**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.

<table>
<thead>
<tr>
<th>District</th>
<th>KIPP Delta Public Schools--KIPP Delta Elementary Literacy Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Improvement Status</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>Grade Levels</td>
<td>Prekindergarten - 4</td>
</tr>
<tr>
<td>Parent Involvement Coordinator</td>
<td>Shemeka Bailey</td>
</tr>
<tr>
<td>Are you Title I Schoolwide?</td>
<td>☑ Yes</td>
</tr>
<tr>
<td>Percent of free and reduced lunch</td>
<td>90%</td>
</tr>
</tbody>
</table>

**Parent Involvement Committee Members**
*(Select "% Repeat" to open more entry fields to add additional team members)*

- **Enter committee members**
  - **First Name**
    - Shemeka
  - **Last Name**
    - Bailey
  - **Position**
    - Teacher

- **Enter committee members**
  - **First Name**
    - Todd
  - **Last Name**
    - Dixon
  - **Position**
    - School Director

- **Enter committee members**
  - **First Name**
    - Crystal
  - **Last Name**
    - Myers-Martin
  - **Position**
    - Pre-K Assistant Principal
1. List various communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

- The pre-k program distributes a weekly newsletter to foster communication between the school staff and families. This letter includes happenings in the school and ways for parents to support their child’s learning.
- KIPP Delta maintains an active website [www.kippdelta.org](http://www.kippdelta.org) to keep families informed and up to date. We also have active social media accounts on Facebook, Twitter, and Flickr.
- Each teacher will send home a folder containing student papers and work samples each Friday. Parents will be asked to sign the folder and send it back to school.
- Teachers will routinely contact parents on an individual basis to communicate about their child’s progress. Teachers are issued cell phones from the school so parents and students are able to contact teachers.
- KIPP Delta ELA sends progress reports home with students every two weeks. These progress reports are used to communicate academic progress with families.
- Quarterly report card conferences are used for one-on-one meetings with families to discuss students’ progress in both academics and character.
- The school will use the student handbook, school Web site, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request.

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.)

Parent report card conferences occur in October, January, and March of every year. This is an opportunity for families to sit down with teachers and learn about the successes and areas of growth for each child.

Parent Teacher Organization meetings are scheduled for the second Tuesday of each month from September through May.

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

- Letters from the school will include opportunities to participate in volunteer opportunities including field lesson chaperoning, supporting school events, participating in playground construction, reading with students, and supporting our office staff.
- KIPP Delta ELA will provide instruction to a parent 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.

- KIPP Delta ELA will provide professional development in effective parental involvement that meets the State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts of no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies and no fewer than 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.

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.

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?

- KIPP Delta ELA 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 engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement. KIPP Delta ELA will keep records of the meetings to ensure funds are allocated as decided.
- KIPP Delta ELA facilitates the formation of a parent teacher organization that will foster parental and community involvement within the school.
- Coordinate and integrate parental involvement strategies with state-run pre school programs.

6. How will your school provide resources for parents?

- Parents may check out reading materials to use with their children. These materials are available from classroom libraries for students and parents to read together. Math materials and manipulatives are also available.
- KIPP Delta ELA will distribute informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, the KIPP Delta ELA Commitment to Excellence, 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 (notes, phone calls, e-mail...) including phone numbers and email addresses.
- To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- The KIPP Delta Elementary Literacy Academy Student and Family Handbook includes the school's policies and the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The school Director at KIPP Delta ELA will designate (1) certificated staff member who is willing to serve as a parent facilitator.

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

KIPP Delta ELA 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. KIPP Delta ELA will also use data from the KIPP Healthy Schools and Regions survey--completed by students, parents, and staff--to assess the effectiveness of parental involvement. 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.

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?

- KIPP Delta ELA will ask parents to fill out a parent interest survey as part of the registration packet at the beginning of each year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
- The school will use the results of the parent interest survey to plan the parental involvement activities for the year during parent teacher organization meetings in the fall.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation during May.

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.)

The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program on the second Thursday of November.

*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.