

Capital City Lighthouse Charter Schools

North Little Rock, AR

2015-2016 District Parental Involvement Plan

### **Parent Involvement Committee Members**

Lenisha Broadway, Regional Vice President

Eric Dailey, Principal

Ava Coleman, Coordinator of Parent Community Partnerships

Krishonda Ross, Parent

Dr. John Kuykendall, Board Member

Melonie Burton, Director of Teacher Leadership

Lorria Eubanks, Teacher Leader Fellow/Fine Arts Teacher

### **Goal 1: How will the LEA foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement?**

The parent involvement program of CCLCS hall:

- involve parents, staff and students at all grade levels in a variety of roles
- include a family coordinator
- Recognize communication between home and the District should be regular, two way and meaningful.

In order to take advantage of community resources the district will:

- Hold regular monthly meetings with the Student Based Management team to review and evaluate the district's parent involvement plan as well as providing community resources to positively impact student success. Meeting dates are August 17, 2015, September 10 and 25, 2015, October 9, 2015, November 13, 2015, December 13, 2015, January 23, 2016, February 19, 2016, March 5, 2016, April 10, 2016 and May 5, 2016. Meetings begin at 4:15 pm Contact: Ava Coleman, 501-313-2901
- An annual meeting was held to discuss Title I services and update policies Sept. 10 and 12 for grades K-5. This meeting was facilitated by Eric Dailey (Principal) and Renea Smith, ESL Coordinator Contact number 501-374-5001
- Enable the formation of a Parent Group to foster parental and community relations and involvement within the schools. Leaders of this organization shall be utilized in appropriate decisions affecting children and families. Jill Busby 501-313-2901

- CCLCS will coordinate parental involvement activities with other preschool programs such as Bright ideas Enrichment Center and My First School in order to disseminate information to parents and to provide parent training nights. Contact: Ava Coleman, 501-313-2901
- The Principal of each school will designate one certified staff member (who shall receive supplemental pay for the assigned duties as required by law) who is willing to serve as a parent facilitator to:
  - - Organize meaningful training for staff and parents
    - Promote and encourage a welcoming atmosphere to foster parental involvement in the schools.
    - Undertake efforts to ensure parental participation in recognized as an asset to the school. Ava Coleman 501-313-2901
- CCLCS Involve parents in the process of school review and improvement under Section 1116 of NCLB. Parents meet monthly to discuss and review status updates and next steps to the school plan. Sandra Smith Jones, Principal 501-313-2901

**Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?**

- CCLCS will conduct ongoing site visits to observe parental involvement practices. Ava Coleman, CFCP 501-313-2901

To encourage communications with parents, each school in the Capital City Lighthouse Charter Schools shall prepare a parent involvement plan that is available to each parent/family appropriate for the age and grade of each child-which describes:

- The school's PI program
- the recommended roles of the parents, students, teachers and school
- options for the parents to become involved in their children's total educational program
- Variety of planned activities throughout the year to encourage parents to become stakeholders in the school
- an active two way communication system between the school and parents. Ava Coleman 501-313-2901

To promote/support responsible parenting as funds are available. CCLCS shall ensure:

- Each school has a Family Coordinator
- each school plan and engage parents and the community in activities deemed beneficial for the promotion of responsible parenting
- each school provide parents with monthly parenting tips Contact Ava Coleman 501-313-2901

To help parents assist students during their learning process, the district will ensure that each school will:

- schedule monthly SBMT meetings
- plan on going yearly instructional nights for parents in order that parents may be given a report on the state of the school and overview of:
  - What scholars will be learning and assessed
  - what parents should expect concerning their scholar's their child's education
  - resources that the school will provide

Contact Ava Coleman 501-313-2901

CCLCS will ensure there are PD opportunities for staff to include no less than 2 hours, which may be included in the minimum numbers of hours of professional development required annually, of professional development designed to enhance teacher understanding of effective parent involvement strategies. Lighthouse Academies requires 160 hours of PD yearly. Our surveys reveal that that parent teacher communication is good but we still need to work on being more consistent building wide. The main focus is customer service from office personnel. Office managers attended trainings that addressed these areas in June 2014 and will attend again in July 2015. Contact Lenisha Broadway 501-374-5001.

Bi-weekly newsletters are distributed to Parents via website and through scholars. Contact Eric Dailey. 501-313-2901

The district will provide training at least annually for volunteers who assist in an instructional programs for parents. Contact Ava Coleman 501-313-2901

The school district will put into operation procedures, activities and programs 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 ACT (ESEA). The things will be planned and operated with meaningful collaboration with parents of participating children.

Consistent with Section 1118, the school district will work with 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 compact shall:

- Describe the school's responsibility to provide high quality curriculum and instruction
- Address the importance of communication between teachers and parents on an ongoing basis through parent-teacher conferences, frequent reports to parents on their child's progress and reasonable access to staff.

