

Hill Farm Elementary

Parent Involvement Plan

Working together we will

our students.

Hill Farm Elementary School

Principal: Mrs. Karen Metcalf

Assistant Principal: Lee Ann McDaniel

Parent Involvement Facilitator: Mrs. Michele Owen

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Parental Involvement Plan

Hill Farm Elementary School

The mission of Hill Farm Elementary is “to create lifelong learners and leaders together.” To achieve this goal, we promote and encourage parents and members of the community to be partners in the education and development of our children as we strive to meet the challenging standard of serving all children.

To help accomplish this goal, the school has developed a parental involvement plan 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)**. Parents, members of the community, students, and school staff collaborated on this document to reach the needs of all students and their individual diversities. Hill Farm Elementary School’s Parental Involvement Plan may include, but is not limited to, the following:

Parenting

Involve parents of students at all grade levels in a variety of roles – such as volunteers, resource people, judges in writing projects, and various other activities.

Examples at Hill Farm include:

1. Room-mothers: volunteers for teachers during activities, parties, field trips, special events
2. Parent Volunteers: help with making copies for teachers, helping gather resources, mentoring, volunteering in the classrooms, etc.
3. Watch Dog Dads: An invitation is extended to families (dads, grandfathers, etc) members to volunteer their time at the school helping in the classrooms, lunchroom, mentoring, recess, etc.
4. Community members to support the Rice Depot Program, Career Day, and other activities at our school.
5. Actively participate in the school PTO (Parent-Teacher Organization) which is free for all our members.

Communicating

Parents and faculty are encouraged to maintain regular, two-way communication throughout the year. Teachers will communicate with parents through a newsletter about what students will be learning in school each week. A school

newsletter will be sent home monthly to keep everyone informed of special dates and events. All elementary teachers 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. Administrators and/or counselors may contact parents regarding positive or negative behaviors that involve their child.

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

- *Provide informational packets with a variety of resources according to grade level. These packets will include items such as school calendars, schedules of special events, the interim testing schedule, the school compact, school handbooks, supply lists, learning expectations, etc. These packets will be given to parents at registration, open houses, or during conference times.

- *The district's website, www.bryantschools.org, will be made available to parents and guardians to provide information concerning the schools and the schools' activities. Each staff member will have a designated page with information about their classroom, upcoming events, and programs at the school. HFES parents are invited to use designated school computers and receive technology instruction.

- *Provide training & access to our Home Access Center (HAC), a website which allows parents to monitor their child's attendance.

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

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

- *Download the official Bryant Public Schools app to have a personalized window into what is happening in the district and at our schools. You can receive notifications and access the district directory.

Promoting and supporting responsible parenting

Hill Farm Elementary School will:

- *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 and in the counseling center.

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

*School counselors are available to help parents with child-rearing skills and understanding child development.

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

*HFES will provide information about developmentally appropriate learning activities regarding wellness of the whole child through a variety of communication means such as: school newsletter, BPS web site, speakers/programs, and other activities at the school. Areas that will be addressed during the year include, but are not limited to, nutritional meal planning, healthy food choices, benefits of physical activity, role play, and personal/social issues at home and school.

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

*Coordinate and integrate parental involvement strategies for preschool children through our HIPPO program.

*A district Parent Center is located at the Bryant Elementary Campus. Katie Brooks, our district's Parent Center Coordinator, can be reached at 501 653-5083.

*A school-based parent center will be housed in the counseling center.

Current items in the parent center:

* Parenting Videos and Books

*Homework Help/Tips

*Parenting Pamphlets

*Access to a computer/internet

*Community Resources

Parental Awareness in student learning

Hill Farm Elementary School will:

*Schedule regular "Parent Nights" where parents are given a report on the state of the school, an overview of curriculum, assessment, expectations of both parents and teachers, and how parents can assist and make a difference in his or her child's education.

Examples include:

* Title I Annual Public Meeting

* Report to the Public

*Family Math, Science, and Literacy Nights

*Technology training to demonstrate what students are using in the classroom and allow parents to

support the learning at home. (Example: How to use search engines.)

*Open-house meeting for parents the week before school begins.

*PTO events throughout the year.

