

AR
 Brookland Middle School (Brookland School District)
 310 N. Oak
 Brookland AR 72417
 870-932-2080

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

Brookland Public Schools

School Improvement Status

Meets Standards

Grade Levels

3rd, 4th, 5th, 6th

Parent Involvement Coordinator

Donna Mason

Are you Title I Schoolwide?

- Yes
- No
- N/A

Percent of free and reduced lunch

37%

Parent Involvement Committee Members

(Select "Repeat" to open more entry fields to add additional team members)

Enter committee members

First Name

Donna

Last Name

Mason

Position

Parent Center Facilitator/5th Grade Teacher

Enter committee members

First Name

Randy

Last Name

Oxford

Position

Middle School Principal

Enter committee members

First Name

Danna

Last Name

Johnson

Position

Parent/PTO President

Enter committee members

First Name

Shellie

Last Name

Gibson

Position

Parent/PTO Vice-President

Enter committee members

First Name

Brian

Last Name

Clem

Position

Parent

Enter committee members

First Name

Josh

Last Name

Gallion

Position

Parent/School Board Member

Enter committee members

First Name

Carrie

Last Name

Romines

Position

6th Grade Teacher

Enter committee members

First Name

Dana

Last Name

Butler

Position

6th Grade Teacher

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

- Each team of teachers will distribute a weekly newsletter that contains the assignments for that week for the students. (Contact: Classroom Teachers)
- Once a month the team newsletter will contain the calendar of events from the principal including times, dates and events that Middle School Students are involved in.
- The principal will attend the first PTO meeting of each year and all subsequent meetings that he/she is invited to to set goals and expectations for both the PTO and the school, share the vision of the school and plan for upcoming events.
- During the spring semester of each school year, the principal, teachers, parents, and students will have a Parent-Student Handbook meeting. Each of these groups will have influences on the school's policy, and a sign-in sheet and agenda will be kept on file in the principal's office of this meeting.
- Teachers and the RTI committee will notify parents when students fail to show progress on one or more of the identified essential skills and set up a meeting with the parents to determine strategies to alleviate those deficiencies.
- The school will maintain a website that contains a calendar of events and helpful links to student information and contact information for parents, teachers, and staff. (Contact Leslie Reed 870-932-2080 ext 3)
- The school will use TAC to allow parents to monitor student grades and access information about assignments and other important information about their child's class. (Contact: Middle School Secretary Angie Brown 870-932-2080 ext 128)
- The school will send parents report cards/progress reports every four weeks containing student academic progress.
- Teachers will routinely contact parents about their child's progress and academic standing.
- The counselor will send home a letter at the beginning of the year explaining the state mandated test to parents and inviting them to call

or contact with any questions they may have.

- The principal will hold a parent orientation for the 2nd grade parents at the end of the school year for transitioning purposes and to allow for questions and suggestions for incoming students.
- The school will use One Call Now text alert system for school events and awareness of information for the Middle School (Contact: Superintendent Keith McDaniel 870-932-2080 ext 112)
- The school will use the student/parent handbook, the website, student announcements and parent meetings about the Schoolwide Title I plan, copies will be made upon request for the handbook and Title I plan. The handbook will also be posted on the website.

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.)

May 16, 2017 6:00pm to 7:00pm- 2nd Grade Parent orientation for the Middle School, the principal will showcase the programs for kids, give advice on being a successful Middle School student and have sign up sheets for the avenues of involvement for parents.

STATE MANDATED- October 20th parent/teacher conferences 2:00pm-8:00pm

STATE MANDATED- February 16th parent/teacher conferences 2:00pm-8:00pm

Parent nights will be held by 3rd, 4th, 5th, and 6th grade (October 13, 2016 from 6:00 - 7:00) to showcase learning strategies and involve parents in the processes used to address all learners. The evening will include a session with the principal that displays data and reasoning behind the school decisions for instruction.

Parents will be notified by phone or letter from the counselor about volunteer opportunities 6 times throughout the year (August) for our Positive Behavior Intervention System reward events.

During Open House August 11th, 2016, teachers will present the parents with student test scores and an explanation packet for the family to better understand the student outcomes.

Parents of students that do not meet "readiness" in Math, Literacy and/or Science will be provided with a chance to meet with the principal about their child's AIP. Parents will be notified by mail and meeting times will be set up by appointment.

Through the school calendar and teacher newsletters parents will be encouraged to participate in these student events and activities:

- Boys intramural Football
- Boys intramural/travel Basketball
- Watch D.O.G.S. (Dads of Great Students)
- Girls Intramural & Travel Volleyball
- Girls Try-Out Cheerleading Squad
- Girls Travel Basketball
- Honor Choir
- Cat Class (Referral & Selection)
- Clubs: Cats for Christ, Bearcats for Paws, Student Council, Scratch Out Bullying, Art, Chess
- Book Fair Family Night 2 (September 27 5:00-7:00)

