

## Harvey Elementary Parent Involvement Policy 2018-2019

Si usted necesita esta información traducida en español, llama por favor a 592-4327 y pregunte por Mary Jane Perez.

As per Public Law 107-110, the *No Child Left Behind Act*, Harvey Elementary has adopted the following policy to ensure that the staff coordinates all campus programs to provide quality services to our children and families and to give parents clear and meaningful opportunities to participate in the education of their children.

Our goal is to maximize opportunities for all parents to participate in ways that will help all children to be successful, not only in the State's academic content and academic standards/goals but also to provide opportunities for parents to assist us in reaching our students' potential to become successful citizens upon completion of their public school careers.

To reach our goal, the staff and representative parents have drafted the following policy listing the ways in which parents are encouraged to participate in the life of the school.

Specifically, we have included opportunities in the following areas:

1. Development, evaluation (see what worked and what did not), and revision (make changes) of the parental policy
2. Purpose, evaluation and revision of the School-Parent Compact (Project KEEP)
3. Opportunities for all parents to be involved in decision-making for designing (creating), implementing (put into practice), and evaluating our schoolwide program (our educational program)
4. Informational meetings, regarding our Title I, Part A participation, schoolwide objectives and program plan/CIP, state assessments and proficiency expectations, and accountability measures for the school
5. Training sessions to build parents' abilities to assist their children
6. Opportunities to be advised of students' academic achievement progress in a timely manner and opportunities for discussing measures to assist students not meeting expectations
7. Opportunities to be involved in instructional activities.
8. Opportunities to be involved in designing/offering suggestions for staff development for school personnel in ways to value parents and to reach out to more parents, ensuring greater potential for staff to work with parents as equal partners.
9. Description and explanation of the curriculum in use, local assessments to measure student progress, and the proficiency level students are expected to meet
10. Evaluation of the Parent Involvement Policy and the effectiveness of involvement activities
11. Increased and timely communication/discussion regarding the qualifications of the specific instructional staff who works with your child.

The staff at Harvey Elementary invites parents to offer suggestions for improving our efforts to involve parents in meaningful ways. Please call Mrs. Dawn Mireles, Principal, at (361) 592-5246 or email Mrs. Mireles at dmireles@kingsvilleisd.com to give us your suggestions or to discuss opportunities for you to work directly with us.

## **Parent Participation in Decision-Making – Schoolwide Planning (Design, Implementation, & Evaluation)**

### *1. Site-Based Decision Making:*

Harvey Elementary School conducts site-based decision-making meetings at least twice a year. We encourage parents to attend these sessions, and, at the close of each session, we will ask for input from the audience on topics discussed. If parents would like to offer topics for discussion at these meetings, please contact Mrs. Mireles, Harvey Principal, and these items will be placed on meeting agendas for future meetings as soon as possible.

We encourage parents to participate as voting members of this committee, and interested parties should call Mrs. Mireles at 592-5246.

In addition to encouraging participation at these meetings and to ensure that we make every effort possible for all parents to learn about the actions/decisions of the committee, the SBDM will disseminate this information through the following:

- Newsletters
- PTO meetings
- Website
- Facebook

### *2. Review of the Campus Improvement Plan*

In addition to the above opportunities, the school's improvement plan, which clearly defines our efforts to improve our educational program, is available upon written request, and as soon as possible, we will send a copy of the plan to anyone requesting the plan.

Or, if parents wish, they may contact the principal for a time to come to the school to review a copy of the plan. Translators, a place for reviewing, and note-taking materials will be provided to parents who choose to review the plan at the school. To ensure that we provide parents this time and materials, we ask that parents make appointments. As well, we encourage visiting parents to leave with the school their suggestions for improvement either in written form or verbally with the principal.

### *3. Annual Parent Meeting*

Each year staff members will host a meeting to discuss the school's participation as a Title I, Part A schoolwide program. Translators will be available, as needed, and the schools will accommodate the needs of disabled parents, as well. We will address the following topics:

- The requirements of the school for planning and goal setting
- A summary of the major initiatives of our educational program
- An explanation of the curriculum in use and local assessments, including the levels of proficiency students are expected to meet
- A review of the parent involvement policy and the school-parent compact

Parents will be invited to offer suggestions for improving the educational plan, as per the requirements of the *Every Student Succeeds Act of 2015*. In a follow-up meeting

with the site-based decision-making team, members will address and act on, as appropriate to the school's goals, the suggestions parents have offered.