Encouraging parental support and assistance

Hill Farm Elementary will encourage parental support and assistance in the following ways:

*Distribute copies of our parental involvement plan.

*Give the parents our policy that encourages 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 website that lists and matches the interests and availability of volunteers to school staff members. The survey that shows parental interests, frequency of wish to participate (may be only once a year), and listing options for those available to work at home will be included.

- a. A volunteer sign-up sheet will be located on the parental involvement website and then volunteers may sign-in at the office.
- b. All volunteers will receive training/instruction and agree to follow volunteer guidelines.
- c. Parents entering the building will be encouraged to volunteer their services as time allows.
- d. The resource list and survey will be included on the Parental Involvement Website.

*All students and parents will receive an "Elementary Parent/Student Handbook" outlining their rights and responsibilities which includes the school district's commitment to parental involvement.

Recognizing full partnerships between school and family

Hill Farm Elementary School recognizes that a parent is a full partner in the decisions that affect his or her child and family. Hill Farm Elementary will include parents by:

*Publishing the school's process for resolving parental concerns (defining the problem, the chain of command, and how to develop solutions) in the Bryant School District's handbook/agenda.

*Scheduling conferences at times agreed upon by the parents, teachers, and or principal.

*Including parents on the handbook/agenda committee to review and update handbook/agenda annually.

*Providing extra copies of the handbook/agenda so it will be available upon requests.

*Our school is made up of a diverse population, and parental involvement committee members from all groups will be invited and included.

*Parental Involvement meetings will be held at various times to allow equal access. Funds may be used to provide transportation, child care, or home visits, as the services relate to parent involvement.

*Involving parents on the ACSIP committee.

Collaborating with Community Resources

*A parent advisory commission made up of alumni parents and current parents will be established 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. Provide opportunities for our local businesses to support our school financially and/or with human resources.
- c. Ask for referral services.
- d. Publish partners of Hill Farm Elementary School in our newsletters and in the newspaper.
- e. Collaborate with our local Chamber Education Committee.

*Support the development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the school district by including parents in the ACSIP plan, Title I plans, handbook revisions, and in the PTO. Parent evaluation surveys will be disseminated at the end of each year and will be included as a part of the school/district evaluations of programs.

The principal of Hill Farm Elementary School will 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 parental involvement.

Designate a certified staff member at the beginning of the school year.

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 every four years to enhance the understanding of effective parenting. These two hours may be included in the teacher's required (60) sixty hours of staff development required by the state. The district will provide (2) two hours of staff development.

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.

Hill Farm Elementary School will annually review and update the parental involvement plan and give it to the superintendent.

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

Hill Farm School Events

Please check the weekly teacher newsletter and the monthly school newsletter for additional event information.

August

- 11 Open House – Meet Your Teacher
Watchdog Dads Sign-up – Michele Owen
22-Sept1 Peanut Butter Drive to support Rice Depot – Devin Sherrill

September

- 09 Wellness Meeting – Nancy Kohler
07 ACSIP Leadership meeting – Kim Akers
09 Parental Involvement Meeting- Michele Owen
15 Progress Reports – Teachers
21 ACSIP Leadership meeting – Kim Akers
24 Fall Fest – PTO Moms (Paula Arnold)
30 Lunch Bunch- PTO/ 5th grade parents

October

- 07 Pickles & Popcorn – PTO
13-20 Fall Book Fair – Michele Owen
18 Book Fair Grandparent's Day K-2 – Michele Owen
19 Book Fair Grandparent's Day 3-5 – Michele Owen
19 Report Cards Issued - Metcalf/McDaniel
20 OWL Lunch Bunch - PTO
Parent-Teacher Conferences – Teachers & Administrators
Parent Needs Assessment – Debbie Smith
Annual Report to the Public/ Title1 Meeting (*Review school-parent compact*) – Karen Metcalf
27 PTO Meeting - PTO(Paula Arnold)
Musical 2&3 - Candice Nugent
28 Fall Festival – PTO Moms (Paula Arnold)

November

- 04 Flu Clinic – Melissa Boyd
11 Progress Reports - Teachers
13 Owl Lunch Bunch – PTO
17 Family Thanksgiving Lunch
29 PTO Meeting – Paula Arnold
Christmas on the Hill – Paula Arnold

