SYLVAN HILLS ELEMENTARY
Parental Involvement/Community Involvement Plan

Committee Members:
Principal: Jason Young
Assistant Principal: Stephanie Donald
Parent Facilitator: Beth Hendrix
Classroom Teacher: Kelley Teague
Assistant Principal: Stephanie Donald
Classroom Teacher: Carol Guilliams
Media Specialist: Samantha Runyon
Transition Teacher: Megan Halstead
Gifted/Talented Teacher: Stephanie Belin
Classroom Teacher: Amy Gray
Classroom Teacher: Hope Eady
Multi-Age Teacher: Meyshana Lunon
Parent: Rachel Abbott
Parent: Crystal Lang
Parent: Ginger Lester
Parent: Erin Townsend
Parent: Kristyn Regnas
Parent: Vanessa Dowdy

Responsibilities:
These include but are not limited to: Creating a Parent Involvement plan. This plan is designed in compliance with the requirements of Act 603 of 2003, Act 307 of 2007, Act 397 of 2009, and the federal requirements for Title I schools in order to:

• Involve parents of students at all grade levels in a variety of roles
• Be comprehensive and coordinated in nature
• Encourage regular, two-way, meaningful communication between home and school
• Promote and support responsible parenting
• Support the role of parents in student learning
• Welcome parents and volunteers into the school, Room Moms, Family Nights, 5th grade and Pre-K Graduation
• Recognize that a parent is a full partner in the decisions that affect his or her child and family
• Support the PTO and utilization of community resources
• Facilitate the implementation and evaluation of the parental involvement program

Communication:
We will communicate with parents the importance of their involvement in the education of their child(ren) in order to insure student success by providing informational packets. These informational packets will be distributed each fall and to the parents of new students as they enroll. The packets will include an outline of the school's parental involvement program;
recommendations concerning the role parents, students, teachers, and the school play in collaboration for academic success; suggestions for ways parents can become involved in the school and the education process; a schedule of activities planned throughout the year in which parents are encouraged to participate; and a list of options available to parents and teachers for the purpose of ongoing two-way communication including but not limited to: school address, phone, and fax numbers; staff e-mail addresses; the district electronic notification system; the district and school web-sites and facebooks; and the weekly student folder and classroom newsletters.

**Parent Meetings:**
Report to the Public, Title I, Parents Make a Difference We will schedule, at least annually, a meeting in conjunction with the PTO where parents are given a report on the state of the school and an overview of the curriculum and learning expectations. The report to the public was presented on September 11, 2018. Additional parent involvement meetings will be scheduled at which parents are given an overview of what students will be learning and how students will be assessed including information about scheduled norm referenced and criterion referenced testing. We will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment. Several parents’ nights are scheduled throughout the year. An annual Title I meeting will be scheduled to outline the school’s participation in Title I, the requirements of the program, and the right of parents to be involved. The Title I meeting will occur on October 5, 2017.

**Student Recognition:**
We will develop and implement a system for recognizing and rewarding the achievement of all students, including special education students, to include but not be limited to the following:

- Honor Roll,
- Perfect Attendance Awards
- Presidential Award for Educational Excellence
- Physical Fitness Awards
- Bear Pride

We will invite parents to participate in recognition events, academic competitions or arts performances which are aligned with curriculum standards such as academic, physical, dramatic, and musical programs, and/or competitions. We will also provide opportunities for parents to each lunch with their children in the cafeteria.
Parent-Teacher Conferences:
Two parent-teacher conferences will be scheduled, one in the fall (September 10, 2018) and one in the spring (February 11, 2019), to communicate student progress toward reaching curriculum goals. Additional conferences may be scheduled upon the request of parents, teachers and other faculty, or students.

Resources and Services for Parents:
We will provide parents with information about the services available through the district student services program. We will provide opportunities for parents of all students, including those receiving special education and Title I services, to meet and to discuss effective parenting strategies which foster academic success. Parents will be given information about community resources, which can play an important role in strengthening school programs, family practices, and student learning. We will make parenting books, magazines, informative resources and skill review resources available to parents at the Sylvan Hills Elementary School Parent Center, this parent information area is located in the teacher mailbox room across from the office. We will inform all parents of the availability of these materials in informative packets, on the school website, or through classroom newsletters.

