

School Parental Involvement Policy

Howard Burnham Elementary

2020-2021



*In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to all parents a School Parental Involvement Policy that contains information required by section 1118(b) of the Elementary and Secondary Education Act (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities. **Per COVID restrictions, ZOOM platform will be utilized till further notice.***

A. POLICY INVOLVEMENT

- 1. Convene an annual meeting, at a convenient time, to which all parents shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;**

In the Fall and in the Spring, the Campus Advisory Committee twice a year meets to discuss the results of the needs assessment study for their campus. The parents at Howard Burnham Elementary are made aware at a Parent Informational Meeting on Aug 10th @ 12:00 PM of the expectation of meeting to satisfy Title I requirements. To specifically address the development of the Title I documents, the following meetings will be held:

- Parent Advisory Committee/staff/students meet to develop the Parent-Student COMPACT on Sept 16th at 1 PM per ZOOM.
- Parent Advisory Committee/staff/students meet to develop the PFE POLICY on Sept. 16th at 1 PM per ZOOM.

- 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;**

Parents are invited to participate in a variety of meetings and activities over the course of the school year. These events provide parents the opportunity to formally visit their child's classroom to become better informed about grade level expectation and their student's academic progress.

- Meet with Campus Improvement Committee twice a year
- Open House: August 8 from 8 AM-12 PM
- Parent Night (Reading) in October
- Parent Night (Math) in November
- Open House: Spring semester
- Parent Night STAAR in March

To meet the needs of our diverse group of parents, training on a multitude of topics are available during the school year between the hours of 7:00 am and 7:00 pm. Formal trainings and workshops scheduled throughout the year are guided by a parent input and survey data and vary in date and time. Childcare is offered on site for these events. In cases in which transportation is an obstacle for a parent to become involved in our school, the Administrative Team and the Parent Liaison make special arrangements to link that parent to needed resources and events.

Due to the hectic and varying schedules of our school family, effort will be made to provide training opportunities to parents via links on our school website making information accessible twenty-four hours a day.

Parents will be invited to participate in a parent-teacher conference at least twice a year to discuss their child's progress. Teachers may receive parents in the morning, during the school day and/or afterschool to accommodate as many parents as possible.

- Parent /Teacher Conferences on 25-September, afternoon and evening hours
- Parent /Teacher Conferences on 2-February, afternoon and evening hours

- 3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including planning, review, and improvement of the school parental involvement policy;**

Our school annually invites parents to participate in review and revision meetings to examine and discuss our Campus Improvement Plan and Parent Involvement Policy. The school's parent advisory committee consistently reviews school policy in an organized, ongoing and timely way.

- Title I Fall Annual Parent Meeting in September
- Title I Spring Annual Parent Meeting in May
- Campus Improvement Plan Committee meetings

- 4. Provide all parents timely information about programs under this part; descriptions and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible.**

Our school communicates with parents often the state's curricular and assessment expectations, school wide requirements in relation to the delivery of instruction, the techniques utilized to evaluate student work, and individual classroom procedures and routines pertinent to the academic success of our students' improved student achievement. Activities employed to achieve this requirement include:

- Monthly Newsletters
- Ongoing Website/Teacher websites/Class Dojo
- Open Houses in August and in January
- Parent Night (Reading) in October
- Parent /Teacher Conferences in September and February
- Parent Night (Math) in November
- Parent Night (STAAR) in March
- Ongoing Contact Logs
- Ongoing documents sent home with students
- Ongoing documents mailed/emailed home/parent portal

B. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

With the recognition that the more people that are invested in a child's education, the more likely that they will be successful, a Parent-Teacher-Student Compact has been developed and is utilized in our school. This document serves as an agreement between all parties that they will adhere to certain duties and responsibilities to ensure the success of the student. It is reviewed and signed by all at the beginning of each school year. The signed compacts are used during student and parent conferences to remind each participant of their responsibilities. These compacts are also used to motivate students and parents to become more involved in the process and to allow parents to share the responsibility of educating their child.

