Butterfield Trail Middle School 2017-2018

Parental Involvement School Policy (Plan)

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. We believe teachers have a responsibility to provide the needed framework for parents to nurture their child's formal instruction at home. We will provide materials that can successfully be used at home to reinforce the academic success of children. The district will reserve a portion of the Title I, Part A allocation for parental involvement ($24,058.00). It is our goal to provide an atmosphere where parents are able to express their views and to assist in problem solving. We want parents to understand that we view them as joint policy and decision makers and plan to emphasize their roles as advocates.

BTMS Parent Involvement Committee is comprised of administrators, teachers, counselors, parents and community members. Listed below are the members for the 2017-2018 school year:

Tracy Cline, LMS, Parent Involvement Coordinator, Committee Chair
Dr. Karen Endel, Principal
Chelsea Harrell, teacher
Nancy Young, teacher
Kellie Jackson, teacher
Cindy Leslie, teacher
Teresa Montgomery, teacher
Megan Reese, counselor
BreAnne Rogers, teacher
Jo Allen, secretary
Rey Flores, migrant aide
Cristy Harp, PTA President and parent
Stephanie Henson, parent
Krisha Myers, parent
Amy Adams, parent
Lindsey Bonilla, parent
Brittany Coleman, parent

Gathering Information to Support the Parental Education and Involvement Plan—
The 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.
Dates of School Parent Involvement Meetings:

Parental Involvement Committee Meetings	
First Quarter	September 15, 2017
Second Quarter	November 17, 2017
Third Quarter	February 16, 2018
Fourth Quarter	May 18, 2018

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 VBSD Parent Facilitator, Karen Allen, will disseminate the following Parent Involvement Plan by ensuring its access on the district website (www.vbsd.us) and ensuring individual school plans' access on school websites.

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. Additionally, the school district will ensure, to the extent possible, that information sent home is available in a language and form parents can understand (Karen Allen, VBSD Parent Facilitator).**
   - 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;
     h) 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:

i) The school's parental involvement policy (plan);

ii) The recommended role of the parent, student, teacher, and school;

iii) Ways for the parent to become involved in the school and his or her child's education;

iv) A survey for the parent regarding his or her interests concerning volunteering at the school;

v) Activities planned throughout the school year to encourage parental involvement; and

vi) 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 use the student handbook, school website, signage at the school entrance, and parent orientation meetings to explain how to get a copy of the school parent involvement plan.
- The school will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings.
- The school will offer parents a workshop each year on the school's approach to school improvement.
- 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 that is developed with participation of the parent–school organization, principal, staff, and parent volunteers. It includes school news, a calendar of school activities, and parenting tips relating to school achievement such as homework tips, organizational skills, and study skills.
- The school instructional facilitator and parent volunteers will purchase/create a pamphlet explaining the school's involvement with the state's reading initiative and how parents can be involved in supporting the goals of this initiative. It will be distributed at parent orientation night and other public meetings.
- Each teacher will periodically send student papers and work samples to parents.
- Each teacher and student will participate in the ICU program, which will automatically document when students are missing work and contact their parents. Students will have working lunches and offered time before and after school to complete missing work.

- Teachers will contact parents on an individual basis to communicate about their child's progress. Teachers will conduct at least two (2) parent/teacher conferences each year.

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. Tracy Cline, School Parent Facilitator, will ensure the school's parent involvement committee meets at least quarterly to establish, discuss and evaluate committee goals, to plan trainings and provide materials to help parents work with their children. Karen Allen, VBSD Parent Facilitator, will conduct ongoing site visits to observe parental involvement practices.

- 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.
- Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation:
  a) Role play and demonstration on the website and other means of distribution;
  b) The use of and access to Department of Education website tools for parents;
  c) Assistance with nutritional meal planning and preparation; and
  d) Engage in other activities determined by the school to help a parent assist in his or her child's learning.
- 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 as needed 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 family learning night that provides an opportunity for parents and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.

- 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 activities and to encourage parents to be involved with reviewing and revising of the Parent Involvement Policy (Plan) and ACSIP.
- Teachers will annually hold two (2) conferences with parents of children in their 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.
- The school will offer parents a workshop each year to provide an explanation of the statewide assessment systems, standards, and other accountability measures.
- The school will develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community. Individual school parent facilitators will collect data concerning parent activity throughout the year. All data will be forwarded to VBSD Parent Facilitator, Karen Allen.

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 preschools/daycares, and middle schools 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 for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers at the end of the school year. Karen Allen, VBSD Parent Facilitator, will coordinate parent involvement activities with the ABC preschool programs at King Elementary and James R. Tate Elementary.

4. The school will provide an opportunity for parents to engage in decision–making processes in regarding the school's 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.

5. The school will provide a parent resource center for parents.

- Parents may check out materials and use the computers to visit educational websites. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents.

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

- The school will engage parents in the annual evaluation of the Parental Involvement Policy (Plan). The school will conduct a comprehensive needs assessment. The Parent Involvement Committee, made up of teachers, parents, and school staff, will determine the effectiveness of the Parental Involvement Policy (Plan) and make changes if warranted. Karen Allen, VBSD Parent Facilitator, along with school administrators will ensure the distribution and collection of the annual survey. District and individual school survey data will be analyzed during district and school parent involvement committee meetings in order to make recommendations for revisions of individual school and district parent involvement polices/plans.

Opportunities for Parent Involvement:

Parent Involvement Activities	
Schedule Pickup/Tour Building	August 4, 2017
Welcome Back Night/Open House	August 8, 2017
6th Grade Expeditionary Unit Parent Night	September 14, 2017
PTA Meeting	September 14, 2017
PTA Meeting	October 13, 2017
Fall Book Fair	October 16-25, 2017
Student/Parent/Teacher Conferences	October 17 & 19, 2017
Red Ribbon Week	October 23-27, 2017
Play It Safe Day	October 27, 2017
PTA Meeting	November 17, 2017
Students vs. Faculty Games	November 17, 2017 & March 16, 2018
PTA Meeting	February 16, 2018
Spring Book Fair	February 26-March 7, 2018
PTA Meeting	March 16, 2018
Student/Parent/Teacher Conferences	March 27 & 29, 2018
PTA Meeting	April 19, 2018
Family Learning Night	May 2018
5th Grade Student/Parent Visits	May 2018
ACT Aspire State Assessment & Activities	May 1-3, 2018
Teacher Appreciation Week	May 7-11, 2018
PTA Meeting	May 18, 2018
7th Grade Expeditionary Unit Parent Night	TBA when unit is complete
8th Grade Expeditionary Unit Parent Night	TBA when unit is complete
STAR Groups	Meet Every Day