

**McDade Elementary School
Parental Involvement Policy
Family Engagement Plan
2016-2017**

Statement of Purpose

McDade Elementary School is committed to the goal of providing quality education for every child enrolled. We want to establish partnerships with parents and the community. We strongly feel parent involvement is a priority for students to be more successful. Every student will benefit if the school and home work together to promote high achievement for our children. The expectation will be to have neither home nor school doing the job alone. The goal is a school-home partnership that will help all students succeed. Parents will be aware of grade level goals, grade level curriculum, and assessment calendars for the children of McDade Elementary; with expectations that all students will work toward these goals. We recognize that some students may need extra assistance which will be available through the Title I program and various other educational services offered throughout the campus. Parents of all students, regardless of race, cultural background, and socio-economic statuses are encouraged to be involved with the district's Title I program at McDade Elementary School.

Developing the Policy/Involvement of Parents in Decision Making

McDade Elementary School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

- The Campus Improvement Committee or CIC (composed of parents, community members, business representatives, teachers, staff and administrators) will develop and revise the campus level parent involvement policy. The policy will be given to parents in the fall in conjunction with the initial Title I meeting at the beginning of school open house. The policy will be provided in a language that is understandable to parents. The policy will be available in the elementary office as well as on the school website.
- Information about how to serve on the CIC will be published on the school website.
- The campus will seek parent involvement in our PTI (parent teacher organization).
- The campus will seek parent involvement in a survey of community and school engagement.
- The campus will seek parent input to evaluate our campus programs, their child's safety, etc.

Building Capacity/Facilitating Family to Family Support

McDade Elementary School will provide parents of participating children information in a timely manner about Title I, Part A programs that include a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

- Communicating with parents about the state's curriculum, Texas Essential Knowledge and Skills (TEKS), and assessment expectations.
- Providing parents with information regarding assessment measures for their child/children. These will include but may not be limited to the State of Texas Assessment of Academic Readiness (STAAR), STAR, and DRA.

McDade Elementary School will, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- Providing opportunities for parents will be provided to meet with their child's teacher at the beginning of school open house and at scheduled conferences throughout the year.
- Each parent will be provided the teacher's conference time, email address, and a contact number.
- Teachers will send home weekly folders for each child indicating conduct, homework assignments, and any special messages, as needed.
- Graded papers will be sent home for parents at least once each week. The student's grade will be updated on the online gradebook, via Parent Portal
- Parent newsletters will be sent home.

McDade Elementary School will provide materials to help parents work with their child to improve their academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- Sending school newsletters home.
- Sending home information about websites for student use.
- An educational packet will be sent home with all families who register for kindergarten. The packet will include resources for parents to assist their child to successfully begin kindergarten.

McDade Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding the following topics:

- the state's student academic achievement standards
- the state and local academic assessments including alternate assessments
- the requirements of Title I Part A
- how to monitor their child's progress

by undertaking the actions described in this paragraph --

- Assistance will be offered if a parent needs access to Parent Portal or accessing the school website.
- SSI (Student Success Initiative) meetings will be held for 5th grade students.
- ARD (Admission, Review and Dismissal) and 504 meetings will be held.

- Parent meetings will be held in a timely manner, at the request of the parent.
- Reports will be sent home with an explanation of the DRA, STAR, and STAAR results.

McDade Elementary School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in evidence-based practices that support families in meeting their child's learning benchmarks using strategies in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Faculty and staff members will attend parental involvement professional development on culturally sensitive, evidence based strategies.
- Parental input will be valued throughout the year in meetings, through letters sent home, and one-on-one conferences.
- Parent involvement liaisons will take the lead in researching ways to involve parents over the course of the year in order to achieve the most success with parental involvement.
- Encouraging teachers/staff to attend PTI meetings.
- Create a safe and respectful environment where parents can learn from each other as individuals and in groups and ask for information that they find helpful.
- Services will be provided to homeless children to support the enrollment, attendance, and success in coordination with the services the LEA provides under the McKinney-Vento Act.
- We will collaborate with the state or local child welfare agency to provide transportation to maintain foster youth in their schools of origin, when in their best interest.
Transportation will be provided, arranged, and funded for the duration of the time in foster care.
- Teachers will receive training at the beginning of the school year in ways to work with students who are in poverty.