CCLCS will monitor each Title I, Part A school to ensure that each school performs the following tasks:

- Develop parental involvement policy.
- Offer flexible meeting times.
- Provide information to parents about the school's program, include parent information guide.
- Develop and use the School-Parent Compact.

- Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement.
- Lenisha Broadway, Regional Vice President, 501-374-5001.

If any additional information in regards to a specific school, contact Parent Facilitators at individual schools. Name of the school, facilitator and phone number are listed under Goal 1.

### **Goal 3: How will the district build the school's capacity for strong parental involvement?**

The District and its schools may plan and engage in other activities determined by them to be beneficial in the fostering of effective communication with parents.

\*CCLCS District provides information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A

\*District will assist in the development of parent engagement groups at each school.

\* The district will an Annual Report by November 15 of the year, and include important and helpful information to families. Contact Lenisha Broadway 501-374-5001.

\* Parents and students will have access to Eschool and School Messenger in order to check student grades, school announcements, etc. Contact Family Coordinators at each school. See Goal 1 for contact.

To encourage parents to participate as full partners in the decisions affecting their children and families, the Capital City Lighthouse Charter School shall ensure that:

\* Each school include in its policy handbook the process for resolving parent concerns, including how to define the problem, whom to first approach and how to develop solutions for resolving the problem. This procedure is also outlined on the website at [www.lighthouse-academies.org](http://www.lighthouse-academies.org).

\* The high school will sponsor seminars/CAP conferences to inform parents of high school Students how to be involved in the decisions affecting course selections, career planning and participate as full partners in the decisions affecting their children.

Parents will be surveyed requesting their specific interest so volunteer work will be meaningful. A determination will be made concerning how frequently a volunteers desires to participate including the option of one time per year. Options will also be included for those who are available to help at home.

\* The District and its schools will engage in other activities determined by the school to be designed to welcome parents in the school.

The school district will, with the assistance of it schools, provide materials and training to help parents work with their child to improve their child's academic achievement, such as literacy training, and using technology, as appropriate , to foster parental involvement, by:

\* Hosting literacy and math nights where parents learn, in detail, what the academic expectations are for their children as well as methods by which they can assist. Contact Melonie Burton of Teacher Leadership 501-313-2901.

\*District will provide any reasonable support for parental involvement at the request of participating Title I, Part A schools. Lenisha Broadway, Regional Vice President 501-374-5001

**Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluations of the content and effectiveness of the Parent Involvement Policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?**

The Capital City Lighthouse Charter Schools District shall review and update the District Parent Involvement.

Plan and will file a copy of the Plan with the Department of Education.

Contact – Lenisha Broadway, Regional Vice President-501-374-5001

Parents will be surveyed to evaluate the parent involvement program. The survey will be given quarterly in the school's computer lab.

This plan shall be part of the district's Title I plan and shall be distributed to parents of the District's student and provided, to the extent practicable, in a language the parents can understand. Contact: Renea Smith, Regional ESL Coordinator 501-985-1200

The Capital City Lighthouse Charter School District will take the following actions:

Provide an opportunity for the parents to assist with the development of the evaluation procedures, including analysis of data collected.

There will be an annual evaluation of the content and effectiveness of this parental involvement plan each year in the Spring to assess and improve the quality of its Title I, Part A schools.

The evaluation will include identifying barriers to gain greater participation of 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 the findings of the evaluation about its parental involvement plan 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.

\* The School Based Management Team (PI Committee) will be responsible for evaluating the parent involvement plan on an annual basis.

\* Parent surveys, conducted at both the district and school levels, will provide the foundation of the evaluation process.

\* Based on parental feedback, aligned with research based best practice regarding parental involvement, the plan will be revised, as needed, to facilitate greater parental involvement within the district.

\*Develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community.

Contact Lenisha Broadway, Regional Vice President 501-374-5001.

**Goal 5: How will the district involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)?**

Coordinator of Family and Community Partnerships will ensure that Parents are surveyed to evaluate the parent involvement program. The survey will be given quarterly in the school's computer lab. Contact: Ava Coleman, CFCP 501-313-2901

Parents and family members will be recruited to serve on district ACSIP committee to develop the Title I application and to review the ACSIP parental involvement piece. This group will be led by Lenisha Broadway, Regional Director of Lighthouse Academies.

A meeting will be held on September 29, 2015 to review and discuss this important information. Parents and family members will be a part of the School Based Management Team. All schools will be represented on this committee.

The School Based Management Team will work with the business community, non-profits and faith based groups in the community to partner with the District and schools to provide support better support from our community to our students.

An annual survey will be completed district wide in January and June 2016 to gather information on important issues in regards to the students, parents and families of the Capital City Lighthouse Charter School survey showed communication is an important piece to include all parents and families of CCLCS. It is a strength and weakness we have. Some important information is sent out well in advance and others are received the day before or the day of important events. Facilities and extracurricular activities were a main concern.

Contact Lenisha Broadway, Regional Vice President, 501-374-5001.