

# COLLEGEVILLE ELEMENTARY



# PARENT INVOLVEMENT PLAN

Updated Fall 2016

# Collegetown Elementary School Parental Involvement Plan

## A Title I School

In a climate of mutual respect, through technology, collaboration, and best practices, Collegetown Elementary will foster unique divergent thinkers who are life-long learners prepared for college and careers in the 21<sup>st</sup> century.

We, at CES, value the role parent's play as their child's first teacher and the influences of their continued support to promote higher student academic achievement and school performance.

The following outline is in compliance with the legal requirements of Arkansas Act 603 of 2003 (6-15-1602- Parent Involvement Plan) and the No Child Left Behind Act of 2001 (PL 107-110). The document represents joint development with parents and school staff. Collegetown Elementary School's Parental Involvement Plan may include, but is not limited to, the following:

### **To Involve Parents of Students at all Grade Levels, CES shall: (3.03.1)**

Provide a variety of roles for parents to become involved in the education of their children. This can be done through volunteer activities, learning activities that support classroom instruction, participation in school decisions, collaboration with community resources, development of school goals and priorities, and evaluating the effectiveness of the comprehensive school improvement plan (ACSIP). Examples at Collegetown Elementary include but are not limited to:

1. Home Room Parents: volunteers for teachers during activities, parties, field trips, special events, etc.
2. Parent Volunteers: making copies for teachers, helping gather resources, volunteering in the classrooms, etc.
3. Watch Dog Dads: dads, grandfathers, or male role models volunteer their time at the school helping in the classrooms, lunchroom, recess, etc.
4. Community Members: support the CES backpack food program, career activities, guest speakers, and other activities at our school.
5. Allow and support the development of a school PTO (Parent-Teacher Organization).
6. Include parents on a variety of committees such as the Parental Involvement Committee, the ASCIP committee, the Handbook Committee, etc.
7. Parental Involvement Nights such as Open House, Back to School Bash, Title I Report to the Public, Book Fair Nights, and Math and Literacy Nights

### **To Encourage Communication with Parents, CES shall: (3.03.3; 5.01)**

Recognize that communication between home and school should be regular, two-way, and meaningful. All elementary teachers at Collegetown will meet with parents or guardians of each student at least once a semester through parent/teacher conferences, telephone conferences, or a home visit. Teachers will communicate more frequently if additional support is needed.

Other examples of communication between the school and parents will include the following:

- \*Provide informational packets to be distributed annually to the parent of each child in the school. These packets will include items such as the school's parental involvement program, school calendars, schedules of special events, the school compact, school handbooks, supply lists, learning expectations, ways for the parent to become involved,

the recommended role of the parent, and a survey for parental interests concerning volunteering at the school. These packets will be given to parents at registration, open house, Parent Nights, or during conference times.

\*The district's website, [www.bryantschools.org](http://www.bryantschools.org), will be made available to parents and guardians to provide information concerning the school and the schools' activities.

\*Provide access to the district's grade book program, HAC, available through the district website, which allows parents to monitor their child's academic progress and attendance.

\*Send home classroom and school-wide newsletters on a regular basis.

\*Utilize "Blackboard," an email/text message system, to help keep parents and guardians notified of up-to-date announcements, weather closings, school news, and events.

\*Provide interpreters at Open House, Parent Night, Math and Literacy Night, Kindergarten Registration, Parent Teacher Conferences, and scheduled conferences as needed

\*Provide a student handbook and informational flyers for non-English speaking parents

\*Additional activities planned throughout the school year to encourage parental involvement and communication

**To Promote and Support Responsible Parenting, CES shall:** (3.03.4; 5.02)

\*Recognize parental involvement through local media including feature articles and/or pictures.

\*Provide parenting books, magazines and other informative material regarding responsible parenting through the school library, advertise the current selection, and give parents an opportunity to borrow the materials to review.

\*Supply parents with parenting books on assisting with homework, working with pre-school children, and other topics concerning effective parenting.

\*Create a school newsletter to be distributed to all parents in the student homework folder.

\*Send home a monthly calendar of scheduled school and class events.

\*Provide a parent center and update as funds become available. The parent center will be housed in the school library. Teachers will refer parents to the parent center if the student does not return homework regularly or has other problems that may be addressed through the parent center.

