

AR
Ray/Phylis Simon Middle School (Conway School District)
1601 East Siebenmorgan
Conway AR 72032
501-513-6120

School Parent Involvement Policy

**This form was adapted from, *A Toolkit for Title I Parent Involvement.*
Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement.* Austin, TX: SEDL.**

Hint

District
Conway Public Schools

School Improvement Status

Grade Levels
5-7

Parent Involvement Coordinator
Janie Mason

Are you Title I Schoolwide?
 Yes
 No
 N/A

Percent of free and reduced lunch
55.73%

Parent Involvement Committee Members
(Select "Repeat" to open more entry fields to add additional team members)

Enter committee members

First Name
Jennifer

Last Name
Boone

Position
PTO President

Enter committee members

First Name
Kelli

Last Name
Brawley

Position
PTO Vice-President

Enter committee members

First Name
Susan

Last Name
Ablondi

Position
PTO Treasurer

Enter committee members

First Name

Jennifer

Last Name

Shelton

Position

PTO teacher- liaison

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 school will distribute information to parents using the Simon Middle School website that is developed with participation of the teachers and includes school news, a calendar of school activities, and parenting tips related to school achievement.
- The school will utilize the Simon Facebook page and website as well as the Conway Public Schools (CPS) App to share or distribute activities and information. Parents will be able to access their child's grades using Eschool. Parents also will be contacted through the CPS App and Remind app by teachers to inform them of other school related activities. Parents may use e-mail to communicate with members of the school staff.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide parents with reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.
- The school will use the student handbook, school Website, CPS App, and digital signage at the school entrance to inform parents of other events and meetings.
- Conway Public Schools hired a communication specialist to facilitate communication between the schools, the parents and the community.

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. (Must include the 2 state mandated parent/teacher conferences each year.)

- Teachers will hold conferences individually with parents in the school's gymnasium. Parents will be provided with information about class assignments, and an explanation of the interventions teachers are using to assist the child in reaching achievement goals.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Parent-Teacher Organization (PTO)
 - Book Fair helpers
 - Awards day presentation
 - Field day volunteers
 - Orientation presentations

- Open House
- Red Ribbon Week
- Fall Festival volunteers
- Spring Bash volunteers
- Choir and band concerts
- Various committees

3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

- The school will provide opportunities for parents and community members to support the instructional program through events such as club activities and volunteer opportunities.
- The school will provide a list of volunteer opportunities. Parents will receive brief training sessions to get information needed to participate as school volunteers.
- Professional development on parental involvement strategies is provided for teachers and administrators on a rotating basis.

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

- Students and parents sign the Conway Public Schools Student Handbook, which outlines expectations by faculty and staff. The handbook is developed by a committee and updated annually. Parents, students and school staff share in the responsibility for improving students' academic achievement.

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?

- A Leadership Team of teachers, counselors, and administrators meet a minimum of once a month to review the school improvement plan. A PTO member will be invited to help with the school improvement process and to help foster parental involvement.

6. How will your school provide resources for parents?

- Parents may check out materials, use the computer and smartphones using the CPS App to check grades, and visit educational websites.
- The school will distribute (digitally and/or paper copies) informational packets each year that include a copy of the school's parental involvement plan, a survey for volunteer interests, a list of 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...).
- As funds are made available, in an effort to promote and support responsible parenting, the school will 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.

- The school will maintain the parent center with resources which parents are able to take when needed.
- The school will include in its policy handbook the school's process for resolving parental concerns, including how to define a problem and whom to approach first.
- The principal of the school shall designate one certified staff member who is willing to serve as a parent facilitator.

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

- The Conway Public Schools will provide parents with a school culture survey. Parents are encouraged via email to complete the survey, which serves as a voice for the parents. Using the CPS App, several reminders will encourage parents to participate.
- The school will distribute (digitally and/or paper copies) informational packets each year that include a copy of the school's parental involvement plan, a survey for volunteer interests, a list of 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...). This encourages parents to be involved with the PTO and communicate parental involvement efforts.

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?

- Simon Middle School will review parent responses. The school will analyze the survey to determine where the school needs to focus in order to develop more parental engagement. The school will use the parent interest survey to evaluate opportunities for parental involvement activities.

9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)

not applicable

****After completion of this form, the school should print and submit to district for review and approval. Once approved, the school is required to post their School Parent Plan on their website.***