

Lamar Elementary Parent Involvement Policy 2009-2010

As per Public Law 107-110, the *No Child Left Behind Act*, Lamar 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 Lamar 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:

Lamar 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, Lamar 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

2. Review of the Campus Improvement Plan / Schoolwide Program 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, (Meet the Teacher, Project KEEP) 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
- Our school's accountability data, State assessments, and proficiency expectations for students on these assessments
- 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 *No Child Left Behind Act of 2001*. 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.

Parental Involvement Opportunities

In addition to involving parents in the decision-making process, Lamar 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, as volunteers; and (3) 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

- Meetings to share agreed expectations for students at each grade level (Project KEEP Conferences in October)
- Fall and spring meetings for parents of Limited English Proficiency (LEP) students to discuss the ESL/Bilingual program, ways they may assist their children (Project KEEP, Muffins for Mom, Donuts for Dad, Meet the Teacher)
- Six week grade-level newsletters that outline special projects and provide opportunities for parents to assist their children
- GT Newsletters
- Family Involvement Center Newsletters that provide valuable information about how parents can help their children and can connect with school.
- Others (Read the Children Program, AR with Parents, Meet the Teacher Night, Report Card conferences, Reading logs, etc.)
- Review and revision of the School Parent Compact (KEEP Contract included in Appendix.)

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:

- Meetings with parents of students required to participate in the Optional Extended Year/Day Program
- 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)
- Providing the School-Parent Compact (Project KEEP), defining teachers', parents', and students' responsibilities for learning

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. Tila Silguero at 595-9091, Lamar Elementary Parent Involvement Facilitator, or Noemi Monsibais, Lamar 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 TB test. **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 (things) 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 Lamar 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, Iowa Test of Basic Skills (ITBS), STAR, Waterford, 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.

In mathematics the foundation is based on integrated curriculum using multi-sensory approach. Included in the approach are programs/instructional strategies such as McGraw Hill Math, Manipulatives, Waterford Math and Science Software, JumpStart, etc.)

Local Assessments

In addition to the TPRI (Texas Primary Reading Inventory), Lamar Elementary School Faculty uses other assessment measurements 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 benchmark assessments, 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 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 the TAKS, which tells 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 Lamar 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, Lamar Elementary School will disseminate an annual survey to all parents regarding the overall effectiveness of our efforts to work equally with parents. Examples of such evaluations are included in the Appendices.

Appendix A: Evaluation Schedule

	ACTIVITY	EVALUATION MEASURE(S)	EVALUATION INSTRUMENT	TIMELINE
1.	Meet the Teacher	Family Attendance	Sign In Sheets indicating number of parents attending	August 2009
2.	Muffins for Mom	Family Attendance	Sign in Sheets indicating number of parents attending	October 2009
3	Project KEEP	Family Attendance	Sign in Sheets indicating number of parents	October 2009

			attending	
4.	Donuts for Dad	Family Attendance	Sign in Sheets	February 2009
5.	Lamar Elementary After School Library Program	Family/Student Attendance	Sign in Sheets	Daily Aug. 09-May 10
6.	Lamar Elementary 50's Week	Family Attendance	Sign in Sheets	May 26-29, 2010
7.	Campus Parent Involvement Policy Review Meetings	Parental Input	Recorded suggestions	SBDM Calendar
8.	Send Campus Family Involvement Policy to parents and include on Lamar Website	Parent Signature Page	Recorded Suggestions	Ongoing
9.	Publish Campus Newsletters to provide parents information on how to help their child and provide parents with curriculum information for each six week period	Survey	Survey Results	May, 2010
10.	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 Lamar	End of Calendar Year May, 2010

Appendix B: Parent Survey and Evaluation Form

2008-2009 Lamar Elementary Parent Involvement Evaluation

Please Note: The personal information requested in the next section is optional. We welcome you to complete as much as you wish or to leave it blank. However, 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 children currently enrolled at the school: _____

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

	YES	NO
1. Lamar Elementary has provided opportunities for parents to be involved in the decision-making process.	<input type="checkbox"/>	<input type="checkbox"/>
2. The number of opportunities for parent involvement has increased over school year 2009-2010.	<input type="checkbox"/>	<input type="checkbox"/>
3. The school provided meaningful educational activities for helping parents to help their children. The most meaningful session I attended was _____ on the topic: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. I was given the opportunity to participate in development of the Parent Involvement Policy and the School-Parent Compact either by written notice or scheduled meeting.	<input type="checkbox"/>	<input type="checkbox"/>
5. The school provided information about my child(ren)'s performance on state assessments that I was able to understand easily.	<input type="checkbox"/>	<input type="checkbox"/>
6. The school responds to parents' requests for training.	<input type="checkbox"/>	<input type="checkbox"/>
7. Do barriers exist that need to be overcome to gain more parent involvement? If yes, please describe here and offer suggestions for improvement: _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
8. I have ideas about activities I wish the district would offer. (Please list below) _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
9. I was given sufficient and flexible opportunities to talk with teachers about my child's progress.	<input type="checkbox"/>	<input type="checkbox"/>
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.) _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

Lamar Elementary School 2009-2010 Program Evaluation Parent Survey

Part I Please indicate how many children you have currently attending our school: _____.

Part II 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.

Program/Service	Check here if your child or children participate	Number of your children that participate in this program
Special Education		
Gifted & Talented		
English as a Second Language (ESL)		
Safe & Drug Free Schools Program		
Class Size Reduction Program		
Dyslexia		
After school tutorials		
Summer Reading Program (Primary)		
Technology - Use of technology as an instructional tool (such as computers for students to use to conduct research)		
<i>Other (Please specify):</i>		

Part III 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 _____.