#### 4. Review of the Harvey Parent Policy

The Harvey parent policy ensures that the staff coordinates all campus programs to provide quality services to our children and families and to give parents clear and meaningful opportunities to participate in the education of their children. Every year, a panel of parents reviews and revises this policy.

### **Parental Involvement Opportunities**

In addition to involving parents in the decision-making process, Harvey Elementary School will offer the following: (1) opportunities to build their capacities to assist their children with academic needs; (2) opportunities to be involved in the instructional program; (3) opportunities to volunteer in at Harvey and (4) opportunities to offer suggestions for the staff's professional learning opportunities to build the school's capacities to work with our parents as equal partners.

#### 1. Building Parent Capacities To Help Children

- Six week grade-level newsletters that outline special projects and provide opportunities for parents to assist their children
- Every-other-week bulletins that highlight Harvey events
- Family Involvement Center Newsletters that provide valuable information about how parents can help their children and can connect with school.
- Parent meetings on a variety of topics to assist their child (STAAR testing, nutrition, reading at home, online instruction, etc.)
- Fall and spring meetings for parents of Limited English Proficiency (LEP) students to discuss the ESL/Bilingual program, ways they may assist their children
- GT Newsletters
- Others (Read the Children Program, AR with Parents, Report Card conferences, Reading logs, Abriendo Puertas / Opening Doors, etc.)

#### 2. Communicating Student Academic Progress

To provide parents with timely information about their children's academic performance, we offer multiple activities, and we encourage parents to call for conferences with their children's teachers during the teachers' conference periods any time during the school year.

Steps we will take to communicate formally with parents regarding their children's academic progress include the following:

- Meet the Teacher Night
- Providing the School-Parent Compact (Project KEEP), defining teachers', parents', and students' responsibilities for learning
- Three-week, written progress reports for students at-risk of failing
- Daily teacher conference periods, when teachers are available to confer with parents (Please call ahead to ensure that records for review are readily available and to ensure availability of the teacher and/or the principal)
- Meetings with parents of students required to participate in the Optional Extended Year/Day Program

3. Volunteering and/or Observing the Instructional Program

We encourage parents to participate as volunteers working with students and/or teachers, and as sponsors of instructional activities. If parents choose to participate in any of these opportunities, please call Mrs. Mary Jane Perez at 592-5246, Harvey Elementary Parent Involvement Facilitator, or Noemi Monsibais, Harvey Elementary Parent Involvement Contact Person at 592-5246 to learn how to participate in such activities.

Please note: All parent volunteers who work with students fall under the same requirements as classroom teachers – they must undergo a background check and submit the necessary Tuberculosis Screening Forms. **Please do not let this matter keep you from volunteering** – even teachers must go through these checks to ensure the safety of all of our children!

4. Building School Staff Members' Capacities To Work with Parents as Partners

The school staff seeks ways to improve their abilities to work with parents as equals. To assist us in this endeavor, we currently do the following:

- At SBDM meetings (discuss ways to work more effectively with parents)
- Informally seek input from parents during conferences and other such meetings
- Gather suggestions at PTO meetings to obtain information such as barriers that prevent parents from participating.
- Surveys

*Parent Input:* Annually on a formal basis, the school sends out a survey (See Appendix B) to all parents. One question specifically asks for parents' input on barriers and another requests input for staff's growth opportunities to help us work more closely with parents and to reach out to those parents who seldom participate in their children's education. We urge parents to complete the survey and offer ideas to help us help parents and to work with parents equally in educating all of our children.

## Curriculum

The state of Texas has developed a required curriculum that must be taught in Texas schools – Texas Essential Knowledge & Skills (TEKS). TEKS is the foundation of the curriculum at Harvey Elementary School. Mastery of the content standards, apart from informal assessments and unit tests given in individual classrooms, is evidenced in the results of the Texas Primary Reading Inventory, McGraw Hill Unit Tests, Pearson Unit Tests, STAAR, Woodcock-Munoz, TELPAS, Accelerated Reader Testing, etc.