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

- The Middle School will provide the Watch Dog Dads program for fathers and grandfathers of our students to provide in classroom support for students on September 29, 2016 from 6-7:30. Information will be provided by the school principal, teacher newsletter and student announcements. (Contact: Middle School Principal Randy Oxford 870-932-2080 ext 130),
- The Middle School will provide PBIS events for parent volunteers to be a part of the positive behavior awards for students. The information will be communicated to PTO and through teacher newsletter postings online. (Contact: Counselor Adam Rigney or Counselor Dana Ford 870-932-2080 ext 138)
- 2nd Grade Parent Orientation night will include information about PBIS event volunteers, Parent nights and many other events that students will be participating in. (Contact: Principal Randy Oxford 870-932-2080 ext 130)
- Parents will be provided information of these events and how they can participate by flyer and by online posting of the middle school website and student announcements:
 - Watch D.O.G.S. (Dads of Great Students)
 - Boys Intramural Football
 - Girls Intramural & Travel Volleyball
 - Boys Intramural & Travel Basketball
 - Girls Travel Basketball
 - Girls Try-Out Cheerleading Squad
 - Honor Choir
 - Cat Class (Referral & Selection)
 - Clubs: Cats for Christ, Bearcats for Paws, Student Council, Scratch Out Bullying Club, Art, Chess
- STATE MANDATED: During the 2nd Grade Parent Orientation and with the end of the year parent letter from the principal, the parents will be given instruction on a number of research based strategies to boost reading skills at home and address math problem solving in the same setting. Information about nutrition, parenting websites and where they can get access to the Arkansas Department of Education website tools for parents.
- STATE MANDATED: Teachers will receive at least 2 hours of professional development designed to increase parent engagement for students a minimum of once every five years. Administrators will receive no less than 3 hours of professional development for parent engagement for the purposes of further involving parents in the school's initiatives for student growth a minimum of once every five years.

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

- During the spring semester of each school year, the principal, teachers, parents, and students will have a Parent-Student Handbook meeting. Each of these groups will have influence on the school's policy, and a sign-in sheet and agenda will be kept on file in the principal's office of this meeting.

- Two meetings will be held, one in the fall and the other in spring, to review the parental involvement plan. The committee consists of parents, educators, counselors, parent center facilitator, and the principal. The meeting will help to make adjustments to the parental involvement plan and discuss ways to get parents more involved. Sign in sheets from these meetings will be kept in the principal's office.

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?

During the spring semester of each school year, the principal, teachers, parents, and students will have a Parent-Student Handbook meeting. Each of these groups will have influence on the school's policy, and a sign-in sheet and agenda will be kept on file in the principal's office of this meeting.

STATE MANDATE: The school will enable the formation of the Brookland Middle School Parent Teacher Organization and will foster good communication and relationships with this entity. The PTO will be asked to be representative of the School Parent Compact committee.

6. How will your school provide resources for parents?

- Parents are encouraged to use the school as a community center at hours that are convenient for them. Computers are made available and materials are free of charge to parents in the parent center. Parent surveys and administrative availability are used to allow parents voice in how the school can best meet their needs.(Contact: Parent Center Facilitator Donna Mason 870-932-2080 ext 3)
- STATE MANDATE: Packets are made available in the office for parents. Information about school initiatives and goals are included. The handbook is provided online and in print if requested. The handbook provides contact information (email, phone, etc). Other information is gathered from the counseling center and administrative offices. (Contact: Middle School Principal Randy Oxford 870-932-2080 ext 130 about handbook or Leslie Reed 870-932-2080 ext 3 about handbook online)
- STATE MANDATE: The parent center is stocked with a plethora of information about parenting. Books, magazines and other materials are always available to parents 8:00-3:05 each day and as night events occur. The parent center is at the front of the building across from the middle school office.
- STATE MANDATE: The school's handbook provides information about contacts at the school and encourages parents to contact the building principal at anytime they may have a question or concern.
- STATE MANDATE: The principal has designated Donna Mason as parent facilitator for Brookland Middle School. (Contact: Parent Center Facilitator Donna Mason 870-932-2080 ext 3)

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

On August 11, 2016 parents will be provided with information about how the district is using it's Title I funding and the principal will facilitate a discussion about goals and the decision making process that is involved. After this review parents will be asked to give feedback and also given contact information so that ideas can be given at any time. Parents will also be surveyed throughout the year and given the opportunity to help the Middle School in the formation of Title I initiatives for the building.

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?

The school will provide parents with several avenues to suggest interest areas for parental involvement. A parent survey of interest will be given and the information used to create new modes of involvement for parents. The ACSIP meetings at the beginning of the year will be used for suggestions and to make plans.

(Contact: Principal Randy Oxford 870-932-2080 ext 130)

Sixth grade students at Brookland Middle will be given secondary orientation in May and provided with information about class selection. Materials about classes and graduation requirements are sent home during this time. (Contact Principal Randy Oxford 870-932-2080 ext 130)

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.)

August 11, 2016 from 4:45 to 5:00 pm the Annual Title I Meeting will be held at the school for parents.

The meeting will include a break down of the Title I monies, how they are spent and the decision making process that led to the decisions. (Contact: Principal Randy Oxford 870-932-2080 ext 130)

Parents will be encouraged to give feedback and be given information about how to contact the school if they have feedback in the future.

Parents are given information of how the Title 1 Program can help their child and how they can volunteer at school.

****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.***