

## Rivercrest School District

### Parent and Community Engagement Policies

2017-2018

#### District Parent Involvement Planning and Review Committee

Andre Harris --- Parent  
Thelma Benson --- ACSIP Chair -RES  
Tom Bennett --- Principal  
Dixie Baker --- Principal  
Gloria Phillips –Principal  
Portia Routon --- District Parent Coordinator  
Renella Clemons --- Central Office Administrator  
Debbie Girdley – Homeless Liaison/Social Worker  
Kaci Jones – Parent Facilitator  
Jerri Gann - Parent  
Lora Jones – ACSIP Chair – RHS  
April Gray – Parent  
Erica McClain – Parent  
William Fortson – Principal  
Tracey Gore– Parent  
Lynzie Herron – Parent  
Brooke Barnett – Parent

#### **Goal 1: How will the LEA foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement?**

**The contacts concerning the Parent Involvement Plan are: Renella Clemons, Federal Coordinator, 870-655-8633 and Portia Routon, District Parent Coordinator, 870-655-8621.**

1. The District Parental Involvement Policy is developed by a committee of parents and practitioners. The policy is disseminated to all parents via a Family Packet to be taken home by each student and is posted on the District website.
2. The policy is reviewed by the parent involvement committee at mid- year (February) to

determine progress toward implementation and in the spring (May) to update for next year's Title I program. Each school has a parent involvement committee who reviews the plans annually in conjunction with ACSIP planning.

3. Funds are reserved for parent involvement – Even though the District allocation does not reach the \$500,000 threshold, funds are allocated to each Title 1 schools for parent involvement activities.

4. The District Parent Coordinator conducts monthly parental involvement activities with the Preschool/ABC programs in the District. Pre-school parents are also included in the schools' parental involvement activities through the year.

5. A parental involvement contact person is established at each Title I school: Kaci Jones, Rivercrest Elementary; and Leslie Lancaster, Rivercrest High School.

6. The annual review of the effectiveness of the parental involvement plan is conducted by the committee and through the analysis of Parent Surveys. The survey results are used to guide in revisions and in planning.

7. The district parental involvement committee creates the parental involvement policy and facilitates the implementation of parental involvement activities. The District Parent Center located in the Rivercrest Elementary School provides materials for parents and the District Coordinator disseminates information to the community to promote parental involvement. The Coordinator meets with the parents at the Open House/Public meeting at each school. The District coordinator and the school parent facilitator work with parents and staff in planning activities to promote parent involvement.

8. All parents including the parents of children with disabilities or limited English proficiency have the same access to information as other parents. The LEA supervisor works with parents of children with disabilities and information to parents of limited English proficiency is available in their native language.

9. Parents are members of the School Improvement (ACSIP) planning teams at the school and district level. The teams meet at a minimum of twice yearly for review and planning (February and May).

**Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?**

1. The District Parent Coordinator, Portia Routon, attends school and/or district parent involvement activities. She provides a notebook to each parent facilitator to be used for parent involvement documentation and checks it periodically. The schools provide a calendar of planned activities which the District Coordinator supports by attending and assisting in the implementation of the parental involvement practices. Mrs. Routon conducts a minimum of monthly site visits.

2. The District Parent Center located at the entrance to Rivercrest Elementary School and the parent corner at Rivercrest High School located in the 7-12 library provides materials to assist parents in training and for support of academic achievement. The District Parent Coordinator visits the communities with the Book Bus which provide materials for check out to support academic achievement of students. The staff receives two hours of parent involvement training as prescribed by the ADE calendar. Efforts are made to develop a parent organization at each campus.

3. Teachers receive two (2) hours of professional development as per the State schedule to enhance their understanding of effective parent involvement strategies. Administrators will participate in of two (2) hours of professional development as per the State schedule to enhance effective parent involvement and to give leadership in setting the expectations of creating a climate conducive to parental participation. Communication with parents occurs in the following ways: Parent/Teacher conferences ( October and March) each year; distribution of Family Information Packets including the Parent Involvement Policy to each students; letters as appropriate such as: "Right to Know" letters, School Status letters and Highly Qualified Teacher status notification; information on the District and Schools websites; online student progress reports; Public meetings; Open House at each campus; announcements using local media; phone and e-mail contact; District Facebook.
4. To the extent possible, information is sent home in a language which the parent can understand, including written communication in the parents' native language.
5. Information about adult literacy training is available in coordination with the services of Arkansas Northeastern College.
6. A copy of the Parent Involvement Policy is sent home in the Family Information Packets and is available on the District Website – [www.rivercrestcolts.org](http://www.rivercrestcolts.org)
7. Each Title I school's Parent Involvement Policy is sent to the District Office for review. Agendas, minutes and sign in sheets are kept for documentation of the planning and development of the plan. Parent activities occur at flexible meeting times to attempt to meet the schedule of the parents. The School Improvement Plans (ACSIP) for the District and the schools are available on the District website. Additionally, a calendar of school events is provide to parents via the web and calendars and newsletters sent home by the students. A School/Parent Compact is developed jointly and is a part of the school handbooks which are provided to every student. Documentation of receipt of the document is maintained. Parents are provided training in the use of the online progress report and on the navigation of the District and Arkansas Department of Education websites. Parents are notified about student absences in real time via an online messenger system available at each school site. Literacy, math and science nights are provided at each school for parents. Teachers and administrators work with parents in understanding test data which is used to guide instruction to meet the needs of the students. Parents are invited to visits their child's classrooms. Requests for volunteers are made through the information in the Family Information Packets. A workshop for volunteers is conducted at each school. Parent activities occur at various times throughout the day: morning, afternoon or night to meet the various schedules of the parents. School meetings (August, February, and May) are held to inform parents to their right to be involved in the development of the parent involvement plan and to encourage participation. The parent coordinator attends and participates in each school's Open House (in August or September) to promote parent involvement.