With reading as the foundation of students' understanding for all content subjects, our school has taken a curriculum/instructional content based on the Texas Reading Academies. McGraw Hill is the textbook and is supplemented by the instructional technology programs Accelerated Reader and iStation.

In mathematics the foundation is based on integrated curriculum using multi-sensory approach. Pearson is the textbook and is supplemented by the Sharon Wells curriculum and the instructional technology programs Happy Numbers and Imagine Math.

In addition to the TPRI (Texas Primary Reading Inventory), Harvey Elementary School Faculty use both informal and formal assessments to determine the progress of our students in mastering the state's content standards and to guide instruction and professional development.

*Informal Assessments:* These assessments include daily classwork, homework, observational records, portfolios, etc. These assessments are closest to the day-to-day routine of teaching and learning, and the results of these assessments assist the staff in making changes to instruction for both content and the way they deliver instruction.

*Formal Assessments:* These assessments include norm-referenced tests, such as STAAR, that tell teachers and parents how children are doing in comparison with other students. The results of these assessments are often expressed in percentiles. Others are criterion-referenced assessments, such as unit tests, and benchmarks, which tell teachers and parents how well students are doing to master standards.

### **Evaluation of Parent Involvement**

The purpose of evaluating the parent involvement policy and activities for involvement is four-fold:

1. To improve the educational program at Harvey Elementary School
2. To evaluate the effectiveness of the policy and activities to increase parent involvement in meaningful opportunities to participate as our partners
3. To identify barriers to parent participation, especially for the parents of special populations students
4. To improve our efforts to work with all parents through continuous revision and improvement to the Parent Involvement policy.

To assist us in this evaluation process, the SBDM including parent representatives will determine procedures for evaluating activities and for collecting this data, which will be reviewed in the spring of each school year. This review will provide direction for our improvement efforts.

Additionally, with the input of parents serving on the SBDM, Harvey Elementary School will disseminate an annual survey to all parents regarding the overall effectiveness of our efforts to work equally with parents. This evaluation is included in Appendix A.

Each year in March, Parents and Community members are invited to share their input on the effectiveness of the community involvement program with the Annual Community Survey. This instrument can either be completed online or by filling out a printed copy at Harvey.

Each year in April, the parent policy is revised. A panel of parents reviews and edits the policy to enhance the effectiveness of the parent involvement program.

### Appendix A: Input & Evaluation Opportunities

ACTIVITY	EVALUATION MEASURE(S)	EVALUATION INSTRUMENT	TIMELINE
Meet the Teacher	Family Attendance, Parental Input	Sign In Sheets indicating number of parents attending	August 2018
Campus Parent Compact Review Meetings	Parental Input	Recorded Suggestions	September 2018
Muffins for Mom	Family Attendance, Parental Input	Sign in Sheets indicating number of parents attending	October 2018
Project KEEP	Family Attendance, Parental Input	Sign in Sheets indicating number of parents attending	October 2018
Donuts for Dad	Family Attendance, Parental Input	Sign in Sheets	February 2019
Texas Public Schools Week	Family Attendance, Parental Input	Sign in Sheets	March, 2019
Campus Parent Involvement Policy Review Meeting	Parental Input	Recorded suggestions	April, 2019
Prepare and plan transition meeting Headstart/Community Action Program and present Lamar Campus services and information to parents	Interviews with parents	Number of parents who enroll their child at Harvey	May, 2018

### Appendix B: Parent Events Calendar

Activity	Evaluation Measures	Evaluation Instrument	Timeline
Thanksgiving Luncheon	Family attendance	Sign in Sheets	November, 2018
Harvey Elementary 50's Week	Family Attendance	Sign in Sheets	May 2018
Harvey Elementary After School Library Program	Family/Student Attendance	Sign in Sheets	September 2017- May, 2018
Campus Bulletins to provide parents information on Campus Events	Survey	Survey Results	September 2017- May, 2018  Every Other Week
Campus Newsletters to provide parents information on how to help their child and provide parents with curriculum information	Survey	Survey Results	September 2018 – May 2019  Every Six Weeks

**Appendix C: Evaluation Instrument(s)**

**Harvey Elementary School - Parent Involvement Evaluation**

**Please Note:** The personal information requested in the next section is optional. We welcome you to complete as much as possible. We request your assistance in improving our parental involvement program and urge you to respond to the ten questions below the personal information.

