Volunteer Resource Book provides information pertaining to the availability and areas of interest for each volunteer that will work within the schools. Sherri Gregson, Counselor & Campus Parent Coordinator (contact number, 728-4230) & Brandy Gallegly, District Social Worker (contact number, 728-4912) and Jamie Waire, Elementary Office Secretary, (contact number, 728-4230) & Rhonda Houston, Middle School Office Secretary, (contact number, 728-4912) are responsible for updating the volunteer resource book for each school year.

* The Elementary Campus Staff will provide instruction and support to a parents on how to incorporate developmentally appropriate learning activities in the home environment, including a variety of resources available through quarterly parent newsletters, district website, Arkansas Department of Education website/resources. Campus training will be implemented by Principals Ramsey & Louks, (Elem: contact number, 728-4230; MS contact number, 728-4912).

* The State Board of Education's Standards for Accreditation of Arkansas Public Schools require no fewer than two (2) hours of professional development for teachers & administrators designed to enhance the understand of effective parental involvement strategies following the update PD Schedule enacted by 2013 Legislative Session. Current Elementary Staff members received Parent Involvement training during District Wide In-service during each August PD session, and each campus provided Parent Involvement Updates at their August meetings. Principal, Counselor & Social Worker led the update, (Elem. contact number, 728-4230; MS contact number 728-4912).

* Pangburn Elementary School will offer annual training for volunteers assisting in instructional programs, classroom activities and field trips. The training will include topics aligning to both building and district level Parental Involvement plan goals and objectives, as well as topics requested by parents and/or the community. Training is held during each semester by teachers and Principals: Ramsey & Louks; (Elem. contact number, 728-4230; MS contact number 728-4912).

4. Work with parents to create a School-Parent-Compact:

* Parents, teachers, and administrators will work together to develop a School/Parent Compact. The compact will be included in the Student Handbook which all students and parents receive. Principals Ramsey, (contact number, 728-4230) and Principal Louks, (contact number, 728-4912) are responsible for making sure the compact is disseminated to parents; compacts are signed by parents and returned to school in August.

* Pangburn Elementary will maintain School-Parent Compacts that reflect the following criteria and assurances: (a) Programs to insure assistance to parents in understanding content how to monitor a child's progress; standards, academic assessments, and (b) Materials, workshops, and training will be made available through the parent center and each campus to help parents work with their children to improve academic achievement; Counselor Gregson, (contact number, 728-4230) and Social Worker Gallegly (contact number, 728-4912). (c) Professional development will be provided to teachers, principals, and other staff in the importance of effective communication, value and utility of contributions of parents; (d) Programs will be utilized that foster the coordination and integration of community and parent involvement programs and activities; (e) Information about school and parent programs, as well as required documentation, will be made available in a language familiar to the parents (f) The implementation of parental involvement programs will be supervised by Principals: Ramsey (Prek-4) & Louks (5-6).

* Campus Administrators have an "open door" policy where parents and students are welcome to visit, call, or email any staff members about ideas and/or concerns about their child.

5. 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:

* Title I funds will be allocated for the purchase of materials and supplies to facilitate parent involvement activities and resources for the Parent Center. Campus Principals (Ramsey & Louks) are responsible for getting parent feedback on how parental involvement funds will be spent, (Elem. contact number, 728-4230; MS contact number, 728-4912).

* Additional parent resources will be shared by the staff to parents, plus the PSD Tiger Newspaper published and mailed to parents in the school district provides stories of interest, upcoming dates, contact information for the district, etc.

* To take advantage of community resources, the campus shall consider recruiting alumni and guest speakers to present information to students and classes as well as serve as a resource throughout the year; Principals Ramsey & Louks & grade level leaders are responsible for recruiting the guest speakers, (ELEM - contact number, 728-4230, MS contact number 728-4912).

* The District & Campuses will utilize the support and services of the Parent-Teacher Organization which has been very active for the last few years in raising funds to support various grade levels. The PTO meets monthly and schedules meetings at various campuses and times to better fit parent's schedules. Parents, school staff members and administrators regularly attend the PTO meetings and sponsored events. For more information related to PTO, contact Elementary Office at 728-4230.