### **Goal 3: How will the district build the school's capacity for strong parental involvement?**

1. Parents are informed at the annual public meetings of the national, state and local education goals. Parental rights are included in the "Right to Know" letters which are sent to parents. Those letters are also available on the District website - [www.rivercrestcolts.org](http://www.rivercrestcolts.org) Parents given information to access the Arkansas Department of Education website, [www.arkansased.gov](http://www.arkansased.gov) , which contains detailed information about state goals and parents' rights.

2. The District Parent Coordinator works with parents at each school in the development of the school parent involvement plan by attending the School Improvement meetings and by facilitating specific parent group activities. The Coordinator also assists in the organization of Parent groups such as PTO.
3. The District works with Alumni in efforts to promote support, guidance and interest in the school system. District personnel engage with community leaders to foster a partnership between school and community. Community entities are encouraged to develop partnerships with the schools.
4. Parent activities at each campus are designed to help parents become full partners in the education of their child. Resources are used to encourage parent participation and to provide materials to assist parents in their role as the child's first teacher.
5. An annual survey is conducted to provide input from parents concerning their level of satisfaction with parent involvement in the district and to solicit input for improvement. The survey is conducted either by paper / pencil or by the completion of the survey online. The results are tabulated and studied by the parent involvement committees for planning and for improvement.
6. Reasonable funding is available to provide the resources needed. When the plans for the year are finalized, the budgets from the previous year are examined to determine if funding needs to be adjusted.
7. The district uses a combination of Title 1, NSLA, ABC, and local funds to support parental involvement. The schools use a purchase order process to request funds for support of parental involvement. Each school has a budget based on the plans for the year. The District Parent Coordinator coordinates the provision of needed resources at each school.
8. Parents are to use the chain of command in dealing with school issues; teacher, principal, superintendent, school board.

**Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?**

1. Parents are surveyed annually. The End of Year survey included the following questions: 1) Has the academic quality of the school improved this year? Please comment. 2) Has the participation of parents increased? Please comment. 3) Do barriers exist that hinder greater participation by parents? Please give specific documentation or comments.  
A second survey was conducted in the first quarter of the year with the answer options of "Strongly Agree", "Agree", "Disagree", or "Strongly Disagree" or a "yes" or "no" response to the 13 statements pertaining to school/parent involvement. A comment section is included with each question.
2. At the Parent Involvement Planning meeting, the results of the survey are studied and analyzed to assist in improvement of the policy and plan. The District parent coordinator, Portia Routon, facilitates the development and analysis of the survey. Representatives from each school, including parents and staff, assist in this process.
3. Each school's parent facilitator is provided a parent involvement notebook by the District

Parent Involvement Coordinator to collect parent participation documentation. Each meeting or workshop is documented with an agenda, minutes and a sign in sheet. The District Coordinator helps in organization of the documentation. Each school's and the District's parent involvement policies are reviewed by parent committees and revised for improvement. Those parents are also on school improvement planning committees at the school and district level.

4. The summaries of the parent survey are used to evaluate the effectiveness of the parent involvement at each school and to use the results for revision of the Parent Involvement Plan. The District Parent Involvement will analyze the results of the survey to determine strategies to improve in the identified areas needing improvement.

5. At the District Mid-year review and the end of year planning meeting, the implementation and revisions of the ACSIP plans are discussed. A parent survey is conducted annually. A committee of parents, community members, along with school and district staff members receives a report of the parent activity evaluation. The committee members disseminate the results to other parents, staff and community.

**Goal 5: How will the district involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)?**

1. Parents from each school serve as members of the district ACSIP committee to develop the Title 1 application. Meetings are conducted a minimum of one time a year, usually in May. Agendas, minutes and sign-in sheets are retained. In the meeting, each school presents their priorities for improvement and the committee addresses the support which the District will provide for implementation and support of the programs. The use of federal funding and other supplemental funding is discussed. The value of input from parents in the development of the plan is emphasized.

2. Efforts are made at each school campus to recruit parents to serve as members of the district Parent Advisory Committee. The District Parent Coordinator and Federal Coordinator work with each school in this effort. Communication to parents is accomplished in various ways including: Formal letters and/or emails, phone calls, digital messages are sent to parents inviting them to serve on the advisory committee.

3. Community members are invited to become a part of the advisory committee. As plans develop, the partnership between community, parents and the schools is promoted.

4. An annual survey is conducted to provide input from parents for improvement of the district effectiveness. A summary of the survey is prepared and used for future planning.