Conduct an Annual Meeting

McDade Elementary School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

- Offering an open house in the fall, to introduce parents and community members to McDade Elementary and its school-wide Title I program. Parents will be provided information regarding District and Campus Policies and Procedures. Parents will also be provided information regarding discipline, attendance, assessment, and any special

programs utilized to enhance their child's/children's growth both academically and socially.

School-Parent Compacts

The campus will develop and utilize a school compact. The school compact serves as an agreement between all parties that they will adhere to certain duties and responsibilities to ensure the success of each student. It is reviewed and signed by the teacher, parent, student, and principal at the beginning of the school year. The compact is shared with the parent at a parent/teacher conference.

The school compact will be available in the native language of parents.

Matching Parent Involvement Programs to the Needs of Your Community/Establishing a Network of Community Resources

McDade Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities such as Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Child Protective Services, state and/or local child welfare agency, and other programs available in this area. The school will also conduct other activities that encourage and support parents in participating in the education of their children, by:

- Offering a preschool classroom at McDadeElementary School. A highly qualified teacher will teach the students to ensure that this early learning program is appropriate for our students.
- Participating in Child Find activities.
- The campus will seek partner with community organizations and churches to donate backpacks of food weekly, school supplies, meals to needy families at Christmas, and Christmas gifts to children who are in need "Christmas Tree of Giving".
- Partner with Vaxanation-Mobile Vaccination Clinic to provide vaccines to students, parents, staff and community members.
- Texas Health Steps provides information to parents who are in need of transportation to medical and dental appointments.
- Make available a translator when it is needed.

Equip Families with tools to Enhance and Extend Learning

- Provide parents with information to help their child academically and socially.
- Provide parent newsletters.
- Offer preregistration for prek and kindergarten during the Spring preceding the school year, where parents can fill out paperwork as well as visit the classroom and campus.
- Teachers have parent meetings at the beginning of the school year to familiarize parents

about their child's upcoming school year and how they can help their child be successful.

Communication

McDade Elementary School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, and to the extent practicable, in a language the parents can understand:

- The school website will be updated with current information.
- A translator will assist our school with oral and written communication when necessary.
- A district phone messenger system and newsletters will be used.
- Use a variety of communication techniques such as: progress reports, report cards, newsletters, conduct sheets, websites, Parent Portal parent-teacher conferences, student handbook, PTI meetings/emails, individual/group notes, calls home, surveys, parent-teacher emails, home visits, Open House/Back to School Night, Parent Involvement Night, ARD meetings, 504 meetings, STAR reading and math results, DRA, and benchmark results.
- The school will provide newly enrolled students a packet upon enrollment into the district.
- The school report card and other important reports will be published on the school website for parents/guardians to view and provide input.
- Encourage staff to respond to family members in a timely, respectful, and culturally appropriate manner.

McDade Elementary School will provide each parent/guardian an individual student report about the performance of their child on the State assessment in at least Math (grades 3-6), Reading (grades 3-6), Writing (grade 4) and Science (grade 5) by:

- Sending home the student's STAAR results annually in a timely manner.

McDade Elementary School will take the following actions to provide each parent/guardian timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- The campus principal will send home a letter to parents/guardians.

Evaluation of Family Engagement Efforts and use Evaluation for Continuous Support

- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents/guardians of participating children, the school will consider any parent/guardian comments with the plan when the school submits the plan to the

local educational agency (school district).

- A comprehensive needs assessment will be administered and updated annually to address the needs of the parents/guardians and children of the community and school.

McDade Elementary School will take the following actions to involve parents/guardians in the process of school review and improvement under section 1116 of the ESEA:

- The committee composed of parents and school personnel will review the school's data and will use accordingly the school's campus plan.
- McDade Elementary will have a PTI (Parent-Teacher Organization). It is an organization composed of parent officers, parent members, and teacher members that support school functions by raising awareness and participation, as well as funds, for various activities. This organization meets periodically. This organization also works cooperatively with school staff to promote special programs and to assist in home-school communication.
- A survey will be distributed annually to parents to evaluate family engagement. The campus will use the data to ensure alignment between family engagement activities.
- Teachers will meet with every child's parent to discuss the child's progress. The teacher will ask if anything is needed to help their child be successful.