

Harrel Elementary School  
Parental Involvement Policy  
2018-2019

In support of strengthening student academic achievement, Harrel Elementary School has developed jointly with, agreed on with, and has distributed to, parents of participating children a written parental involvement policy that contains information required by section 1118(a) (2) of the Elementary and Secondary Education Act (ESEA) (Campus-wide parental involvement policy). The policy establishes Harrel Elementary School's expectations for parental involvement and describes how Harrel Elementary School will implement a number of specific parental involvement activities –all of which are incorporated into the Kingsville Independent School District's plan. This plan may be submitted to the State Educational Agency (SEA) upon request.

**PART I. GENERAL EXPECTATIONS**

Harrel Elementary agrees to implement the following statutory requirements:

- Harrel Elementary will establish programs, activities and procedures for the involvement of parents in 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, Harrel Elementary will work to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and will include a school-parent compact consistent with section 1118(d) of the ESEA.
- Harrel Elementary will incorporate this campus wide parental involvement policy as part of the district's LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Harrel Elementary will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children to include: providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and in a language parents understand.
- Harrel Elementary 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 Kingsville ISD Title I schools.
- Harrel Elementary will be governed by the following statutory definition of parental involvement, and expects to carry out programs, activities and procedures in accordance with the following definition of "Parental Involvement":

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, to include 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;*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**PART II. DESCRIPTION OF HOW HARREL ELEMENTARY WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. Harrel Elementary will take the following actions to involve parents in the joint development/revision of its district wide parental involvement plan under section 1112 of the ESEA:

ACTIVITIES	EVALUATION	TIMELINE
<ul style="list-style-type: none"> <li>Invite parents to meetings (at different times to accommodate both working and non-working parents) about this policy and how they can join in the development of this plan. Parents will be invited to meetings through newsletters, phone, social media, website postings, or word-of-mouth.</li> </ul>	Parental Involvement Sign In Sheets; Survey Recorded suggestions	Spring 2019
<ul style="list-style-type: none"> <li>Site-Based Decision Making Committee (SBDM) and parent input to review and edit existing policy as needed</li> </ul>	Agendas Participant input	Fall 2018 Spring 2019

2. If a Harrel Elementary is in Improvement Required status, the school will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

ACTIVITIES	EVALUATION	TIMELINE
<ul style="list-style-type: none"> <li>Disseminate letter (or email) and publish campus status on the district website notifying parents of the reasons for campus being designated as “Improvement Required”</li> </ul>	Parent responses; Surveys	Depending on Designation
<ul style="list-style-type: none"> <li>Host parent meetings to advise of condition of performance, improvement efforts, advise about school choice &amp; gather parent input</li> </ul>	Meeting minutes and informal observations	Depending on Designation
<ul style="list-style-type: none"> <li>Invite parents to attend and to solicit public participation at a KISD Board Meetings to clarify accountability and explain consequences. (Teachers will invite parents through letters sent home)</li> </ul>	Public comments/questions	Depending on Designation

3. Harrel Elementary will offer the following necessary coordination, technical assistance, and other support in providing effective parental involvement activities to improve student academic achievement and school performance:

ACTIVITIES	EVALUATION	TIMELINE
<ul style="list-style-type: none"> <li>Parental Involvement Liaison, will conduct informational and educational parental involvement meetings in coordination with other programs</li> </ul>	Surveys	Monthly and as needed
<ul style="list-style-type: none"> <li>The parent involvement liaison will meet with the campus principal to address student/parent needs specific to Harrel Elementary School</li> </ul>	Principal comments/Formal Evaluations	Ongoing

<ul style="list-style-type: none"> <li>Use “Open House” opportunity to invite parents to classes and to invite parents to be actively involved and partners in their students’ education</li> </ul>	Responses from parents, number of participants responding	Fall 2018
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4. Harrel Elementary will coordinate and integrate parental involvement strategies in “Part A” under the following other programs through the following activities:

ACTIVITIES	EVALUATION	TIMELINE
<ul style="list-style-type: none"> <li>Initiate and build support for a parent teacher organization (PTO) club</li> </ul>	Number of participants in the PTO	Ongoing
<ul style="list-style-type: none"> <li>Parents will be encouraged to be involved in all academic and extra-curricular activities</li> </ul>	Principal/parent comments Parent attendance at activities	Ongoing
<ul style="list-style-type: none"> <li>VIPS (Volunteers in Public Schools) will be encouraged to assist as volunteers at Harrel Elementary School</li> </ul>	Parent feedback	Ongoing

5. Harrel Elementary will take the following actions to conduct, with the involvement of parents, an annual evaluation 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). Harrel Elementary will use the 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.

ANNUAL EVALUATION PROCEDURES	PERSON RESPONSIBLE	ROLE OF PARENTS
<ul style="list-style-type: none"> <li>Annual Community Survey Meeting to address concerns and analyze data</li> </ul>	Federal Programs Director	Provide feedback through survey participations
<ul style="list-style-type: none"> <li>Meeting to analyze survey data and address obstacles or areas of concern</li> </ul>	Federal Programs Director, Principal, Liaison, Parents	Input on evaluation, participation at meetings  Suggestions for Improvement
<ul style="list-style-type: none"> <li>Revise parent policy</li> </ul>	Federal Programs Director, Liaison, Parents	Suggestions for Improvement

6. In order to ensure effective involvement and a strong partnership with parents and community, Harrel Elementary will build capacity for strong parental involvement through the following activities described below:

A. Harrel Elementary will provide assistance to parents of children in understanding topics such as the following, by undertaking the actions described in this in the table which follows-

- the State’s academic content standards,
- the State’s student academic 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:

ACTIVITIES	EVALUATION	TIMELINE
<ul style="list-style-type: none"> <li>• Administrator from KISD will provide workshops/meetings for parents on academic standards and assessments</li> </ul>	Parent responses, survey	Fall 2018 Spring 2019
<ul style="list-style-type: none"> <li>• Provide ideas to parents on monitoring their child’s progress and/or how to work with educators in parent sessions.</li> </ul>	Parent responses, survey	Ongoing
<ul style="list-style-type: none"> <li>• Provide workshops/literature for parents on helping their child succeed at school and helping with homework</li> </ul>	Parent responses	Ongoing
<ul style="list-style-type: none"> <li>• Provide a meeting to Explain the Title I Program, services, and rights of parents to get involved</li> </ul>	Parent responses	Fall 2018 Spring 2019
<ul style="list-style-type: none"> <li>• Distribute booklets or info (from Parental Involvement Program) to parents on information in English/Spanish on assisting their child at home</li> </ul>	Parent responses, survey	Yearly
<ul style="list-style-type: none"> <li>• Post and/or send flyers inviting parents to attend workshops for parents (such as the ESC Region 2 conference in Robstown, Texas and local workshops.</li> </ul>	Parent responses	Fall 2018 Spring 2019
<ul style="list-style-type: none"> <li>• Conduct Abreiendo Puertas/Opening Doors sessions for PK parents</li> </ul>	Parent attendance & evaluation forms	Fall 2018 Spring 2019

B. In order to improve children’s academic achievement, Harrel Elementary will provide materials and training to help parents work with their children, to foster parental involvement through the following:

ACTIVITIES	EVALUATION	TIMELINE
<ul style="list-style-type: none"> <li>• Encourage parents needing literacy skills to attend Literacy classes offered by the Kleberg County Adult Literacy Council and the local library</li> </ul>	Kleberg County Adult Literacy Staff Surveys.	Ongoing

C. Harrel Elementary will educate its teachers, pupil services personnel, and other staff in: “How to reach out to, communicate with, and work with parents as equal partners and the value and utility of contributions of parents” by:

ACTIVITIES	EVALUATION	TIMELINE
<ul style="list-style-type: none"> <li>• At SBDM and PI meetings, parents and staff discuss ways to work with parents as equals and ways to work more effectively with parents</li> </ul>	Teacher and Principal comments Evaluation forms	Yearly

