

**POTTSVILLE SCHOOL DISTRICT  
PARENTAL INVOLVEMENT IMPLEMENTATION PLAN  
2014-2015**

The Pottsville School District has developed jointly with parents a parental involvement implementation plan designed to encourage our parents to form strong partnerships with our schools and our schools to reach out to form strong relationships with our parents. We seek additional involvement of parents in support of every phase of their children's education. Our plan includes the following components and will be made available to our community and to parents by posting it to our district website, placing an ad in local newspaper, and by making copies available at parent and community events. Principals of each school will make sure copies of this policy are made available at the annual school open house events in the fall. In addition, principals of Title I schools (Houston Townsend and Shannon Davis) will make sure copies of the plan will be sent home to parents of participating Title I, Part A children at the beginning of the school year.

**STATUTORY REQUIREMENTS**

The Pottsville School District agrees to implement the following statutory requirements. Responsible District Staff: Tara Thompson, Shannon Davis, and Houston Townsend.

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the Pottsville School District will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The Pottsville School District will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the Pottsville School District and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the Pottsville School District will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The Pottsville School District will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

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- The Pottsville School District will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) that parents play an integral role in assisting their child's learning;
  - (B) that parents are encouraged to be actively involved in their child's education at school;
  - (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
  - (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.
- The Pottsville School District will inform parents and parental organizations of the ADE Parent Resource website: <http://www.arkansased.org/im-looking-for/parents>.

#### **IMPLEMENTATION**

The district will provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement. Tara Thompson will be responsible for making sure that ongoing site visits are conducted throughout the school year at each school to observe parental involvement practices.

1. The Pottsville School District has taken the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA: communicating and requesting parental input in the district parental involvement plan and ensuring parents of children receiving Title I, Part A services are involved in the review/revision/development process. The Parent Involvement Committee members are as follows:
  - Tara Thompson, Instructional Supervisor
  - Houston Townsend, Principal Pottsville Middle Grades
  - Shannon Davis, Principal Pottsville Elementary
  - Jill McSheehy, Parent
  - Sherry Wilson, Teacher Pottsville Middle Grades
  - Jayme Wooten, Teacher Pottsville Elementary
2. The Pottsville School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA: encourage the participation of parents in parent groups like the PTO; require schools to seek parent input into school improvement activities in order to meet the educational needs of students; require schools to provide parents with current information regarding school policies and practices through the student handbook; and provide parents with current information regarding school performance data and solicit parent input and

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feedback. Sherry Wilson, Jayme Wooten and Tara Thompson along with building principals will be responsible for recruiting parents to serve on the school improvement ACSIP committees.

3. The Pottsville School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance: district personnel will continue to work with the school principals and staff to provide necessary assistance in planning and implementing parental involvement activities; the district will provide meaningful professional development opportunities for teachers and administrators designed to enhance understanding of effective parental involvement strategies with emphasis on the importance of effective communication, value and utility of contributions of parents; provide training at least annually for volunteers who assist in an instructional program for parents; and provide necessary support for each building's school parent involvement plans. Responsible District Staff: Tara Thompson, Shannon Davis, Houston Townsend, Sherry Wilson, and Jayme Wooten.
4. The Pottsville School District will coordinate and integrate parental involvement strategies with parental involvement strategies from other parental involvement programs such as Head Start, HIPPPY or other state operated pre-school program. Responsible District Staff: Shannon Davis and Jayme Wooten.
5. The Pottsville School District with Tara Thompson as facilitator will take the following actions to conduct, with the involvement of parents, an annual spring evaluation on March 10, 2015, of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies and updating the Title I Program as needed. A survey tool or questionnaire will be used to assist in the evaluation process. This tool will be made available to parents, staff, and the community. Principals at each school will collect surveys and tabulate the results. School results as well as district wide results will be communicated to parents, staff and community along with the opportunity for feedback. Tara Thompson is responsible for making sure the evaluation findings are included in recommendations and suggestions to the schools for revision of school parent involvement plans and practices. Tara Thompson will coordinate the development of an annual parent activity evaluation report to be developed and disseminated to parents, staff and the community. Attendance at parent involvement activities and parent-teacher conferences will be strongly encouraged and attendance documented by each school. Attendance data will be collected, tabulated, reviewed, and evaluated by building principals. School level as well as district level results will be communicated to parents, staff and the community.
6. The Pottsville School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to

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support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

