

Pottsville High School  
Parent Involvement Plan  
2015-2016

Parent involvement is a crucial element of successful student education. Studies continuously support that parent and guardian involvement in their children's education at home improves student achievement and that parent involvement at school results in higher long-term student achievement. Benefits are not limited to the early childhood or elementary years but continue to have a positive impact throughout the high school years. The school and the home must work together in order to enable a child's full potential to be met. It is also recognized that this is especially important for children from families with different cultural and language backgrounds than their prevailing culture.

Pottsville High School recognized that a child's education is a responsibility that is shared by the parent, the child, the school and the community at large. Parent involvement must be comprehensive and is built upon the understanding that communication between home and school is two-way. Parent involvement is defined as and is to include non-parent guardians, though in this plan the reference is to the simpler "parent" designation. PHS school policy is a coordinated effort to address these needs and ensure compliance with the State of Arkansas Act 603 of 2003, also to address and comply with the Federal Elementary and Secondary Education Act (ESA), renamed the No Child Left Behind Act of 2002. The plan is designed to involve parents of students at the 10-12<sup>th</sup> grade levels and in a variety of roles. This plan is effective September 1, 2003. It is implemented but open to annual review based on developing knowledge and on going input from parents and staff.

**In accordance with Arkansas Act 603:  
6-15-1602**

- I. Pottsville High School includes programs and practices that enhance parental involvement and reflect the needs of students and their families.
- II. The PHS plan is designed to address the unique needs of high school students and their parents.
  - a. It addresses the parents and staff of students in the 10<sup>th</sup> through 12<sup>th</sup> grades.
  - b. It is comprehensive and coordinated in nature.
  - c. It builds on an understanding that parent and school communication must be regular and two-way.
  - d. Family Kits will be developed that are grade appropriate
    - i. Kits will contain information on the school's Parent Involvement Program
    - ii. Parents, students, teachers and the school all have a role in creating the home and school partnership. The significant interrelated roles are described below:
      1. Parents have the right and the responsibility to support student achievement efforts in these ways: to participate in

two-way communication with the school; send their children regularly and prepared for the day's activities; and to be involved at the school.

2. Students have the responsibility to be respectful of themselves, their peers and teachers, to come to school prepared to participate fully in the educational process, and to facilitate parent/school communication.
3. Teachers have the responsibility to provide the information that parents need to help their children, to be responsive to parents and provide opportunities for parent involvement in a welcoming environment.
4. Administrators have the responsibility to provide a welcoming and supportive environment for parents, to provide opportunities for parents to be involved either at the school or at home and to clearly communicate school expectations, policies, procedures, and calendars.

### III. Parents can be involved in their children's education through:

- a. Maintaining communication with their children about the child's school experience.
- b. Providing structured homework time and encouraging reading and learning.
- c. Practicing regular communication with their child's teacher and other school personnel.
- d. Attending school conferences, school meetings, booster clubs, and extra curricular events as possible.
- e. Keeping track of school activities, teacher and classroom information through the Pottsville School Web site [www.pottsvilleschools.org](http://www.pottsvilleschools.org) and the monthly calendar.
- f. Keeping track of grades and attendance through the use of Home Access Center (HAC), a real-time grade book program used by the district.
- g. Checking and using the school handbook
- h. Working in the school or at home helping with classroom and school activities.

### IV. Activities planned throughout the school year that provide and encourage parent involvement activities include:

- a. Informing parent's as to the usage of the school's website, calendar, and notes.
- b. "Parents Make A Difference Night" is open house scheduled early in the fall semester.
- c. Parent teacher conferences are held twice a year at the nine week and five week grading periods respectively.
- d. Progress reports are distributed at 5-week points in new semesters.
- e. Field trips, band and academic competition trips are held regularly which require parent chaperones.
- f. Tutoring volunteers are welcome.

- g. Booster organizations for sports and academic pursuits meet on a regular basis.
- h. Participate in parent and community advisory committees.
- i. Assist in classroom activities and the development of classroom materials.
- j. Attend and help with school fundraisers, music, athletic, art and drama programs, and club and organizations activities.

V. Pottsville High School has a multi-faceted communication system that invites meaningful two-way communication between parents and school personnel. Communication includes:

- a. The use of teacher/staff/parent e-mail.
- b. The distribution of a monthly calendar.
- c. School Messenger, a telephone system for sending mass telephone messages
- d. The school website on which each teacher maintains information specific to the classes taught.
- e. Home Access Center (HAC)
- f. A parent newsletter on the school website.
- g. Training office personnel in developing communication skills with parents.
- h. A written notification system that notifies parents of school absences.
- i. Parent-teacher conferences held twice a year.
- j. Progress reports are distributed 5 weeks into each new semester and second quarter.