<ul style="list-style-type: none"> <li>• Staff attends staff development in the area of parental involvement and training</li> <li>• Staff seek out input from parents during conferences and other meetings.</li> <li>• Gather suggestions from PTO meetings</li> <li>• Having parents/staff who have participated in conferences share their learning of latest strategies and research</li> <li>• Parents newsletters will be distributed</li> </ul>	Parent Comments	Ongoing
<ul style="list-style-type: none"> <li>• Liaison/ Director will be available for extra training in this area as needed</li> </ul>	Teacher and Principal comments	Ongoing

D. Harrel Elementary will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities that encourage and support parents in more fully participating in the education of their children, by implementing the following actions:

ACTIVITIES	EVALUATION	TIMELINE
<ul style="list-style-type: none"> <li>• Parent Conferences/meetings to share mutual expectations for students at each grade level (Project KEEP Conferences in October)</li> <li>• Family Learning Fairs (One to two per semester) Scholastic Book Fairs, Homework logs/homework assignments sign offs, memos, flyers, marquee, announcements, etc.</li> <li>• Parent liaison will meet with Migrant Recruiter and coordinate parent programs for the migrant children and parents</li> <li>• Liaison will be available for parents in need of assistance in front office two days a week</li> </ul>	Parent responses/surveys	Monthly

E. Harrel Elementary will take the following actions to 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:

ACTIVITIES	EVALUATION	TIMELINE
<ul style="list-style-type: none"> <li>• Liaison will translate informational flyers of activities and other information for parents into the Spanish language</li> </ul>	Surveys	Monthly
<ul style="list-style-type: none"> <li>• Parents will be provided translation in front office for any needs</li> </ul>	ELL Parent Comments	As needed
<ul style="list-style-type: none"> <li>• Bilingual parents will assist with translating into languages other than Spanish</li> </ul>	ELL Parent Comments	As needed

**PART III. DISCRETIONARY PARENTAL INVOLVEMENT POLICY COMPONENTS**

Harrel Elementary School’s Parental Involvement Policy includes additional activities that in consultation with its parents, has chosen to undertake to build parents’ capacity for involvement in the school to support their children’s academic achievement, such as in the following discretionary activities listed under section 1118(e) of the ESEA:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;

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- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation, to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents; in order to maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- Adopting and implementing model approaches to improving parental involvement; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

ACTIVITIES	EVALUATION	TIMELINE
<ul style="list-style-type: none"> <li>• Working with local businesses and the community on providing opportunities for volunteers.</li> </ul>	Number of increased volunteers and increased support from businesses in local area	Each Fall, Spring
<ul style="list-style-type: none"> <li>• Home visits to encourage parental student attendance</li> <li>• Liaison will greet and visit with parents to encourage parental involvement and promote activities</li> </ul>	Number of increased participants and/or new parents Parent comments	Ongoing  Ongoing
<ul style="list-style-type: none"> <li>• Liaison will work with PTO to ensure continued parental involvement</li> </ul>	Survey	Several times a year
<ul style="list-style-type: none"> <li>• Liaison will serve as support for KEEP conferences: Transportation will be offered to parents who do not have the means of transportation.</li> </ul>	Increased parent-teacher conference contacts	Fall 2018 Spring 2019

**PART IV. ADOPTION**

Harrel Elementary School’s Parental Involvement Policy has been developed jointly with, and agreed upon with, parents of children participating in Title I, Part A programs.

This policy was adopted by Harrel Elementary and will be in effect for the period of one year. Harrel Elementary will distribute this policy to all parents of participating Title I, Part A children on or before October 2018.

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Please return this page to your child’s teacher.

**I have received a copy of the 2018-2019  
Harrel Elementary Parental Involvement Policy Handbook.**

**Print Your Child’s Name:** \_\_\_\_\_

**Campus:** **HARREL ELEMENTARY SCHOOL**

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_