**Responsible District Staff:** Tara Thompson, Shannon Davis, Houston Townsend, Kenneth Bell, and Jonathan Bradley.

- A. The district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or schools, as appropriate, in understanding topics such as the following, by conducting and strongly encouraging parent attendance and participation in open meetings addressing the following:
- The State’s academic content standards,
  - The State’s student achievement standards,
  - The State and local academic assessments including alternate assessments
  - The requirements of Part A,
  - How to monitor their child’s progress, and
  - How to work with educators
- B. The Pottsville School District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, through the operation of a parent center, budgeting funds at the school level for purchasing necessary materials, and providing school parent communication tools such as eSchool grade reporting, AR Home Connect, school website test calendars, teacher web pages, and school activity calendars.
- D. The Pottsville School District will, with the assistance of its schools and parents, educate its teachers, principals and staff in how to reach out to, communicate with, and work with parents as equal partners; in the value and utility of contributions of parents; and in how to implement and coordinate parent programs and build ties between parents and schools by providing staff development activities focusing on working with parents as resources, and providing opportunities for parents to participate in the education of their children.
- E. The Pottsville School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children by:
- District Parent Involvement Facilitator
    - Tara Thompson – Central Office - 968-8101
  - Building Principals:
    - Shannon Davis      grades K-3      968-2133
    - Houston Townsend    grades 4-6      890-6631
    - Kenneth Bell          grades 7-9      968-6574
    - Jonathan Bradley      grades 10-12    968-6334
  - Employing parent facilitators for each building
    - Jayme Wooten – Pottsville Elementary School - 968-2133

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- Sherry Wilson– Pottsville Middle Grades - 890-6631
  - Carrie Drake – Pottsville Junior High – 968-6574
  - Annette Bewley – Pottsville High School – 968-6334
- Distributing parenting information at parent centers
  - Hosting awareness activities at school
  - Providing information to parents about higher education opportunities for all students through school counselors
  - Providing the district and school websites
    - District: [www.pottsvilleschools.org](http://www.pottsvilleschools.org)
    - High School: [www.phs.pottsvilleschools.org](http://www.phs.pottsvilleschools.org)
    - Junior High: [www.pjhs.pottsvilleschools.org](http://www.pjhs.pottsvilleschools.org)
    - Middle Grades: [www.pmg.pottsvilleschools.org](http://www.pmg.pottsvilleschools.org)
    - Elementary: [www.pes.pottsvilleschools.org](http://www.pes.pottsvilleschools.org)
  - Providing parent access to grades through the eSchool grade reporting system
  - Providing the Accelerated Reading HomeConnect Program
  - Providing SchoolMessenger as a school-parent communication tool
- E. The Pottsville School District will ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.
- F. The Pottsville School District will offer flexible meeting times to increase parent involvement in student learning. Meetings will be held at various times of the day and evening to better accommodate parents. Examples include: Task Force meetings, Title I meetings, Awards and Presentations, Open House, Literacy Nights, CAPs, etc.
- G. Parent's Right to Know – Under Title I, Part A parents have the right to request information regarding the professional qualifications of their student's classroom teachers(s) and or paraprofessional(s) assisting their student's teacher(s). Parents may contact the principal of their student's school or the Superintendent of Schools at 968-8101. If at any time a student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, the student's parent will be notified by the school of this information.

**FEEDBACK**

Persons wishing to provide comments/feedback regarding the Pottsville School District Parental Involvement Policy should contact the Superintendent of Schools at the Pottsville School District at (479) 968-8101.

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***Pottsville School District  
Proposed 2014-2015 Calendar***

- August 8, 11, 12,13, 14,15      Teacher Contract Days
- August 18      First Student Day
- September 1      School Dismissed (*Labor Day Holiday*)
- September 19      End of 5 Weeks
- September 23      5 Weeks Progress Reports
- October 17      End of 1<sup>st</sup> Grading Quarter
- October 23      Parent Teacher Conferences 3-8 p.m.
- October 24      Professional Development Day (*no students*)
- November 21      End of 5 Weeks
- November 25      5 Weeks Progress Reports
- November 26, 27, 28      School Dismissed (*Thanksgiving Holidays*)
- December 17, 18, 19      Semester Tests
- December 19      End of 2nd Grading Quarter/End of 1st Semester
- December 22 – January 2      School Dismissed (*Christmas Holidays*)
- January 5      First Day of 2nd Semester
- February 6      End of 5 Weeks
- February 12      Parent Teacher Conferences 3-8 p.m.
- February 13      Professional Development Day (*no students*)\*
- March 6      End of 3rd Grading Quarter
- March 23 - 27      School Dismissed (*Spring Holidays*)\*
- April 3      School Dismissed (*Good Friday*)\*
- April 17      End of 5 Weeks
- April 21      5 Weeks Progress Reports
- May 16      High School Graduation
- May 20, 21, 22      Semester Tests
- May 22      Semester Tests / End 4th Grading Qtr / End 2<sup>nd</sup> Semester /  
Last student day \* (*unless make-up days required*)
- May 25      *Memorial Day Holiday (no students)*
- May 26      Prof. Dev. Day \* (*unless make-up days required*)
- May 27      Prof. Dev. Day \* - Flex Day (*unless make-up days required*)  
- Last Teacher Contract Day
- May 28, 29 & June 1,2, 3      Additional Make Up Days (*if needed*)

Grading/Attendance Quarters

\* May be used as make up day(s) as needed.

1st Quarter	August 18 - October 17	44 Days
2 <sup>nd</sup> Quarter	October 20 – December 19	41 Days
3 <sup>rd</sup> Quarter	January 5 – March 6	44 Days
4 <sup>th</sup> Quarter	March 9 – May 22	49 Days
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		178 Student Days
		10 Staff Development Days
		<u>2 Parent/Teacher Conference Days</u>
		190 Teacher Contract Days

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