December

- 01 Christmas Parade - LeeAnn McDaniel
08 Musical K&1- Candice Nugent
PTO Meeting – Paula Arnold
15 Owl Lunch Bunch - PTO
19 Classroom Holiday Events/Activities

January

- 08 Report Cards – Teachers
13 OWL Lunch Bunch - PTO
PTO Meeting – Paula Arnold
Awards Programs (Semester) – Karen Metcalf

February

- 05 Progress Reports – Teachers
OWL Lunch Bunch - PTO
PTO Meeting – Paula Arnold
- 10 Valentine Candy Grams - PTO
- 14 Valentine Parties – Teachers
- 18 Daddy/Daughter Dance – PTO/ Michele Owen
- 16 Report Card - Teachers

March

- 02 Read Across America – Michele Owen
5th grade Musical – Candice Nugent
- 03 Pickles & Popcorn - PTO
- 08 School Skating Party – PTO/Michele Owen
- 09 4th grade Musical – Candice Nugent
PTO Meeting – Paula Arnold
- 15 Report Cards - Teachers
- 16 Parent/Teacher Conferences - Teachers

April

- 2 Report Cards – Teachers
- 15 OWL Lunch Bunch - PTO
- 17 Progress Reports - Teachers
- 21-28 Spring Book Fair - Michele Owen
- 25 Book Fair Grandparent's Day K-2 – Michele Owen
- 26 Book Fair Grandparent's Day 3-5 – Michele Owen
- 28 Spring Fling - PTO
Parent Involvement Meeting – Michele Owen

May

- 04 Owl Lunch Bunch - PTO
- 05 PTO HIPPIY Program – Cindy Rowlan
- 08 Career Day – Teachers and Counselors
Math/Literacy Night- Mollie Doolin, Michele Owen
- 15 School Survey – Michele Owen
- 19 Awards Programs (Semester) – Karen Metcalf
- 19 5th Grade Celebration – Karen Metcalf
- 24 Report Cards – Teachers

All Year:

- *Positive Communication with Parents
- *Email/Mail Communication
- *Updated Webpage Information

- *Monthly Good Character Awards
- *Weekly Awards from Teachers
- *Weekly Best Behavior Awards for art, music, library, and P.E. classes
- *Weekly Hill Farm Friday Morning Assemblies
- *Parenting Resources available in Parent Center (located in main office)

Hill Farm Elementary School Parent Involvement Committee Members

Michele Owen – Parent Involvement Coordinator
Samantha Herbner, Nathan Watkins – Counselors
Tara Begoon – Classroom Teacher
Nancy Kohler – P.E. Coach
Paula Arnold – Parent
Susan Dunbar – Parent
Melissa Lewellen - Parent
Melissa Boyd – Nurse
Debbie Owens – Community Member
Lee Ann McDaniel – Assistant Principal
Karen Metcalf - Principal

Parent Volunteer Survey

Parent Name: _____ Phone Number: _____
E-mail: _____

Student's Name: _____
Student's Name: _____
Student's Name: _____

Teacher's Name: _____
Teacher's Name: _____
Teacher's Name: _____

Please check all of the areas you would like to be involved in this year:

- _____ School Pictures – Fall/Spring/Class/Graduation
- _____ Assist at the Parent Center located at Bryant Elementary
- _____ Assist with Family Nights
- _____ Assist with Flu Clinic
- _____ Christmas and Valentine candy grams
- _____ Spring Talent Show
- _____ Field Day in the spring
- _____ 5th Grade Celebration in May
- _____ Publicity
- _____ Book Fair
- _____ Assist Teachers with misc. clerical duties such as making copies or flash cards
- _____ Help in the library
- _____ Work with students individually or in a small group on reading or math skills
- _____ Supervise a classroom for a short time
- _____ Share talents, interests, or hobbies with students
- _____ Discuss career information with students
- _____ Serve as parent representative on school or district committees
- _____ Donate /materials to the school
- _____ Translator for parent meetings
- _____ Class parties
- _____ Field Trips
- _____ I would prefer to volunteer by: _____

Please return the completed survey. Thank you for being involved in our school!