

## **Parent Involvement Policy Finch Elementary School Year 2012-2013**

1. Finch Elementary will take the following actions to involve parents in the joint development of its parent involvement plan:
  - Conduct an annual parent survey that solicits feedback concerning the planning, development, operation, and evaluation of the program.
  - Ensure the survey is provided in English and Spanish
  - Meet annually with the PTO Board to review survey results and develop the Finch Parent Involvement Policy and the Finch Elementary School Compact.
  
2. Finch Elementary will take the following actions to involve parents in the process of school review and improvement:
  - Ensure all communication with campus parents is provided in English and Spanish
  - Invite parent representatives to be members of the Campus Improvement Committee.
  - Review and analyze information from the annual survey with the Campus Improvement Committee.
  - Provide parents with a copy of the Finch Annual Report Card each fall. Annual report card information will also be available on the campus and district websites
  - Utilize Parent Link to communicate with parents.
  
3. Finch Elementary will ensure the district provides the following necessary coordination, technical assistance and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - Coordinate with the district Title I Coordinator for technical assistance and other support necessary to plan and implement effective parent involvement activities that will improve student academic achievement and school performance
  - Ensure appropriate campus use of Title I funds allocated to Finch by the district for parental involvement activities
  - Inform the district improvement committee of parent involvement activities on the campus
  - Request information about students in Head Start and PPCD programs each spring so those parents can be invited to participate in the Kindergarten Roundup Parent Training

- Coordinate with the district to support adult ESL classes for parents so that the parents from Finch have the opportunity to become more involved in student's learning in English
  - Communicate to campus parents district opportunities for parent involvement
4. Finch Elementary will coordinate and integrate parental involvement strategies with parent involvement strategies under the following other programs:
- MISD volunteer program
  - Partners in Education
  - Head Start
  - Communities in Schools
  - McKinney –Vento Grant Program
  - District parent training opportunities
  - Adopt-a-School Program- First Baptist Church
  - 3-E McKinney
  - Lawson Early Learning Center
5. Finch Elementary will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its school.
- Conduct an annual survey of campus parents to provide parents an opportunity to offer suggestions for improvement of the Title I program and campus parent involvement activities
  - Review survey results with the Campus Improvement Committee
  - Identify, from the feedback by parents, barriers to greater participation by parents in campus and district parent involvement activities with particular attention to parents who are economically disadvantaged, have Limited English Proficiency, are disabled, or are of any racial or ethnic background
  - Use the findings of the survey to design strategies for more effective parental involvement and revise, if necessary, (and with the involvement of parents), campus parental involvement policies
6. Finch Elementary will build the school's and parents' capacity for strong parental involvement of parents and support a partnership among Finch Elementary , parents, and the community to improve student academic achievement, through the following activities specifically described below:
- A. The school will, with the assistance of its district, provide assistance to parents of children served, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph—
- Topics**
- Texas state academic standards
  - Texas state student academic achievement standards

- Texas state and local academic assessments including alternate assessments
- The requirements of Part A
- How to monitor their children's progress
- How to work with educators

**Actions-2012-2013**

- Meet the Teacher Night (8//2011)
- MISD District Website
- Parent Literacy Training- at least once per year
- Math Night- at least once per year
- Science/Technology Night once per year
- Community Volunteer and Mentor Training provided through MISD Partners in Education program and the Adopt-a School Program
- Parent Conferences
- Progress Reports (5<sup>th</sup> week of each semester)
- Rubric Report Cards (each 9 weeks)
- "Learning Links" and "Parent Information" links on the Finch campus website.
- "Parent Steps" link on the Finch campus website, "Parent Information" on the Finch campus website
- Monthly PTO board meetings
- Regular student performances to show application of curriculum
- Monthly campus newsletter and calendar
- Utilize automatic phone system to provide information about campus events

- B. The school will, with the assistance of its district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
- Providing funds and personnel for parent training as outlined in part 6A
- C. The school will, with the assistance of its district, educate its teachers, pupil services, personnel, principals and other staff, 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:
- Assigning at least one teacher liaison to the PTO board
  - Participating in district training
  - Providing campus staff development
- D. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Headstart,

PPCD, and public preschool and other programs, and conduct activities that encourage and support parents in more fully participating in the education of their children by:

- Collaborating with parents and staff from the Lawson Early Learning Center to make a smooth transition into kindergarten
- Providing Kinder Roundup parent training each spring
- Posting parent training sessions on the campus and district website
- Making the parent resource lending library materials available for checkout to parents in other programs

E. The school will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand:

- All information related to the school and parent programs, including notification of meetings, newsletters, progress reports, report cards, and all communication from the school are provided in English and Spanish.
- All meetings and trainings have Spanish training materials and translators for Spanish-speaking parents
- Spanish –speaking office staff available to answer phones and greet parents, so they can clarify and answer questions for Spanish-speaking parents
- Parents speaking other languages than English or Spanish can request a translator, and funds will be provided to enlist at an hourly rate or by contract, the services of a translator in another language than Spanish, if a translator in that language is available in the community