6. Provide resources for parents:

- * Informational resources corresponding to drug and alcohol awareness and prevention will be made available to parents in the Parent Resource Center with the contact person of Sherri Gregson, Counselor (contact number, 728-4230), Social Worker Gallegly (contact number, 728-4912) and District Nurse, Becky Vanwinkle, (728-4230).
- * Pangburn Elementary School will provide resources for school and community- based preschool as well as Day Care that focus on strategies to increase parental involvement.
- * Various resources are available at each campus office as well as the district website, www.pangburnschools.org including: staff directory including email addresses, school calendar, cafeteria menus, lunch applications, student handbook & curriculum guide, various sport schedules, etc.
- * Enhance the awareness of teachers and school staff to communicate and work with parents and family members as equal partners in educating their children.
- * District Administrators – Kathy Berryhill, Stacy Hopkins, Business Manager, Sheila Tharp, Administrative Assistant as well as Maintenance Director Aaron Russell, Transportation Director, David Mckee attend a variety of Parental Involvement activities throughout each year that includes clubs, organization, fund raising projects, ceremonies for veterans, health fairs, etc. As District Staff, we may offer suggestions on parking, places to meet that better fits need and size of function; effectiveness of the session, and if limited attendance, ways to better advertise the event or program. . In the majority of events that district staff attends, they find each event to be a positive and enjoyable event for students, staff and community.
- * STATE REQUIREMENT - 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, etc.) In the August orientation meetings each school year, informational packets are given to parents. Principals Ramsey & Louks are contacts. Campus secretaries, Jamie Waire, (contact number, 728-4230). & Rhonda Houston (contact number, 728-4912) will collect responses to annual volunteer interest survey shared during Parent-Teacher meetings during the year.
- * STATE REQUIREMENT - 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. Counselor Gregson and Social Worker Gallegly will be responsible for selecting appropriate parenting materials. A list of materials, books, videos, pamphlets, and other resources available for checkout, can be obtained from the Campus Parent Center, contact Counselor Gregson, (contact number, 728-4230) for more information.
- * Included in the school's policy handbook, a description of the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. Cristy Waire serves as the Elementary Parent Facilitator, (contact number, 728-4230) and Brandy Gallegly, Social Worker serves as the 5th & 6th grade parent facilitator (728-4912).

7. Engage parents in the evaluation of your parental involvement efforts:

* Pangburn Schools will engage parents in the annual evaluation of the Title I 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. Principals Ramsey & Louks, serves as contact person for each building, (ELEM - contact number, 728-4230, MS contact number 728-4912).

* The Pangburn School Board and School District recognizes and values the many contributions support organizations as well as volunteers make to the District's schools. Parent/teacher organizations and booster clubs work to augment and strengthen the District's educational and extracurricular objectives through the goods and services they provide. Enlisting the support of volunteers is a way in which the District can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow licensed personnel more time to devote to instruction.

8. Use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year:

* Pangburn Elementary will ask parents to fill out a parent interest survey during each school year to gain information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. Contact person are Counselor Gregson, (contact number, 728-4230) and Social Worker Gallegly, (contact number, 728-4912).

* Continue to offer parents & grandparents of student to assist in the evaluation procedures as we look at Parent & Staff Interest Surveys related to school. Annual evaluation meetings will be planned for April of each school year. Data will be utilized in planning activities for the next school year. At this spring meeting each year, current PSD Parent Involvement Policy and procedures will also be considered as well as a review of the variety of parent involvement activities that were held though out the year. . Resulting recommendations will be shared with campus & district administrators, staff and parents.

* Pangburn Elementary will use the results of the parent interest survey to plan the parental involvement activities for the year. The results will be compiled by campus & district administrators.

9. Schools plan the Annual Title I Meeting that must be conducted separately that is separate from other campus parent meetings:

* The school will conduct an Annual Title I Meeting for parents of students in grades K-6. The meeting will be held in the fall semester. Principals Ramsey & Louks will facilitate the meeting, (ELEM - contact number, 728-4230, MS contact number 728-4912). Date and time of the meeting will be shared with parents, students and posted on district website.

* 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. For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events.

* The campus and district will continue to offer parents & grandparents of students to assist with the evaluation procedures as we look at Parent & Staff Interest Surveys related to school parent involvement plans. Annual evaluation meetings will be planned for April of each school year. Data will be utilized in planning activities for the next school year. At this spring meeting each year, current PSD Parent Involvement Policy and procedures will also be considered as well as a review of the variety of parent involvement activities that were held though out the year. Resulting recommendations will be shared with campus & district administrators, staff and parents. Principals Rolland, Ramsey & Louks as well as Title I Director, Kathy Berryhill, and Parent Involvement Coordinator, Brandy Gallegly will meet to evaluate the past year's events, consider any necessary changes in the PSD Board Policy related to parent involvement and consider results of parent and staff surveys in the spring of 2017. (Contacts- Rolland: 728-3513; Louks: 728-4912; Ramsey: 728-4230; Berryhill: 728-4511; and Gallegly: 728-4912).

10. Plan Adoption:

* The Pangburn Elementary Parental Involvement Plan has been developed with input of parents, staff, community members and administration. The plan for 2016-17 will be approved by Pangburn School Board in fall of the 2016-17 school year. This campus plan will have copies available to all elementary parents and plan will be posted on district website, www.pangburnschools.org.