

# Alma Intermediate School

## Parent and Family Engagement Plan 2021-22

**Challenging and Preparing Our Students-** We believe that a partnership must exist between our parents and our school. We promote positive communication between the school and our students' homes. The school provides a variety of opportunities for parents to be involved in activities supporting our school. As educators, we will provide resources to parents that are relevant to students' learning. It is our goal to provide an atmosphere where parents are able to provide meaningful input and to assist in problem solving. We view parents as joint policy and decision makers and plan to emphasize their roles as advocates.

**Gathering Information to Support the Parental Education and Involvement Plan**—The Title I Parental Involvement Committee, consisting of school parent coordinator, teachers, administrators, parents, and community members met to analyze data from surveys and discussions with teachers, administrators, parents, and community members. Using this data, the committee led a process to develop the following list of services and activities to promote parental involvement and provide additional support for student learning: The Alma Intermediate School houses grades three through five. Currently, Alma Intermediate School's improvement status is Needs Improvement. We are school-wide Title I and have 59% free and reduced lunch status. Kristin Wagner is the Parental Involvement Coordinator with the committee members as follows:

Kristin Wagner - Counselor  
Kim Loughridge- Principal  
Ralynn Wilkinson - Assistant Principal  
Sondra Friend - Literacy Specialist  
Tami Adams - Parent  
Dallas Smith - Parent  
Deidre Underhill - Parent

### **1. School staff will use a variety of communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction.**

- The District/school will post on its website information for parent access including:
  - a) Arkansas Comprehensive School Improvement Plan (ACSIP);
  - b) Description of how the school will use National School Lunch Funds and state categorical funds for the current and previous school year (ACSIP);
  - c) The school's annual report card;
  - d) Teacher qualifications;

- e) A parent-friendly explanation of the school's improvement status and an explanation for why the school is identified and what the school is doing to be removed from school improvement;
  - f) The identification of any supplemental educational services available;
  - g) The school's parent involvement policy (plan) along with informational packets as required by AR State Law;
- The school will send brochures and newsletters home with students, utilize social media to post notices as well as post notices in school facilities, public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings.  
The school shall prepare an informational packet to be distributed annually to the parent of each child in the school, appropriate for the age and grade of the child, describing:
    - a) The school's parental involvement policy (plan);
    - b) The recommended role of the parent, student, teacher, and school;
    - c) Ways for the parent to become involved in the school and his or her child's education;
    - d) A survey for the parent regarding his or her interests concerning volunteering at the school;
    - e) Activities planned throughout the school year to encourage parental involvement; and
    - f) A system to allow the parents and teachers to communicate in a regular, two-way, and meaningful manner with the child's teacher and the school principal.
  - The school will send parents their child's test results and standardized test scores.
  - The school will provide to parents reports/report cards every quarter with information regarding their child's academic progress and upcoming classroom and school events.
  - The school will distribute a newsletter to parents. It will include school news, a calendar of school activities, and parenting tips relating to school achievement such as homework tips, organizational skills, and study skills.
  - Each teacher will periodically send to parents, student papers and work samples.
  - Teachers will contact parents on an individual basis to communicate about their child's progress. Teachers will conduct at least two (2) student led parent conferences each year and parent/teacher conferences as needed.
  - The school's handbook will include the process for resolving parental concerns including how to define a problem, whom to approach first, and how to develop solutions.

**2. The school will hold parent meetings, conferences, and activities regularly throughout the year to**

**increase parental involvement and build staff and parent capacity to engage in these types of efforts.**

- The school will hold regular meetings to explain:
  - a) What students will be learning;
  - b) How students will be assessed;
  - c) What parents should expect for their child’s education; and
  - d) How a parent can assist and make a difference in his or her child’s education.
- The school will provide annually two (2) hours for teachers and three (3) hours for administrators professional development in addition to the minimum number of hours of professional development required by the State designed to enhance understanding of:
  - a) Effective parent involvement strategies; and
  - b) The importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- The school shall provide annual training when there are volunteers assisting in an instructional program for parents.
- These meetings will include parent–training sessions to help parents understand how to enhance their child’s education.
- These meetings will include a series of family reading and math nights or morning meetings that provide an opportunity for parents and their child to experience the school situation in a positive and helpful manner.
- The meetings will be held at various times during the day or evening to better accommodate parents.
- The school will hold an orientation for parents to inform them about the school’s participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School’s Title I Policy (Plan).
- There will be two (2) student led conferences with parents from each classrooms. Parents will be given a summary of the student’s test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.

**3. The school will provide information to parents about volunteer opportunities.**

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage

them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.

- The school will work with Alma Primary School to help provide a smooth transition to Alma Intermediate School by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transition.
- School staff will take part in no fewer than two (2) hours of professional development for teachers designed to enhance the understanding 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.

#### **4. The school will work with parents to create a School–Parent–Student Compact.**

- School staff, parents, and students will develop a school–parent–student compact. This compact will outline how parents, school staff, and students share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high academic standards. All stakeholders will sign the compact.

#### **5. The school will provide an opportunity for parents to engage in decision–making processes in regarding the school’s Title I, Part A program.**

- The school will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- The school will ask parents to serve on curricular and instructional review committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- The school will engage parents in decisions about the allocation of its Title I, Part A funds for parental involvement.

#### **6. The school will provide a parent resource center for parents.**

- Parents may check out materials and use the computer to visit educational websites. The AIS Parent Center is in the lobby with additional resources located in the library. Parents will be encouraged to view the Title I Plan located in the parent resource center. The school will open the resource center at hours that are convenient to parents.
- The principal will designate (1) certified staff member who is willing to serve as a parent facilitator.
- The school’s process for resolving parental concerns is included in the school’s policy handbook,

including how to define a problem, whom to approach first, and how to develop solutions.

**7. The school will engage parents in an evaluation of parental involvement efforts.**

- The school will engage parents in the annual evaluation of the Title I, Part A program's Parental Involvement Policy (Plan). The school will conduct a yearly survey of parents. The Title I Committee (Leadership Team and Parent Action Team), made up of teachers, parents, and school staff, will determine the effectiveness of the Parental Involvement Policy (Plan) and make changes if warranted.

**8. The school will use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year.**

- The school will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
- The school will use the results of the parent interest survey to plan the parental involvement activities for the year.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.

**9. The school will plan the Annual Title I Meeting that is conducted separately from other meetings.**

- The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.