Name \_\_\_\_\_ # of students you have currently enrolled at Harvey: \_\_\_\_\_

Instructions: Please respond to the following by placing a check mark (✓) in the appropriate box.

		YES	NO
1.	<u>Harvey Elementary</u> has provided opportunities for parents to be involved in the decision-making process.		
2.	The number of opportunities for parent involvement has increased over the previous school year.		
3.	The school provided meaningful educational activities for helping parents to help their children. The most meaningful session I attended was _____ on the topic: _____		
4.	I was given the opportunity to participate in <u>implementation and/or assessment</u> of the Parent Involvement Policy and the School-Parent Compact.		
5.	The school provided information about my child's performance on state assessments / requirements that I was able to understand easily.		
6.	The school responds to parents' requests for training or services.		
7.	Do barriers exist that need to be overcome to gain more parent involvement? If yes, please describe here and offer suggestions for improvement: _____		
8.	I have ideas about activities I wish the <u>district/campus</u> would offer. (Please list below)		
9.	I was given sufficient and flexible opportunities to talk with teachers about my child's progress (Parent conferences, teacher's conference times, telephone contact, parent notes, etc.)		
10.	I have suggestions for areas in which teachers need help so that they work better with parents. These include... (Please include your ideas below.)		

**Harvey Elementary School**  
**Parental Involvement Program Evaluation - Parent Survey**

Please indicate how many children your have currently attending our school: \_\_\_\_\_.

Please indicate in which program(s) your child/children participates or has participated by placing a check in the middle box. In the third box, please indicate how many of your children participate in each program.

<b>Program/Service</b>	<b>Check here if your child or children participate</b>	<b>Number of your children that participate in this program</b>
Special Education (includes speech services)		
Gifted & Talented		
Bilingual /Title III (LEP & Immigrant students)		
Safe & Drug Free Schools Program (Red Ribbon Week Activities)		
Class Size Reduction Program		
Dyslexia and/or Section 504		
Response-To-Intervention (RTI)		
3 <sup>rd</sup> & 4 <sup>th</sup> Grade – IStation Reading Program (STAAR Prep)		
3 <sup>rd</sup> & 4 <sup>th</sup> Grade – Think Through Math (TTM) [STAAR Prep]		
Waterford Reading and/or Math-Science Program – Computer based instruction		
Technology – Use of technology (Computer Lab, AR, etc.)		
<i>Counseling Services (includes character education within guidance lessons, individual/group sessions, parent/teacher conference, home visits, attendance monitoring, etc)</i>		
<i>At-Risk Services (includes student identification, monitoring student progress, assist in intervention strategies, etc.)</i>		
Homeless Students Services (Parent Liaison & campus counselor)		

**Harvey Elementary School**  
**Parental Involvement Program Evaluation - Parent Survey**

Please complete the following. If you would like more space, please use the back of the first page or the back of this page.

1. The **program(s)/service** that help my child/children most are \_\_\_\_\_ because \_\_\_\_\_.  
*Example: 1. Gifted & Talented Program – This program challenges my child to think about what he is learning.* \_\_\_\_\_

2.

2. The **program/service** I think needs improving is \_\_\_\_\_ because \_\_\_\_\_.  
*Example: 1. Tutoring because the program is offered after school and my child has to ride the bus. Or 2. Safe & drug-free schools because I don't know how to determine if my child is using drugs.*

3. The things the school is doing that **help my child/children** the most are...  
*Example: 1. The teachers stay after school to help my child learn things better.*

4. The things the school is doing to **help me** help my child/children include...  
*Example: 1. The teachers contact me regularly to tell me how my child is doing in his school work.*

5. The things **I wish** the school would do to **help my child/children** include...  
*Example: 1. Offer tutoring*

6. The things **I wish** the school would do to **help me** include...  
*Example: 1. Hold evening classes on ... (Topics might include "Helping with Homework", or "What Parents Can Do To Help Children Learn To Read," etc.)*