Current items in the parent center:

\*Arkansas Democrat Gazette

\* Parenting Videos

\*Homework Help/Tips

\*Information on parenting from The US Department of Education

\*Access to a computer/internet

\* Parenting literature with information on effective parenting & other topics important to parents.

\*Copies of Parental Involvement Plan

\*Advertise, refer, and coordinate services with the district Parent Center

\*Plan and engage in other activities determined by the school to be beneficial to promoting and supporting responsible parenting

**To give Parental Assistance in Student Learning, CES shall: (3.03.5; 5.03)**

\*Schedule regular parent involvement meetings where parents are given a report on the state of the school and an overview of what students will be learning, how students will be assessed, what a parent should expect for his or her education, and how parents can assist and make a difference in his or her child's education.

Examples at Collegeville include but are not limited to:

\*Title I Report to the Public

\*Family Math and Literacy Nights

\*Open-House Night

\*Book Fair Nights

\*Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment such as role play and demonstration by trained volunteers, the use and access to the school, district, and parent center webpage, assistance with nutrition meal planning and preparation, and other strategies or curricula approved and acquired by the district for at-home parental instruction.

Examples at Collegeville include but are not limited to:

\*Information and access to the HIPPIY Program

\*Information and access to the school nurse

\*Information and access to the Bryant School District Parent Center Programs

\*Math and Literacy Nights

\*Classroom and school-wide newsletters

\*Information and access to the school, district, and Parent Center webpage through [www.bryantschools.org](http://www.bryantschools.org) which has a complete section devoted to Parents

**To Welcome Parents into our School, CES shall: (3.03.6; 5.04)**

\*Give parents information that encourage parents to:

- a. Visit a child's classroom during regular school hours and scheduled events.
- b. Visit with the counselor/and or principal regularly or if a need arises.
- c. Explains parent visitation in classrooms and pick-up procedures.

\*Publish a volunteer resource book that includes the interest survey and availability of volunteers to school staff members. The survey shows parental interests, frequency of wish to participate (may be only once a year), and lists options for those only available to work at home.

- a. Parents entering the building will be encouraged to volunteer their services.
- b. The parental interest survey will be included in the resource book.
- c. The parental contract for parental and school volunteers will be included in the resource book.

\*Make available statements attesting to the school district's commitment to parental involvement by including such statements in the Collegeville Elementary handbook/agenda that is given to every child at the time of the child's entry in the school each year.

**To Encourage Full Partnerships between School and Family, CES shall: (3.03.7; 5.05)**

Recognize that a parent is a full partner in the decisions that affect his or her child and family by, but not limited to, the following:

- \*Publish the school's process for resolving parental concerns (defining the problem, the chain of command, and how to develop solutions) in the Collegeville Elementary School's (Bryant School District's) handbook/agenda.
- \*Schedule parental conferences at times agreed upon by the parents, teachers, and or principal.
- \*Include parents on the handbook/agenda committee to review and update handbook/agenda annually.
- \*Provide extra copies of the handbook/agenda so it will be available upon requests.
- \*Involve parents on the ACSIP committee.
- \*Involve parents on the Parental Involvement committee.
- \*Utilize, where feasible, community resources in the instructional program of the school.

**To Collaborate with Community Resources, CES shall: (3.03.8; 5.06; 5.07)**

- \*Utilize alumni parents and current parents in a variety of ways to provide advice and guidance for school improvement.
  - \*Involve community patrons in the ACSIP plan for school improvement as participants in advisory capacities.
  - \*Work with community/business members to help with and promote activities within the school to strengthen school programs, family practices, and student learning.
- a. Ask for volunteers to visit classrooms.
  - b. Ask for monetary or human resource support for activities/ programs.
  - c. Ask for referral services.
  - d. Publish community resources of Collegeville Elementary School in our newsletters and in the newspaper.

\*Enable the formation of a Parent Teacher Organization that will foster parental and community involvement within the school. PTO officers will be utilized in decisions affecting CES children and families.

**The Principal(s) of Collegeville Elementary School shall: (5.08)**

\*Designate at least one certified staff member that is willing to serve as parent facilitator to organize meaningful training for staff and parents promoting and encouraging a welcoming atmosphere to foster parental involvement in the school.

\*Seek supplemental payment for the designated employee.

