

**Salem Elementary School
Parental Involvement Plan
2016-2017**

Parental Involvement Committee

Members of the Parental Involvement Committee met on September 23, 2016, to review and revise Salem's Parental Involvement Plan for the 2016-2017 school year. A copy of this plan is posted on the school website and is available in the office at Salem Elementary School.

Members of the committee include:

Bobbi Dettmer - Counselor, Parent Involvement Facilitator

Paula Abernathy - Instructional Facilitator

Amie Horn- Second Grade Teacher

Amity Tyler- Fifth Grade Teacher

Crystal Martin- Parent

Paul Basco - Parent

Introduction

The mission of Salem Elementary School is to maintain a school environment in which all students will achieve proficiency on academic standards and develop positive character traits through the combined efforts of school and family. We recognize that a child's education is a responsibility shared by the school and the family. Because we know that parents who are involved in their child's education promote a higher rate of student success, we have developed this parental involvement plan to enhance the engagement of parents and to reflect the specific needs of the students at Salem Elementary School and their families.

This plan is designed in compliance with the requirements of Act 603 of 2003, Act 307 of 2007, Act 397 of 2009, and the federal requirements for Title I schools in order to:

- Involve parents of students at all grade levels in a variety of roles.
- Be comprehensive and coordinated in nature
- Encourage regular, two-way, meaningful communication between home and school
- Promote and support responsible parenting
- Support the role of parents in student learning
- Welcome parents and volunteers in to the school
- Recognize that a parent is a full partner in the decisions that affect his or her child and family
- Support the PTO and utilization of community resources
- Facilitate the implementation and evaluation of the parental involvement program.

Communication

We will communicate with parents the importance of their involvement in the education of their child(ren) in order to insure student success by providing informational packets. These informational packets, Building Connections, will be distributed each fall and to the parents of new students as they enroll. The packets will include an outline of the school's parental involvement program; recommendations concerning the role parents, students, teachers, and the school play in collaboration for academic success; suggestions for ways parents can become involved in the school and the education process; a schedule of activities planned

throughout the year in which parents are encouraged to participate; and a list of options available to parents and teachers for the purpose of ongoing two-way communication including but not limited to: school address, phone, and fax numbers; staff e-mail addresses; the district electronic notification system; the district and school web-sites and app; and the weekly student folder and classroom newsletters.

Parent Meetings -Report to the Public, Title I, Parents Make a Difference

We will schedule, at least annually, a where parents are given a report on the state of the school and an overview of the curriculum and learning expectations. The report to the public will be presented on October 14, 2016. At this Family Night parents are given an overview of what students will be learning and how students will be assessed including information about scheduled norm referenced and criterion referenced testing. We will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment. A family night is scheduled on October 14, 2016. An annual Title I meeting will be scheduled to outline the school's participation in Title I, the requirements of the program, and the right of parents to be involved. The Title I meeting will occur on October 14, 2016. A Family Night Book Fair event is scheduled in the spring in conjunction with the book fair on February 2, 2017.

Student Recognition

We will develop and implement a system for recognizing and rewarding the achievement of all students, including special education students, to include but not be limited to perfect attendance, Presidential Award for Educational Excellence, Heart of Salem award, weekly PAW Pride student, Student Council, and Student Ambassador program. We will inform parents of rewards and encourage them to participate in recognition events. The parents on the committee suggested that we have the end of the year awards assembly on field day during some of the down time during the day and only have separate ceremonies for K and 5th grade promotion. This will be presented to the principal for a final decision. We will invite all parents, including the parents of special education students, to attend scheduled academic competitions or arts performances, which are aligned with curriculum standards such as academic, physical, dramatic, and musical programs, and/or competitions. We will also provide opportunities for parents to eat lunch with their children in the cafeteria.

Parent-Teacher Conferences

Two parent-teacher conferences will be scheduled, one in the fall (October 20, 2016) and one in the spring of 2016 (March 16, 2017), to communicate student progress toward reaching curriculum goals. Additional conferences may be scheduled upon the request of parents, teachers and other faculty, or students. We will recognize parent participation in parent teacher conferences. Information concerning the course selection process for smart core and core classes will be included in the student handbook.

Professional Development

No less than two hours of professional development every four years as required by the Arkansas Department of Education will be provided for all teachers, including special education teachers, designed to enhance understanding of effective parental involvement strategies. Professional development will include information to address the differing parenting needs of various subpopulation groups. Professional development was scheduled during the January 2015 in-service and will be scheduled every four years thereafter.

(January 2019)

Resources and Services for Parents

We will provide parents with information about the services available through the district student services program, including the availability of personnel to make home visits in order to bring resources and information to parents of various sub-population groups. We will provide opportunities for parents of all students, including those receiving special education and Title I services, to meet and to discuss effective parenting strategies which foster academic success. Parents will be given information about community resources, which can play an important role in strengthening school programs, family practices, and student learning. We will make available parenting books, magazines, and other informative resources regarding responsible parenting. We will inform all parents of the availability of these materials in informative packets, on the school web site, or through classroom newsletters. Resources will be provided through a variety of media in order to address the needs of all sub-population groups. Skill review resources will be made available to parents at the school and through the Bryant Parent Center, located on the campus of Bryant Elementary School, to help parents assist children in their learning. A parent information area containing helpful resources for parents is located in the lobby at Salem Elementary School.

