



## A.G. Kleberg Elementary – Kingsville ISD Parent Involvement Policy 2018-2019

As per Public Law 107-110, the *No Child Left Behind Act*, **A. G. Kleberg Elementary** has adopted the following policy to ensure that the staff coordinates all possible programs to provide quality services to our children and families and to afford parents substantial 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 achievement standards but also to provide opportunities for parents to assist us in maximizing our students' potential to become successful citizens upon completion of their public school careers.

To reach our goal, **A. G. Kleberg Elementary's SBDM** has drafted the following policy outlining the ways in which parents are encouraged to participate in the life of the school.

Specifically, we have included opportunities in the following areas: (required areas)

1. Development, evaluation, and revision of the parental policy
2. Purpose, evaluation and revision of the School-Parent Compact
3. Opportunities for all parents to be involved in decision-making for designing, implementing, and evaluating our school-wide program (our educational program)
4. Informational meetings, regarding our Title I, Part A participation, school-wide 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 regarding the qualifications of the specific instructional staff who works with your child.

The staff at **A. G. Kleberg Elementary School** invites parents to offer suggestions for improving our efforts to involve parents in meaningful ways. Please call Connie Herrera at **(361) 592-2615** or email **cherrera@kingsvilleisd.com** to give us your suggestions or to discuss opportunities for you to work directly with us.

**The Parent Involvement Policy & The School-Parent Compact: Development, Evaluation & Revision**

<b><u>Development</u></b>	<b><u>Activity</u></b>	<b><u>Progress Check</u></b>
(Initial development was September-2004) <b>First six weeks of school</b>	<ul style="list-style-type: none"> <li>▪ Disseminated policy to all parents at PROJECT KEEP</li> </ul>	Parent Sign In Sheet
<b>Fall 2018/18 September</b>	<ul style="list-style-type: none"> <li>▪ Site-Based Decision Making Committee (SBDM) &amp; parent advisory reviews parent input and edits existing policy, as needed</li> </ul>	SBDM Sign In Sheet
<b><u>Evaluation:</u> Fall 2018/18</b>	The overall evaluation of the parent involvement policy is to be conducted with the involvement of parents and to determine the effectiveness of the content and activities included in the policy. Including improving the academic quality of the school and for identifying barriers to greater participation, especially for parents of special populations' students.	Parent Survey
	<ul style="list-style-type: none"> <li>▪ Prior to closure of each training or meeting, participants will be asked to evaluate the session in regard to the value of the content and to offer suggestions for improvement</li> </ul>	
<b>Spring 2019</b>	<ul style="list-style-type: none"> <li>▪ For parent involvement in classroom visits and other instructional activities, parents will be asked to complete an <u>annual survey</u> to evaluate the opportunities they have had to participate in these types of activities (See example in Appendix)</li> <li>▪ The parent advisory and members of the Site-Based Decision-Making committee will disseminate a formal one to two-page evaluation regarding the value and effectiveness of opportunities for involvement provided to parents throughout the year and for the school-parent compact (See example in Appendix)</li> </ul>	Parent Survey
<b><u>Revision:</u></b>	The campus must use the findings of the evaluation to revise, if necessary, the existing policy to improve and increase the opportunities to involve parents in the life of the school.	Evaluation Results
<b>Spring 2019</b>	<ul style="list-style-type: none"> <li>▪ The parent advisory and SBDM members will review individual session evaluations and returned surveys to revise the policy for the upcoming school year.</li> <li>▪ The School-Parent compact will be revised, as appropriate, from responses to the annual evaluation and/or through meetings conducted/conferences held with parents.</li> </ul>	Sign in Sheet
<b><u>Dissemination of Revisions:</u> Fall 2018 (October 6th-Project KEEP)</b>	<ul style="list-style-type: none"> <li>▪ Kleberg Elementary will disseminate the Parent Involvement Policy and the School-Parent Compact at PROJECT KEEP during the first six weeks of the school year.</li> </ul>	Parent Signature of acceptance

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

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

Kleberg Elementary conducts site-based decision-making meetings in the fall and spring or as needed. 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. Connie Herrera, 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 Connie Herrera at 361-592-2615. 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:

- Project KEEP / Parent Conferences
- Open House

### *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 person's 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 request 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 Connie Herrera, Principal.

### *3. Annual Parent Meeting*

Each year in September, Kleberg's SBDM Committee will host a meeting to discuss the school's participation as a Title I, Part A school-wide program. Translators will be available, as needed, and the school will accommodate the needs of the physically challenged. We will address the following topics:

- The requirements of the school for planning and goal setting
- A summary of our school's prioritized needs and the objectives in our school-wide program plan to address identified needs and those to address achieving our vision
- 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 (when applicable).
- A review of the parent involvement policy and the Project KEEP school-parent compact.

At this annual meeting, 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 take action on the suggestions offered by parents as appropriate to the school's goals.