\*Show parental involvement as an asset to the school.

The Bryant School District will require (2) two hours of staff development on Parental Involvement every 4 years for elementary teachers to enhance their understanding of effective parenting. These two hours may be included in the teacher's required (60) sixty hours of staff development required annually by the state.

The Bryant School District will require (3) three hours for district administrators of staff development designed to enhance understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

CES will support the ongoing development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the school, using, to the degree possible, components listed in this document (3.03.9). Collegeville Elementary School will annually review and update the parental involvement plan and submit it to Mrs. Tina Kimbrell with the Bryant School District.

Collegeville Elementary School Parental Involvement Plan will be reviewed by the Department of Education as part of the Bryant School District's Parental Involvement Plan.

To learn more about our Parental Involvement Plan or other ways you may become involved at Collegeville Elementary, please contact Becky Bahnks, Parental Involvement Coordinator, at [bbahnks@bryantschools.org](mailto:bbahnks@bryantschools.org) or at 501-847-5670.

If you are in need of any informational documents not accessible through teacher, school, or district websites, please contact Becky Bahnks at [bbahnks@bryantschools.org](mailto:bbahnks@bryantschools.org) or the main office at 501-847-5670 to request a paper copy.

To get more information and updates about Collegeville's Parent Teacher Organization, "like us" on Facebook at Collegeville PTO, or you may contact Candi Coats, PTO President. through our school number of 847-5670.

To learn more information about our district's Parent Center and the services it provides, please contact Katie Brooks, District Parent Coordinator, at [kbrooks@bryantschools.org](mailto:kbrooks@bryantschools.org) or at 501-653-5083. The Parent Center is located behind Bryant Elementary School in building 34. The Parent Center hours are from 8:00 a.m. - 4:00 p.m. or by appointment.

## Collegeville Activities Calendar 2016-2017

- These are scheduled activities as of September 1, 2016. Additional activities and dates will be added throughout the school year.

### August

- ACSIP Peer Review – Katie Thomas, Facilitator
- ACSIP PLCS – Katie Thomas, Facilitator
- Open House (August 11, 2016) – CES Faculty and Katie Thomas, Facilitators
- Kindergarten Round Up (August 11, 2016) – Kindergarten Teachers and Katie Thomas, Facilitators
- Distribute Informational Packets (August 11, 2016) – Open House
- Salt Bowl PB Food Drive (August 22, 2016) – Becky Bahnks, Facilitator
- Boy Scouts Presentation and Sign Ups (August 24, 2016)
- LPAC Team Review (August 29, 2016) - Katie Thomas and Katrina Cox, Facilitators
- PTO Back to School Bash Cookout (August 30, 2016)
- Weekly Teacher Newsletters/School Newsletters

### September

- Labor Day Holiday (September 5, 2017) - Schools Closed
- PTO Cookie Dough Fundraiser (September 6, 2016)
- KICKS 5 Kickoff (September TBA) - Becky Bahnks, Facilitator
- Big Brother/Big Sister Kickoff (September TBA) - Becky Bahnks, Facilitator
- Pee Wee Cheer Clinic (September 15, 2016)
- Mid-term Progress Reports (September 15, 2016)
- Parent Involvement Meeting (September 15, 2016) – Becky Bahnks, Facilitator
- Weekly Teacher Newsletters/School Newsletters

### October

- Fire Prevention Week/Bryant Fire Dept. Presentation (October 3, 2016) – Becky Bahnks, Facilitator
- Fall Picture Day (October 11, 2016) - Kelle Perryman, Facilitator
- Kindergarten Cowboy Day (October 14, 2016) – Kindergarten Teachers, Facilitators
- Report Cards (October 20, 2016)
- Parent/Teacher Conferences/Early Dismissal (October 20, 2016) - CES Faculty, Facilitators
- Teacher PD Day (October 21, 2016) - No school for students
- Red Ribbon Week (October 24-28, 2016) – Becky Bahnks, Facilitator
- Red Ribbon Week Community Outreach Program (October 26, 2016) - Becky Bahnks, Facilitator
- Fall Parties (October 28, 2016) - CES Faculty, Facilitators
- Kindergarten Character Day (October 28, 2016) - Kindergarten Teachers, Facilitators
- Title One Meeting - (October TBA, 2016) - Katie Thomas, Facilitator
- Weekly Teacher Newsletters/School Newsletters

