

AR  
 Carolyn Lewis Elementary School (Conway School District)  
 1805 Old Military Road  
 Conway AR 72034  
 501-450-4835

### 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**

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**District**

Conway Public Schools

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**School Improvement Status**

Needs Improvement

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**Grade Levels**

Kindergarten through Fourth Grades

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**Parent Involvement Coordinator**

Jamie Fisher

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**Are you Title I Schoolwide?**

- Yes  
 No  
 N/A

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**Percent of free and reduced lunch**

56.97%

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**Parent Involvement Committee Members**

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

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**Enter committee members**


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**First Name**

Jamie

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**Last Name**

Fisher

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**Position**

School Counselor

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**Enter committee members**


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**First Name**

Tina

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**Last Name**

Antley

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**Position**

Principal

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**Enter committee members**


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**First Name**

Jessica

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**Last Name**

Williams

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**Position**

Assistant Principal

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**Enter committee members**

**First Name**

Pam

**Last Name**

Pritt

**Position**

Teacher

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**Enter committee members**

**First Name**

Leah

**Last Name**

Kotch

**Position**

Teacher

---

**Enter committee members**

**First Name**

Nadia

**Last Name**

Eslinger

**Position**

Parent

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**Enter committee members**

**First Name**

Lori

**Last Name**

Dial

**Position**

Parent

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

Carolyn Lewis has a weekly newsletter, the Cougar Tales, which is sent home with students as well as distributed electronically and linked to our website. Parents may access student grades at any time through e-school and may e-mail teachers with questions or concerns. Each child will have a communication folder containing work samples and behavior reports for each week. Parents are encouraged to consistently check these folders so they are aware of any behavior or academic concerns. These folders should return to school on a daily basis. Besides the communication folders, our teachers routinely contact parents by phone or e-mail with questions or concerns. Parents will receive report cards with information regarding their child's academic progress, students who are struggling will receive interim reports so parents can be made aware of the areas of weakness. After standardized testing, our school will send out a letter along with their child's test scores explaining the individual results of the test given. The school will offer a parent workshop with information regarding our approach to school improvement. The school will send notes home, post information on our school marquee and facebook page about upcoming parent workshops and meeting. The school will provide an informational meeting to inform our parents about our school wide Title I plan. The Title I plan is available in the school office, the parent center the library and on our school's website.

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**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.)

Carolyn Lewis Elementary will have two formal parent teacher conferences each year, one in the Fall on October 19th and 20th and one in the spring on March 15th and 16th. The meetings will be held from 4-7 and various times throughout the day to best accommodate the parents. Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test grades 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. The school will offer parents a special workshop each year to provide an explanation of the statewide assessment system, standards, and other accountability measures. The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: attending PTO meetings, volunteering as a Watch D.O.G.S. dad or teacher's assistant or student mentor, attending holiday lunches, character assemblies, awards presentations, open house, and choir concerts.

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

The school will provide opportunities for parents and community members to support the instructional program through such programs as Watch D.O.G.S. dads. Staff members 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 Carl Stuart Middle School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs including tours students to help with the transition. During parent meetings, in which our school will provide instruction to parents 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. Carolyn Lewis provided two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies and 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, as required by The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts.

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**4. How will your school work with parents to create a School-Parent-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 improving 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.

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**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?**

Carolyn Lewis Elementary School involves parent in the school improvement process by having parents to serve on school improvement committees. During the Title 1 meeting, parents will be asked to suggest possible ways Title 1 parent involvement funding could be used. A section for parent suggestions and comments is available in the Title 1 plan which is located in the Parent Resource Center. Former Carolyn Lewis Elementary students are asked to meet to make suggestions and give advice for school improvement. Parental and community involvement at Carolyn Lewis Elementary are fostered by our Parent-Teacher Organization, which meets monthly to involve parents in school activities and to inform parent regarding school activities.

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**6. How will your school provide resources for parents?**

Carolyn Lewis Elementary School maintains a Parent Resource Center from which parents may check out materials and to receive parenting information. A computer is available for parents to use to visit educational websites. To promote and support responsible parenting, new materials including parenting books and magazines are purchased each year and made available to parents through the Parent Resource Center. Parents may borrow the materials for review. Information about materials available in the Parent Resource Center is advertised in our school newsletter, regularly. Conway Public Schools student handbook includes information regarding resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. Carolyn Lewis Elementary School will distribute Informational packets during Parent-Teacher Conferences, which will include 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 including notes, phone calls, e-mail and other electronic means of communication such as class Dojo.

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

The school will engage parents in the annual evaluation of the Title I, Part A Program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.

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**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?**

Carolyn Lewis Elementary asked parents to complete a parent interest survey at the beginning of this school year to get information concerning the activities that parents feel will be most beneficial in efforts to support their child/ren academically. Results of the survey will be used to plan parent involvement activities for this school year. At the end of the year, the school will evaluate the activities as part of the parent involvement plan evaluation.

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**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.)**

Carolyn Lewis Elementary School will conduct an Annual Title 1 meeting. The meeting will be held separate from other meetings to ensure that there is ample time to provide a description/explanation

of our school curriculum, information on academic assessments used to measure student progress, and information on proficiency levels students are expected to meet. The agenda, sign-in sheet and minutes for the meeting will be kept on file in the school office.

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***\*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.***