

# **Lincoln Consolidated School District Parental Involvement Plan**



**2014-2015**

Lincoln Consolidated School District recognizes the shared responsibility of the school and family during the time a child spends in school. Engaging parents is essential to improving student achievement. Effectively engaging parents and families in the education of their children has the potential to be far greater in success of a child than any other type of educational reform.

The Lincoln School District recognizes:

- That a child's education is a responsibility shared by the school and family during the entire time the child spends in school;
- To support the goal of the schools to educate all students effectively, the individual schools and parents must work as knowledgeable partners;
- That although parents are diverse in culture, language, and needs, they are an integral component of a school's ability to provide for the educational success of their children;
- That engaging parents is essential to improve students achievement; and
- That our schools will foster and support active parental involvement.

**Lincoln School District shall Support Partnerships with Schools, Parents, and Community by:**

- A district parental involvement plan will be developed with the input of school, community and parent committee members. The plan will be submitted to the ADE and on the district website by October 1, 2014.
- The plan will be on the district website and copies will be available at the schools and Parent Center.
- Parental involvement Committees will meet in the Spring of 2015 to review the district and school plans. Title1, Part A Program and the ACSIP parental involvement goals, interventions, and actions will also be reviewed and updated at this time. Agenda and sign-in sheets will be kept to document participation. Person responsible: Rebecca Griscom, District Parental Involvement Coordinator, and Jana Claybrook, Federal Programs Director will facilitate the meeting.
- A Parental Council consisting of lead parents from each school's parent committee. Parent Center Coordinator, and district staff will meet 4 times a year. These parents will be involved in the development of a long and short range planning. Person responsible: Rebecca Griscom, District Parental Involvement Coordinator
- Partner with community organizations to bring educational programs to the community. The district partners with Kiwanis, 7 Hills, Methodist Family and Health, Dayspring, Arvest Bank, Lincoln Public Library, Lincoln City Council, Lincoln Police Department and other business/organizations to provide resources to parents. Person Responsible: Rebecca Griscom. District Parental Involvement Coordinator
- Coordinate and integrate parental involvement strategies with programs such as HIPPIY, ABC, and Headstart. Person in charge Melody Sebastian, Elementary Principal
- Provide space for HIPPIY and ABC to meet on Lincoln Elementary campus.
- Provide resources and support to the District Parent Center, including a parent center coordinator.
- Have available educational information and resources, community resources, and parenting information to parents through the Parent Center.
- Provide parents with district information through different outlets including website, email, Facebook, School Messenger, newsletters and news media.
- Schedule two parent/teacher conferences.
- Provide schools the support and resources needed to implement effective parental involvement activities. The Parent Center Coordinator works closely with all campuses to help provide resources for parents.
- Have an annual report to the public to provide information on academic programs, student assessment, curriculum, Title 1, part Q and district programs.

- Evaluate plans annually identifying areas to improve by conducting and reviewing a parent survey and reviewing plans. Person responsible: Rebecca Griscom, District Parental Involvement Coordinator.
- Use outside resources and staff members to provide parent opportunities for workshops such as technology, parenting, and meeting the needs of ESL parents. Person responsible: Michele Price, Middle School Principal
- Make available information for parents of children with disabilities or limited English through the district and school resources.

### **Assist Schools in Implementing Effective Parental Involvement**

- Provide professional development for all teachers designed to enhance understanding of effective parental involvement activities.
- Provides administrators professional development for parental involvement.
- The district will develop training that schools can use to provide parents information on the District's curriculum and ways they can assist in their child's educational needs.
- The district has a parent information link on the school website where parents can find information about the district and school, curriculum, policies and handbooks, available programs, supplemental services, faculty contact information, and Parent Center information.
- Provide, as much as possible, school forms in a language parents can understand. Person responsible: Tina King, ESL coordinator
- Handbooks are located on the school website. They are available in print at each school's office. Handbooks include rules and policy information on communicating with teachers and school administration.
- The district will monitor each school to ensure that they have developed a parental involvement plan with parent input, offer parent's flexible meeting times to ensure that all parents have an opportunity to be involved, and provide information to parents about the school's programs and plans.
- Monitoring will be done through agendas, sign-in sheets, observations, and scheduling.
- District personnel will conduct ongoing school visits to observe parental involvement practices. Schools will enter parental involvement activities on a district calendar. Person responsible: Rebecca Griscom, District Parental Involvement Coordinator