### November

- CES Flu Clinic (November 2, 2016) - Tamara Moore, Facilitator
- PTO Mega Party (November 3, 2016)
- Fall Picture Make-Up Day (November 9, 2016) - Kelle Perryman, Facilitator

- Progress Reports (November 11, 2016)
- Family Thanksgiving Lunch (November TBA, 2016)
- Give Thanks Classroom Celebration (November 17, 2016) - CES Staff, Facilitators
- School Canned Food Drive (Mid November – Dates TBA) – Becky Bahnks, Facilitator
- Thanksgiving Holiday (November 21-25) - Schools Closed
- PTO Fall Book Fair (November 28 - December 2, 2016)
- Math/Literacy Night - TBA
- Weekly Teacher Newsletters/School Newsletters

#### December

- PTO Father/Daughter Dance (December 2, 2016)
- Electric Magic Safety Show (December 7, 2016) - Becky Bahnks, Facilitator
- Christmas Musical Performance (December 13, 2016) – Marcia Brown, Facilitator
- Classroom Holiday Events/Activities (December 15, 2016)
- Christmas Holiday (December 19-January 2, 2017) - Schools Closed
- Weekly Teacher Newsletters/School Newsletters

#### January

- Teacher PD Day (January 2, 2017) - No school for students
- Report Cards Issued (January 9, 2017)
- Dr. Martin Luther King Holiday (January 16, 2017) - Schools Closed
- Weekly Teacher Newsletters/School Newsletters
- Random Acts of Kindness (January TBA, 2017) - Becky Bahnks, Facilitator

#### February

- Mid-term Progress Reports (February 8, 2017)
- PTO Boosterthon Kickoff (February 8, 2017)
- Wall of Hearts Drive for Children’s Hospital (February 6-10, 2017) – Becky Bahnks, Facilitator
- Class Group Pictures (February 9, 2017) - Kelle Perryman, Facilitator
- Valentine’s Day Classroom Celebrations (February 10, 2017) – CES Teachers, Facilitators
- PTO Boosterthon Fun Run (February 17, 2017)
- Weekly Teacher Newsletters/School Newsletters

#### March

- Spring Pictures (March 14, 2017) - Kelle Perryman, Facilitator
- Report Cards (March 15, 2017)
- Parent/Teacher Conferences/Early Dismissal (March 16, 2017) - Classroom Teachers, Facilitators
- Teacher PD (March 17, 2017) - No School for Students
- Spring Break (March 20-24, 2017) - Schools Closed
- PTO Mother/Son Event (March 31, 2017)
- Weekly Teacher Newsletters/School Newsletters

#### April

- PTO Breakfast Buddies Event (April 6, 2017)
- Progress Reports (April 13, 2017)
- Spring Classroom Celebration (April 14, 2017) - Classroom Teachers, Facilitators



- Kindergarten and 5th Grade Graduation Pictures (April TBA, 2017) - Kelle Perryman, Facilitator
- PTO Spring Book Fair (April TBA, 2017)
- Weekly Teacher Newsletters/School Newsletters

May

- ACT Aspire Testing Grades 3-5 (May 2-3, 2017) - Becky Bahnks, Facilitator
- Kindergarten Graduation Program (TBA) – Kindergarten Teachers, Facilitators
- 5<sup>th</sup> Grade Graduation Program (TBA) – Grade Level Teachers, Facilitators
- CES Field Day (May 12, 2017)
- School Wide PEACE Day (May 17, 2017)
- Report Cards Issued (May 24, 2017)
- Weekly Teacher Newsletters/School Newsletter

Additionally, each month CES provides to Parents:

\*Student's Classroom Folder Communication and Information

\*Email/Text/Phone Communication

\*Blackboard Communication

\*Updated Webpage Information

\*Classrooms can also earn incremental PEACE Days as part of our PARR Incentive Program

**Collegeville Elementary School  
Parent Involvement Committee Members**

Becky Bahnks– Parent Involvement Coordinator

Candi Coats – PTO President/Parent

Kim Wiltshire – Alumni Parent

LaToyal Robinson - Parent

Tanga Dreher – Parent

Kelle Perryman – Staff and Alumni Parent

Katie Thomas- Principal