Volunteering

We will inform parents of our volunteer program through an annual Parent Volunteer Survey, which will include various ways parents can participate at school and at home. Each family will be encouraged to complete one copy of the survey. Teachers will be informed of the availability of parents who are willing to volunteer and will be encouraged to call on their services. A volunteer resource book including contact information for matching volunteers with school needs will be compiled and will be stored in the school office. Volunteers will be trained prior to serving. Volunteers who serve on the school campus will be asked to sign an agreement outlining volunteer responsibilities and guidelines. A copy of the agreement is included at the end of this document.

School Decisions

Parents of all students will be encouraged to participate in decisions made by the school. Parents will be invited to serve on comprehensive school improvement plan (ACSIP) and other committees, where they will have the opportunity to influence the development of school goals and priorities that impact all students, including students receiving Title I and special education services. Parents will be included on the school and district parental involvement committees.

Resolving Concerns

We will provide parents with the opportunity to resolve concerns with regard to the school. In the student handbook and district policy documents, parents and school staff will be informed of the procedure for resolving parent concerns.

Parent Teacher Organization (PTO)

The school administration and staff will support and enable the formation and function of a Parent Teacher Organization (PTO). Staff members will be informed of meetings and activities of the PTO and will be encouraged to participate.

School-Parent Compact

The school will jointly develop with parents a school-parent compact that outlines how parents, the entire staff, and student will share the responsibility for improved 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 standards. A copy of Salem's School-Parent Compact is included at the end of this document.

Transition into Kindergarten

A kindergarten readiness screener will be administered to all students entering kindergarten in the spring prior to beginning kindergarten in the fall. Teachers will meet individually with parents to discuss the results of the screener. Parents will be provided with resources and suggested activities that will support the development of kindergarten readiness skills. A parent meeting will be scheduled prior to school starting, at which parents will be given an overview of kindergarten expectations/standards and suggested ways to be involved in their child's education. The Qualls Early Learning Inventory will be administered to all kindergarten students in the fall, and teachers will meet with parents on October 20, 2016, to discuss the results of this assessment and how these results will be used to plan for each child's learning success.

Parental Involvement Facilitator

A staff member, serving as the building parent facilitator, will be designated to coordinate the school's parental involvement program. The parental involvement facilitator is Bobbi Dettmer, counselor.

Evaluation of the Parental Involvement Program

The Salem Parental Involvement Program will be reviewed and revised annually by the school's parental involvement committee. The committee will meet on September 23, 2016. The effectiveness of the parental involvement program will be determined through the parent volunteer log, percent of parent participation in parent-teacher conferences, student attendance rate, student achievement, and feedback on the parent volunteer survey. Documents from 2014-2015 parent-teacher conferences indicate near 100% participation. The average student attendance rate in 2014-2015 was greater than 95% and more than 1000 volunteer hours were logged. Information was not available for the 2015-2016 school year due to staffing changes. Reporting for the above criteria will resume in the 2016-2017 school year.

Salem Elementary School School-Parent Compact 2016-2017

Salem Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year 2016-2017.

School Responsibilities - Salem Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
2. Hold parent-teacher conferences on October 20, 2016, during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their child's progress at mid-term and at the end of each quarter.
4. Provide parents reasonable access to staff members who may be contacted by phone (501-316-0263) or electronically (www.bryantschools.org).
5. Provide parents opportunities to volunteer, observe, and participate in classroom activities.

Parent Responsibilities - Parents will:

1. Ensure regular school attendance each day from 7:55am to 3:17pm.
2. Monitor homework completion, television watching, and the positive use of extracurricular time.
3. Participate in the school's volunteer program.
4. Participate in decisions related to my child's education.
5. Stay informed about my child's education. Maintain two-way communication with the school by reading and responding as needed to notices from the school or school district received by my child, by mail, or by electronic means (phone, fax, text, e-mail, etc).

Student Responsibilities - Students will:

1. Come to school ready to learn.
2. Ask for help and accept the help that is offered.

3. Show respect for self and others.

School: _____ Date: _____

Parent(s): _____ Date: _____

Student: _____ Date: _____

Teacher: _____ Date: _____

**Salem Elementary School
Agreement for School and Classroom Volunteers**

Volunteer responsibilities:

1. I understand that my purpose when volunteering at Salem Elementary School is to help the teachers and staff with tasks that I am asked to complete.
2. I understand that I am not here to discipline my child or any other student. If there is a problem, I am to refer that problem to the teacher or to the principal.
3. I understand that I may be asked to volunteer in a classroom other than my child's. In order to support the needs of all students, I will not knowingly disrupt or interrupt the learning process.
4. I understand that teachers and staff have time scheduled for personal breaks and planning, and I will respect that time. If I need to speak with my child's teacher about a concern, I will schedule a time to do so.

I agree to the following guidelines:

1. I will not discuss any student other than my own child outside of the school and/or classroom. To do so is a violation of the 1972 Federal Rights Privacy Act.
2. I will not request or receive access to confidential information about any student other than my own child.
3. I will not criticize a teacher or other staff member in front of students.
4. If I have a problem or concern about the actions of a teacher or other staff member, I will only discuss my concern with that teacher or staff member or with the principal.
5. I will not knowingly act in a way that violates any policy of the Bryant School District.
6. I will sign in using the Raptor system and will sign out prior to leaving campus.

I, _____, understand and accept the volunteer responsibilities and guidelines. If I do not follow these guidelines and responsibilities, I understand that I may be asked to not volunteer.

Signature _____

Date