### **Build School's capacity for Parental Involvement**

- Each school will hold an annual meeting to inform parents of the school's participation in Title 1, the requirements of the program, and the right of parents to be involved in planning, reviewing, and improving the school's Title 1 program. Parents will be provided a description and explanation of the curriculum used in the school, types of assessment, and proficiency levels. They will be provided information about national, state, and local goals including parents' rights as defined in Title 1, Part A. Person Responsible: Jana Claybrook, Federal Programs Director

- Each school will designate one certified staff member to serve as a parent involvement facilitator to coordinate with other school programs, faculty, and parents to provide training for staff and parents promoting and encouraging parental involvement.
- The district will assist in development of parent engagement groups by providing resources, information, and support. Person responsible: District Parent Center Coordinator

### **Evaluation**

- Survey parents annually. Surveys will include questions to identify barriers to parental involvement in schools, parent interest questions, and questions to plan for school and district long term goals. Person responsible: Rebecca Griscom, District Parental Involvement Coordinator
- Evaluate parents annually. Include parents in evaluations development, analysis of data, and planning process. Person responsible: Rebecca Griscom, Parental Involvement Coordinator
- Use information gathered to make recommendations to each school for parental involvement revisions and to design school improvement policies as they relate to the parental involvement. Person responsible: Rebecca Griscom, Parental Involvement Coordinator
- Parent participation will be documented by agenda, sign in sheets, schedule, meeting notes, workshop evaluations and other means as appropriate through out the year.
- Share the parent activity evaluation report with parents, staff and community. Person responsible: Rebecca Griscom, District Parental Involvement Coordinator

### **ACSIP**

- The federal Programs Director will recruit parents to serve on the ACSIP committee for the district. Each School will recruit parents to serve on school ACSIP committees. Person responsible: Jana Claybrook, Federal Programs Director
- A Parent Council consisting of lead parents from each school's parent committee, the Parent Center Coordinator, and district staff will meet at least 4 times per year. This committee will be involved in the development of long and short range planning and review and development of annual survey.
- Encourage the formation of partnerships between the district and local businesses that include roles for parents.

### **Each Lincoln School District campus shall:**

- Prepare an information packet to be distributed annually to the parent of each child in the school. Information packet will include: The school's parental involvement plan; the recommended role of the parent, teacher student and school; ways for parents to become involved; a survey

regarding interest concerning volunteering at the school; a system to allow parents to communicate with the child's teacher; and yearly activities that parents are encouraged to participate.

- Schedule no less than two parent/teacher conferences.
- Purchase parenting books, magazines and other materials regarding responsible parenting and allow parents to borrow these materials.
- Send invitation and information regarding the Parent Center.
- Welcome parents to school.
- Schedule regular parent involvement meetings.
- Sponsor seminars to inform parents of high school students about how to be involved in affective course selection, career planning, and preparation for post-secondary opportunities.
- The principal in each school shall designate one certified staff member to serve as parent facilitator. This person shall receive supplemental pay.

**District Parental Involvement Coordinator:**

Rebecca Griscom

[bgriscom@lincoln.k12.ar.us](mailto:bgriscom@lincoln.k12.ar.us)

**School Facilitators:**

Lincoln Elementary\_ Vickie Murray

Lincoln Middle School

Lincoln High School

**District Parental Involvement Committee**

Rebecca Griscom	District PI Coordinator
Vickie Murray	Elementary Facilitator
Melody Sebastian	Elementary Principal
Carrie Provence	PTO President
	Watch DOGS President
	Parent
Michele Price	Middle School Principal
	Parent
	MS Facilitator
Courtney Jones	High School Principal
	Parent
Gene Kephart	HS Facilitator
Tina King	ESL Coordinator
Jana Claybrook	Federal Programs Director
	Parent