VI. Parent's Right to Know – Parents have the right to request information regarding the professional qualifications of their student's classroom teacher(s) and or paraprofessional(s) assisting their student's teacher. Parents may contact the high school principal at 968-6334 or the Superintendent of Schools with questions. If at any time a student has been taught for four (4) years 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.

VII. Professional Development – In accordance with our ACSIP plan and the State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts, Pottsville School District will provide no fewer than two (2 hours) of professional development for teachers designed to enhance the understanding of effective parental involvement strategies (as required on a rotating basis). The same amount of hours (2) will be provided to administrators designed to enhance understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

VIII. Community Resources-Pottsville School District recognizes that community resources strengthen school programs, family practices and student learning. Pottsville School District has a "Task Force"/"Alumni Advisors" committee who wish to become involved by providing advice and guidance for school improvement.

- IX. Parenting Materials-A Parent's Resource area has been established to provide parenting materials such as books, magazines and other informative materials regarding responsible parenting. These materials are available for checkout. Free materials from the Department of Education are also made available to parents as available.
- X. Parent Facilitator-Annette Bewley serves as the parent facilitator for PHS. Please feel free to contact Ms. Bewley through the school office at 968-6334 or via email at [annette.bewley@pottsvilleschools.org](mailto:annette.bewley@pottsvilleschools.org) with any questions regarding parent involvement at PHS.
- XI. Annual Review- This plan is a living document and may be revised and will be reviewed on an annual basis. A copy of the plan will be filed with ADE annually. The effectiveness of the parental involvement plan will be evaluated and changes made as warranted. Parents will be surveyed annually and the appropriate data collected throughout the year to help assess parent participation in workshops and meetings, specific needs of parents, effectiveness of specific strategies, and the overall engagement of parents in activities that support student academic growth. The annual review 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).

# Pottsville School District

## 2015-2016

August 10, 11, 12, 13, 14	Teacher Contract Days
August 17	First Student Day
September 7	School Dismissed ( <i>Labor Day Holiday</i> )
September 18	End of 5 Weeks (1 <sup>st</sup> Quarter)
September 22	5 Weeks Progress Reports
October 16	End of 1 <sup>st</sup> Grading Quarter
October 22	Parent Teacher Conferences 3-8 P.M.
October 23	Professional Development Day ( <i>no students</i> )
November 20	End of 5 Weeks (2 <sup>nd</sup> Quarter)
November 24	5 Weeks Progress Reports
November 25, 26, 27	School Dismissed ( <i>Thanksgiving Holidays</i> )
December 16, 17, 18	Semester Tests
December 18	End of 2 <sup>nd</sup> Grading Quarter/End of 1 <sup>st</sup> Semester
December 21-January 1	School Dismissed ( <i>Christmas Holidays</i> )
January 4	First Day of 2 <sup>nd</sup> Semester
February 5	End of 5 Weeks (3 <sup>rd</sup> Quarter)
February 11	Parent Teacher Conferences 3-8 P.M.
February 12	Professional Development Day ( <i>no students</i> )*
March 4	End of 3 <sup>rd</sup> Grading Quarter
March 8	Report Cards
March 21-25	School Dismissed ( <i>Spring Holidays</i> )*
April 15	End of 5 Weeks (4 <sup>th</sup> Quarter)
April 19	5 Weeks Progress Reports
April 22	Professional Development Day/FLEX Day ( <i>no students</i> )*
May 18, 19, 20	Semester Tests
May 20	End of 4 <sup>th</sup> Grading Quarter/End of 2 <sup>nd</sup> Semester Last Student Day *( <i>unless make-up days required</i> )
May 21	High School Graduation
May 23	Professional Development Day *( <i>unless make-up days required</i> )
May 24	Professional Development Day/FLEX Day/Last Teacher Contract Day *( <i>unless make-up days required</i> )
May 25, 26, 27, 31 and June 1	Additional Make-Up Days ( <i>if needed</i> )
May 30	School Dismissed ( <i>Memorial Day Holiday</i> )

\*May be used as make-up days as needed.

Grading/Attendance Quarters	Days/Totals
1 <sup>st</sup> Quarter/August 17-October 16	44 Days
2 <sup>nd</sup> Quarter/October 19-December 18	41 Days
3 <sup>rd</sup> Quarter/January 4-March 4	44 Days
4 <sup>th</sup> Quarter/March 7-May 20	49 Days
	<b>178 Student Days</b> <b>10 Staff Development Days</b> <b>2 Parent/Teacher Conference Days</b> <hr/> <b>190 Teacher Contract Days</b>

*Adopted: March 19, 2015*