Volunteering:
We will inform parents of our volunteer program through an annual Parent Volunteer Survey, which will include various ways parents can participate at school and at home. Each family will be encouraged to complete a copy of the survey. Teachers will be informed of the availability of parents who are willing to volunteer and will be encouraged to call on their services. A volunteer resource book including contact information for matching volunteers with school needs will be compiled and will be stored in the school office. Volunteers will be trained prior to serving. Volunteers who serve on the school campus will be asked to sign an agreement outlining volunteer responsibilities and guidelines and complete a background check. A copy of the agreement is included at the end of this document.

School Decisions:
Parents of all students will be encouraged to participate in decisions made by the school. Parents will be invited to serve on comprehensive school improvement plan (ACSIP), Parental Involvement and other committees, where they will have the opportunity to influence the development of school goals and priorities that impact all students, including students receiving Title I and special education services.
Resolving Concerns:
We will provide parents with the opportunity to resolve concerns with regard to the school. Parents are encouraged to voice their concerns to their child’s teacher. If the concern has not been resolved, the parent and teacher will enlist the assistance of the administrators.

Parent Teacher Organization (PTO):
The school administration and staff will support and enable the formation and function of a Parent Teacher Organization (PTO). Staff members will be informed of meetings and activities of the PTO and will be encouraged to participate.

School Parent Compact:
The school will jointly develop with parents a school-parent compact that outlines how parents, the entire staff, and student will 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 standards.

Transition into Kindergarten:
Parents will be provided with resources and suggested activities that will support the development of kindergarten readiness skills. A parent meeting will be scheduled in the fall on August 23, 2018, at which parents will be given an overview of kindergarten expectations/standards and suggested ways to be involved in their child’s education. The STAR Early Literacy evaluation will be administered to all kindergarten students in the fall, and teachers will meet with parents to discuss the results of this assessment and how these results will be used to plan for each child’s learning success.

Parental Involvement Facilitator:
Our staff member, Beth Hendrix, Music Specialist will serve as the building parent facilitator and will be designated to coordinate the school’s parental involvement program. Evaluation of the S.H.E. Parental Involvement Program will be reviewed and revised annually by the school’s parental involvement committee. The committee will meet beginning in September. The effectiveness of the parental involvement program will be determined through the parent volunteer log, percent of parent participation in parent-teacher conferences, student attendance rate, student achievement, and feedback on the parent volunteer survey. Mrs. Hendrix can be contacted at 501-833-1140 ext. 46382 or emailed at bhendrix6258@pcssd.org.
Sylvan Hills Elementary School
Agreement for School and Classroom Volunteers

Volunteer responsibilities:
• I understand that my purpose when volunteering at Sylvan Hills Elementary School is to help the teachers and staff with tasks that I am asked to complete.
• I understand that I am not here to discipline my child or any other student. If there is a problem, I am to refer that problem to the teacher or to the principal.
• I understand that I may be asked to volunteer in a classroom other than my child’s. In order to support the needs of all students, I will not knowingly disrupt or interrupt the learning process.
• I understand that teachers and staff have time scheduled for personal breaks and planning, and I will respect that time. If I need to speak with my child’s teacher about a concern, I will schedule a time to do so.

I agree to the following guidelines:
1. I will not discuss any student other than my own child outside of the school and/or classroom. To do so is a violation of the 1972 Federal Rights Privacy Act.
2. I will not request or receive access to confidential information about any student other than my own child.
3. I will not criticize a teacher or other staff member in front of students.
4. If I have a problem or concern about the actions of a teacher or other staff member, I will only discuss my concern with that teacher or staff member or with the principal.
5. I will not knowingly act in a way that violates any policy of the Pulaski County Special School District.

I,______________________________, understand and accept the volunteer responsibilities and guidelines. If I do not follow these guidelines and responsibilities, I understand that I may be asked to not volunteer.

______________________________  ________________
Signature                        Date