

## **Pangburn Elementary School**

### **Parental Involvement Plan**

**2009/2010**

**The staff at Pangburn Elementary recognizes parent involvement as essential to the effectiveness of the schools and recognizes that parents are the primary influence in a child's life. Therefore, families and school staff must work together as knowledgeable partners to provide a positive role for the success of the child. Parents of students of all grade levels will be included in a variety of activities that encourage active parental involvement.**

#### **I. Program Components:**

**To support the belief of the Pangburn Public Schools, the schools' parents, alumni, and community must work as informed partners. The Pangburn Elementary School Parental Involvement Plan will include the following components.**

- 1. Convene an annual meeting, at a convenient time, to which all parents of participating children must be invited and encouraged to attend to inform parents of the school's participation in Title I, the requirements of the program, and the right of the parent to be involved.**
  - A. Pangburn School will inform the parents, students and community members of Title I program requirements and parental rights to be involved at our Annual Report to the Public held each year between the months of August and November.**
- 2. Offer a flexible number of meetings, such as in the morning or in the evening. Funds may be used to provide transportation, child care, or home visits, as the services relate to parent involvement.**
  - A. Pangburn School employees a School Based Social Worker to provide transportation and child care as needed for parents who want to access parental involvement opportunities at our school. The Worker also conducts home visits as needed. She has funds available through the Title I program.**
- 3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school parental involvement policy and joint development of the school wide plan. If the school already has a process in place, it may use that process, if it includes an adequate representation of parents of participating children.**
  - A. A parental involvement committee is formed each year. Parents are invited to volunteer at the open house held in August of each year. A committee of five parents or community members will meet with an administrator and counselor at least annually.**
  - B. Parental involvement meetings will be held each year in August or September to review the parental involvement plan and make changes as the committee decides.**

- C. The reviewed plan will be made available to all patrons of the district on the school's website, published in the local newspaper made available to parents in paper copy at the annual report to the public.
- 4. Provide parents of participating children: Timely information about Title I programs. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
  - A. Provide informational packets at the beginning of the year to each parent that includes :
    - a. The school's parental involvement program
    - b. The recommended role of the parent, student, teacher, and school(Parent Compact)
    - c. Ways for the parents to become involved in the school and his or her child's education
    - d. Activities planned throughout the school year to encourage parental involvement
  - B. At the Annual Report to the Public parents will be informed about the Title I program at Pangburn School. The Title I report will also be published in a local newspaper annually.
  - C. A report outlining the description and explanation of the curriculum in use at Pangburn Elementary School and the forms of academic assessment use to measure student progress will be given annually at the Report to the Public. That report will also be published in the local newspaper. The proficiency levels students are expected to meet will be addressed annually at the Report to the Public. The proficiency levels will be published annually in the local newspaper.

## **II. Volunteer Plan:**

- A. Parents will participate in PTO groups.
- B. Parents will participate on site-based committees such as ACSIP and Wellness Committees.
- C. Parents will be surveyed annually regarding their needs and their perceived needs on behalf of their children.
- D. Parents will be surveyed annually regarding their interest in volunteering at the school.
- E. Parents will participate in the development of the Parent Involvement Plan.
- F. The district will provide annual training for volunteers.
- G. Parents will participate in events such as fund raisers, celebrations of success, open house, field trips, class parties, programs, PTO meetings, Fall Festival, etc.
- H. A volunteer sign-in book and resource book is located in the elementary office for volunteers to sign-in each time they volunteer.
- I. The school will work with community/business members to help with and promote activities to strengthen school programs, family practices, and student learning.

## **III. Activities and Events**

- A. Two Parent/Teacher conferences will be held each school year (one in the fall semester and one in the spring semester).
- B. Each parent will be contacted with a note,telephone, or in person with details for each parent/teacher conference.

- C. Information about student performances such as Tiger Cubs, music programs, field trips, Red Ribbon Week are sent home in a note as well as being posted on the website and on the sign at the school.
- D. A monthly newspaper that is produced by the journalism class is mailed to the district patrons. The newspaper contains information for patrons of upcoming events and records of success that students have attained.
- E. Benchmark assessments, as well as AIP's and IRI's, will be given to parents at Parent/Teacher Conference night where the results can be explained by the teacher or counselor.
- F. To help parents assist students, a Benchmark Assessment night will be held before testing time to inform parents how to help prepare their child for Benchmark testing.
- G. Parent Center workshops will be held where parents will be trained in how to access their children's grades online. Computer for parent use are available in the parent center. The computers are available Monday-Friday from 8:00 a.m. to 4:00 p.m. and by appointment after office hours.

#### IV. Resource Materials

- A. The guidance counselor, school-based social worker will provide information to community members and parents on, but not limited to following topics:
  - a. Parenting strategies
  - b. Healthy lifestyles
  - c. Center for Effective Parenting Strategies
  - d. Web- sites for additional resources
  - e. Anger Management

#### V. Informational:

- A. The student handbook will be given to each student. The handbook contains information on the following topics: School philosophy, code of ethics for students, and school song and colors, student rules policies and procedures for students, and curriculum and instruction policies and procedures.
- B. The school calendar is available on the website and in hard copy by request.
- C. A list of teachers with their email addresses is available on the website and provided by the advisors.
- D. Parent Center information is distributed at Open House.
- E. All information sent home will be in a language that the parent can understand.

#### VI. Parent Center

- A. Brandi Gallegly is the parent center and school-based social worker. The center is located in the counselor's suite in the High School building at 1100 Short Street.
- B. The parent center is open Monday – Friday, 8:00 a.m.-4:00 p.m. and after office hours by appointment. Computers are located here for parents to use to check student grades.
- C. The parent center coordinator may be reached at 501-728-3513 ext. 269 or via email at [bgallegly@pangburnschools.org](mailto:bgallegly@pangburnschools.org)

#### VII. School Policies

- A. School policies do not discourage parents and community members from visiting the school. Guidelines for visiting are posted on the buildings and in the student handbook.

- B. School policies stating the process for resolving parental concerns is detailed in the student handbook.**
- C. Annual staff development in effective parental involvement strategies is required by and provided by the district (two hours for teachers and three hours for administrators).**

**VIII. Facilitator**

**The Superintendent shall designate one staff member to serve as the parent facilitator for the school each year. The parent facilitator will encourage and welcome parental engagement and involvement as a valued asset to the school' success.**