

Caldwell Elementary School  
Parental Involvement Plan  
2015-2016

Parental Involvement Committee Members

Jennifer Almond, Assistant Principal  
Alayna Ambort, Counselor  
Candy Sample, Nurse  
Jill Byrd, Kindergarten Teacher  
Rachel Wooten, 4<sup>th</sup> Grade Teacher  
Melissa Berry, Parent  
Joanna Ashley, Parent  
Marci Yates, Parent

Title 1 Funding

No Title 1 Funding

**1. List various communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.**

Caldwell Elementary School recognizes that communication between home and school should be regular, two-way, and meaningful. Information is distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand. Parents are provided information through e-mail, phone calls, newsletters and the school website. We will also conduct two parent/teacher conference meetings during the school year to engage parents in meaningful dialogue about the progress of their children.

Pursuant to Act 35 of 2004, each teacher in our district is required to have no less than two hours of professional development designed to enhance understanding of effective parental involvement strategies. These two hours may be included in the thirty hours required for each certified employee. We also provide mentoring of new teachers annually with training on how to conduct parent teacher conferences to provide meaningful communication with parents.

Additional District Communication:

Annual Report to the Public (Jennifer Almond)  
Student handbooks (Allison Pepper-Teacher and Jennifer Almond)  
Calendar of events for the year (Diane Lovell)  
Progress reports at 4 ½ weeks into marking periods (each teacher)  
Weekly folders (each teacher)  
Report Cards (each teacher)  
Edline (each teacher and Sherri Fite)  
Home Access Center (HAC) (each teacher and Sherri Fite)  
District and School Websites (Sherri Fite)  
Local Newspaper (Angela Trotter)  
School Wide Phone Announcements-Alert Now (Diane Lovell and Central Office Staff)  
Music Programs-daytime and evening presentations (Mandy Hill)  
Interpreters for ESL families (Carmen Phelps)  
Interpreters for hearing impaired families (Donna Chastain)  
Invitations to Open House (Diane Lovell)  
Marquis sign (Enos Sanders)  
New Parent Orientation Meeting held in August (Diane Lovell and Jennifer Almond)  
Remind 101 Texting (each teacher)  
Watch DOGS kick-off event (Jennifer Almond)

- 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.)**

New Parent Meeting-Diane Lovell and Jennifer Almond  
Open House- Diane Lovell  
Watch Dog Kick Off Event-Jennifer Almond  
PTO Meeting with Annual Report to the Public-Jennifer Almond  
Fall Parent Teacher Conference Night-Set by district...Mark McDougal  
Spring Parent Teacher Conference Night-Set by district...Mark McDougal  
Music programs with multiple performance times to accommodate parents-Mandy Hill

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

Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.

The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Parents are welcome in Caldwell Elementary School, and their support and assistance are sought. We have many volunteer programs throughout the district. Some examples are Parent Teacher Organizations (PTO), Watch DOG Dads, and Classroom Volunteers.

A volunteer handbook with important information on effective volunteering, district policies, and frequently asked questions is provided for school volunteers. The district provides Parent-Teacher Organization training, Watch DOGS are trained by the Top Dog. This often helps parents feel more comfortable volunteering in our schools. (Jennifer Almond)

- 4. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan?**

- To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. (Diane Lovell)
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (Melissa Berry, President)
- Coordinate and integrate parental involvement strategies with parental involvement strategies under other programs, such as the Watch DOGS program. (Jennifer Almond)

## Other Volunteering Opportunities

- Benton AGATE (Morgan Roseberry)
- Hearing/Vision Screening and Flu Shot Clinics (Candy Sample)
- Book Fairs (Kellie Beggs)
- Picture Day (Tammy Robinson)
- Field Trips (Each Teacher)
- Reading Rewards Parties (Melissa Berry)
- Good Citizen Rewards (Joanna Ashley)
- Set design and construction for music performances (Mandy Hill)
- PE physical fitness testing (Jeannie Sims)
- Green team projects, including school garden (Morgan Roseberry)
- Fall Festival (PTO)
- Variety Show (Mandy Hill)
- Little Rockers (Jeannie Sims)
- Testing Week Celebrations (PTO)
- Track and Field Day (Jeannie Sims)

### **5. How will your school provide resources for parents?**

- The school will distributed Informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, 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, e-mail...). (Tammy Robinson)
- To promote and support responsible parenting, the school shall, as funds are available: 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. (Alayna Ambort)
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. (Jennifer Almond)