Examples: 1. Gifted & Talented Program - This program challenges my child to think about what he is learning. Accelerated Reader, Waterford, Mustang News Today Show, Reading First Program, etc.

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 with school work.

5. The things **I wish** the school would do to **help my child/children** include...

6. The things **I wish** the school would do to **help me** include...

Appendix C: School-Parent Compact in English and Spanish

**LAMAR ELEMENTARY SCHOOL
PROJECT K.E.E.P.
STUDENT-PARENT-TEACHER COMPACT**

We know that learning can take place only when there is a combination of effort, interest, and motivation. Because we are all committed to _____'s progress in school, we are going to do our best to promote his/her achievement.

This agreement is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

As a student I agree to:	As a parent I agree to:	As a teacher I agree to:
* Follow classroom rules.	* Have open communication with the school to monitor my child's progress	* Provide motivational and interesting experiences in my classroom which include access to technology.
* Follow rules according to school discipline code.	* Encourage my child to develop good study habits, provide positive reinforcement, and praise my child.	* Explain my grading system and discipline plan.
* Attend school every day.	* Stress the importance of attending every day and working hard to get the most out of school.	* Provide feedback in a timely manner, to the student & parents about his/her progress.
* Not hesitate to ask questions.	* Monitor TV viewing.	* Find techniques and materials that work best for the students.
* Finish and turn in my school assignments.	* Help my child to seek instructional assistance and to receive extra tutoring sessions if necessary.	* Treat each child with respect.
* Be respectful to students and adults.	* Encourage good reading habits and expose my child to good literature and read to my child or have him/her read alone everyday.	* Provide positive reinforcement so each child experiences success in learning.
* Participate in classroom discussions and activities.	* Involve myself in school organizations.	
	* Teach my child to show respect to all students and adults.	
	* Have open communication with my child about his/her experiences.	

Most Importantly, we promise to help each other carry out this agreement.

Student Signature: _____

Parent Signature: _____

Teacher Signature: _____

**Signed on this _____ day of _____, 20____ in support of
Kingsville Educational Excellence Program, Kingsville School District.**

PACTO ESTUDIANTE-PADRE-MAESTRO (KEEP)

Sabemos que para aprender, es necesario tener una combinación de esfuerzo, interés y motivación. Porque todos estamos atentos al progreso de _____ en la escuela, vamos a hacer lo mejor posible para apoyar su mejoramiento escolar.

Este acuerdo es una promesa para trabajar juntos. Creemos que este acuerdo puede llevarse a cabo con nuestro trabajo de equipo. Juntos podemos mejorar la enseñanza y el aprendizaje.

Como estudiante estoy de acuerdo en:

- Seguir el reglamento del salón de clases
- Asistir todos los días a la escuela
- Seguir el reglamento del Código de disciplina escolar
- Preguntar cuando no entienda alguna cosa
- Terminar y regresar mi trabajo escolar
- Ser respetuoso con los estudiantes y los adultos
- Participar en las actividades y discusiones en el salón de clases.

Como padre estoy de acuerdo en:

- Tener comunicación abierta con la escuela para conocer el progreso de mi hijo(a) en todos los programas académicos.
- Animar a mi hijo(a) a desarrollar buenos hábitos de estudio, proveerle reforzamiento

- positivo y alentarlos a seguir.
- Ampliar la importancia de asistir diariamente a la escuela y trabajar fuerte para obtener lo mejor cuando termine sus estudios.
- Checar lo que ve en la TV.
- Ayudar a mi hijo a buscar asistencia instruccional y recibir sesiones extra de enseñanza si es necesario.
- Animarlo(a) a tener buenos hábitos de lectura e influenciarlo(a) a la buena literatura y leerle a mi hijo(a), o permitirle que lea solo todos los días.
- Envolverme yo mismo(a) en las organizaciones escolares.
- Enseñar a mi hijo(a) a tener respeto a todos los estudiantes y adultos.
- Tener comunicación abierta con my hijo(a)

- acerca de sus experiencias.
- Como maestro estoy de acuerdo en:
- Proveer experiencias motivacionales e interesantes en mi salón de clases incluyendo acceso a la tecnología.
- Explicar mi sistema de calificar (ó evaluar) y mi plan de disciplina.
- Proveer retroalimentación en una manera oportuna a los estudiantes y padres acerca de su progreso.
- Encontrar técnicas y materiales que sean mejores para los estudiantes.
- Tratar a cada alumno con respeto.
- Proveer reforzamiento positivo para que cada estudiante sienta la experiencia del triunfo en el aprendizaje.

Lo más importante es que nosotros prometemos cumplir con este acuerdo.

Firma del estudiante

Firma del padre

Firma del maestro

Firmado el _____ de _____ de 20_____

en apoyo a la Exelencia Educativa del Distrito Escolar de Kingsville.

Lamar Elementary

Parent Involvement Policy Acknowledgement

I acknowledge that I have received the 2009-2010 Lamar Elementary Parent Involvement Policy:

Name of Child _____

Name of Parent: _____

Signature of Parent: _____

Date: _____

Lamar Elementary welcomes your suggestions to continue to improve this policy. If you cannot attend any of the SBDM meetings and would like to provide a suggestion, please provide this information below.

Please return this signed copy to your child's teacher.