### **Parental Involvement Opportunities**

In addition to involving parents in the decision-making process, Kleberg Elementary will offer the following:

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

- Meetings to share mutual expectations for students at each grade level
- Fall and spring meetings for parents of Limited English Proficiency (LEP) students to discuss the ESL/Bilingual program. Suggestions on how they may assist children academically.
- Parental Involvement Newsletters, found on Kleberg's website, to provide opportunities for parents to assist their children at home
- Family AR Afternoon, Parent Literacy Night with KISD Family Involvement Center, Scholastic Book Fairs, Open House, Project KEEP Conferences, Science Fair, Report Card conferences, Homework assignment sign-offs.
- Abriendo Puertas / Opening Doors

#### *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.

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

- Open House / Meet the Teacher
- Project KEEP Conferences: Assessments (STAAR, TELPAS, TPRI) Report cards are discussed and the School-Parent Compact, defining teachers', parents', and students' responsibilities for learning are reviewed and signed by all parties.
- Parent Conferences: Parents may set a conference with the teacher any day during the teacher's conference period. (Please call ahead to schedule and to ensure records needed for review are readily available.)
- Contact with parents of students required to participate in the Optional Extended Year/Day Program / Summer School (state requirement)
- Progress reports for students are sent by the 3<sup>rd</sup> week of the 6 weeks reporting period.
- School (Campus) TAPR (Texas Academic Progress Report)
- Special Programs Referrals (SIT, G/T, Special Education, Speech, 504, etc.)

#### *3. Volunteering and/or Observing the Instructional Program*

We encourage parents to participate as volunteers working with teachers, as observers in the classroom, and as sponsors of instructional activities. If parents choose to participate in any of these opportunities, please call the KISD Parental Involvement

Office at 361-595-8200 Ext. 2021, (or contact your parent liaison, Margie Galindo, 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; thereby, everyone must undergo a background check.

#### 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:

- discuss ways to work more effectively with parents during SBDM meetings,
- collaborate and support KISD's Parent Involvement Office
- informally seek input from parents during conferences, PTO meetings, and other parental meetings
- Introduce communication phone aps such as Remind App or Class Dojo.

Parent Input: Annually on a formal basis, the school sends out a survey (See Appendix B) to all parents. 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 A. G. Kleberg Elementary. Mastery of the content standards, apart from informal assessments and unit tests given in individual students is evidenced in the results of the STAAR (State of Texas Assessments of Academic Readiness) test in grades 3<sup>rd</sup> and 4<sup>th</sup>. Areas currently tested by the STAAR test include reading and math in both 3<sup>rd</sup> and 4<sup>th</sup> grade, with 4<sup>th</sup> grade also administering the STAAR writing test.

Reading Instruction: With reading as the foundation of students' understanding for all content subjects, our school has taken a balanced literacy approach and curriculum/instructional content based on the Texas Essential Knowledge & Skills along with Accelerated Reading using the TEKS Resources System Scope and Sequence. In addition, teachers recommend Accelerated Reading Instruction, I-station, TPRI, and/or after school tutoring sessions as needed. Teacher instructional strategies are derived from Reading workshops, 6+1 Writing Traits, and reading professional development provided by KISD presenters and outside consultants.

Math Instruction: Kleberg Elementary focuses on grade level math TEKS using the TEKS Resources System Scope and Sequence Instructional strategies for teachers are received from Math workshops and staff development provided by KISD presenters and outside consultants. In addition, teachers may recommend Accelerated Math Instruction, Imagine Math, Happy Numbers, and/or after school tutoring sessions as needed.

## Local Assessments

In addition to the STAAR state assessment, A. G. Kleberg Elementary uses other local 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 Performance Assessments, teacher observation, checklists, and unit tests. 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 instruction is delivered.

Formal Assessments: These assessments tell teachers and parents how children are doing in comparison with other students and/or how well students are doing to master standards. (The results of these assessments are often expressed in percentiles.) Assessments administered at Kleberg: TPRI, ITBS, STAAR, and TELPAS for bilingual students.

The assessments used at Kleberg Elementary include:

Assessment	Formal (F) or Informal(I)	Grade Level	Content Area	Timeline	Proficiency Level
Checklist	Informal	Pre-K4	All	B.O.Y/each 6 weeks/E.O.Y	Mastered
Checklist	Informal	Kindergarten	All	BOY/each 6 weeks/EOY	Mastered
Pearson Math	Informal	Kindergarten	Math	BOY /EOY	70%+
TPRI	Formal	K-3 <sup>rd</sup>	Reading	BOY/MOY/EOY	Developed Independent Grade level % WPM
ITBS (Bilingual Students Only)	Formal	K-2 <sup>nd</sup>	Reading/Math	End of Year	50%+
6 Weeks Tests	Informal	2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup>	Social Studies Science Math Reading Writing (4 <sup>th</sup> grade only)	Every 6 weeks	70%+
STAAR	Formal	3 <sup>rd</sup> & 4 <sup>th</sup>  4 <sup>th</sup> →	Math Reading Writing (4 <sup>th</sup> grade only) →	May 8 <sup>th</sup> , 2018 May 9 <sup>th</sup> , 2018 March 28 <sup>th</sup> , 2018	State Scale Standards
TELPAS	Formal	K – 4 <sup>th</sup>	English Language Proficiency	Writing Collection: TBA	State Scale Standards
STAR	Formal	K – 4 <sup>th</sup>	Reading	BOY/EOY	Diagnostic
Imagine Math	Informal	3 <sup>rd</sup> – 4 <sup>th</sup>	Math	BOY/MOY/EOY	Diagnostic

Happy Numbers	Informal	PK-2	Math	BOY/EOY	Diagnostic
ISTATION	Informal	K – 4 <sup>th</sup>	Reading	BOY/EOY	Diagnostic

### **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 A. G. Kleberg Elementary School – Kingsville ISD.
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 PI 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 at the end of school year. This review will provide direction for our improvement efforts.

Additionally, with the input of parents serving on the SBDM, A. G. Kleberg 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.

### **Adoption**

A. G. Kleberg 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 A. G. Kleberg Elementary School and will be in effect for the period of one year. A. G. Kleberg 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 cut and return bottom portion to your child's teacher.

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

Print Your Child's Name: \_\_\_\_\_

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

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

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