- Ongoing parent training
- Monthly Newsletters
- Ongoing Website
- Open House on 8-Aug and January

- Parent /Teacher Conferences in September and February

C. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, Howard Burnham Elementary assisted under this part

1. Shall assist parents of children served by Howard Burnham Elementary, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

Our school will provide for this provision as stated in the Policy Involvement and Shared Responsibilities for High Student Achievement sections of this document.

- Ongoing Parent Training
- Monthly Newsletters
- Ongoing Website

2. Shall provide materials and training to help parents work with their children to improve academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

Our school will provide for this provision as stated in the Policy Involvement and Shared Responsibilities for High Student Achievement sections of this document.

- Parent Night (Reading) in October
- Parent/Teacher Conferences in September
- Parent/Teacher Conferences in February
- Parent Night (Math) in November
- Parent Night (STAAR) in March

3. Shall educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

Faculty and staff members will be made aware of the benefit of parent engagement in the education of students and their ultimate success. Parental input will be solicited throughout the year in meetings, through surveys and during one-on-one conferences. Information derived will be utilized by the school's Administrative Team to strengthen the tie between school and home for the purpose of increasing student success. The Parent Liaison, along with the school's Parent Advisory Committee, will take the lead in providing a multitude of opportunities for parents to become involved in our school over the course of the year to take full advantage of the benefits that come with active parent involvement.

- Staff Development on pertinent topics for parents
- Staff Development on 30-Oct
- Staff Development on 8-Jan
- Teacher Workday on June 17
- Ongoing Teacher Workshops
- Ongoing Mentoring Program
- Encouraging teachers to attend parent meetings
- Parent Surveys

4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with community based early learning programs and conduct other activities, that encourage and support parents to fully participating in the education of their children;
 - Ongoing Extracurricular Sports during afterschool program
 - Ongoing Extracurricular Music during afterschool program

Our school population includes one Pre-K class. Staff bridge a strong relationship between home and school. On campus activities are plentiful throughout the year and parents are encouraged to attend these events as often as possible.

- Open House in August
- Parent Night (Reading) in October
- Parent/Teacher Conferences in September
- Parent/Teacher Conferences in February
- Parent Night (Math) in November
- Parent Night (STAAR) in March
- Anti-Bullying Presentation in October
- Red Ribbon Week in October
- Fall Book Fair, the week of Oct 26-Oct 31
- Literary Fair in October
- Veterans Day Presentation in November
- Barnes & Noble Book Fair in December
- Violin/Piano Concert in December
- International Fair in December
- MLK Celebration in January
- Science Fair in February
- Candy Gram in February
- Dr. Seuss Spirit Week in March
- Spring Book Fair in April
- Character Matters 1st Grade in May
- Character Matters 2nd Grade inn May
- Progress Reports Issued in May
- Poetry Contest in May

5. Shall ensure that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to extent practicable, in a language parents can understand.

Howard Burnham has made it a practice to send home school correspondences in English and Spanish to ensure all information related to our school is understandable. A staff translator assists our school with oral communication when necessary.

D. In carrying out the parental involvement requirements of this part, Howard Burnham Elementary, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language that parents can understand.

Parents of all students, regardless of English proficiency, mobility or disability, are an integral and important part of our learning community. All parents are afforded the opportunity to be involved in their child's school environment. For this reason, if a special need is identified that would help a parent to more fully understand the educational process and the academic progress of his/her child, assistance will be provided to that parent. This type of support often comes in the form of translated school documents in a parent's primary language, having an interpreter on hand to translate important information at school-wide meetings and events, working with an interpreter to provide translation in parent/teacher conferences, making available parent resources that are in English and Spanish, participating in faculty and staff training to better understand the culture of the students served, providing easier accessibility to parents and/or students with disabilities, etc.

- All materials to be relayed to parents are provided both in Spanish and in English
- School Reach Messages to parents are provided in both Spanish and English