

**Woodcrest Elementary**  
**Parental Involvement Policy**  
**Academic Year 2012 - 2013**

**PURPOSE**

Woodcrest Elementary School is committed to excellence in education. The combined efforts of the staff, students, parents, and community will provide a learning environment that ensures opportunities for all students to pursue lifelong learning and responsible, productive citizenship. Therefore, Woodcrest Elementary will maximize its resources to enable each child to become a successful learner. School and home must work together to realize higher student achievement. On-going, two-way, meaningful communication will occur to facilitate mutual understanding and to stimulate student success.

**GENERAL EXPECTATIONS**

Woodcrest agrees to:

- Be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (a) That parents play an integral role in assisting their child's learning.*
- (b) That parents are encouraged to be actively involved in their children's education at school*
- (c) That parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children*
- (d) The carrying out of other activities, such as those described in section 1118 of the ESEA.*

- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent.
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community.
- Jointly conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parent involvement policy.
- Use the findings of the parental involvement policy evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy.
- Inform parents and parents organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Texas
- If the plan for Title I, Part A, developed under section 1112 is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local education agency.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least mathematics, language arts, and reading.

- Provide each parent 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, 12/2/12)
- Provide each parent timely notice information regarding the professional qualifications of the students' classroom teachers and paraprofessionals, as described in section 1111(h)(6)(A)

### **POLICY INVOLVEMENT/DEVELOPMENT**

Woodcrest will take the following actions to:

1. Convene an annual meeting at a time convenient for parents of participating children:
  - a. All parents shall be invited and encouraged to attend.
  - b. The school will provide information and explain the requirements of Title I and the rights of parents.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Notify Parents of Title I Fall and Spring Meetings	Principal Title I Teachers Counselor	Fall Meeting – First Six Weeks Spring meeting – Before end of school	Letters home Marquee Remind101	The number of parents attending the meeting
Information about NCLB and Title I	Principal Counselor Title Teachers	1 <sup>st</sup> Six Weeks	Notice on website Remind101	Website: links, questionnaires

2. Offer a flexible number of meetings and may provide with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Meetings for Title I parents provided at different times	Principal Teachers Title I Teachers Counselor	Parent Conferences twice a year Individual conferences with teachers	Letters home Marquee Remind101	The number of parents requesting meeting and information

3. Involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I Programs. This should include the planning, review, and improvement of the school parental involvement policy, as well as the joint development of the school-wide program plan under section 1114 (b)(2):

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Review of Program	Title I Committee Members	Semester Meetings	Remind101, Website, Notice sent home PTA Meetings	The number of parents attending the meeting

4. Provide parents of participating children:
  - a. Timely information about the Title I programs.
  - b. Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
  - c. Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to the education of their children.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Explanation of identification process and programs used	Title I teachers Classroom teachers	Semester Meetings	Evaluation of test data	The number of parents attending the meeting Questions and responses of parents
Information sent to parents	Title Teacher	On-going throughout the year	Packets home with students	Parent response

#### **COMPACT: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACHIEVEMENT 118(d)**

As a component of the school-level parental involvement policy/plan, 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. The school-parent compact for Woodcrest is a separate document that is developed in collaboration with parents, and is posted on the campus website.

#### **CAPACITY FOR INVOLVEMENT 1118(e)**

**Woodcrest** will take the following actions to:

1. Provide assistance to parents in understanding such topics as:
  - a. Texas's academic content standards
  - b. Texas's student academic achievement standards
  - c. Texas's and local academic assessments including alternate assessments
  - d. The requirements of Title I, Part A
  - e. How to monitor their children's progress
  - f. How to work with educators to improve the achievement of their children

List activities, such as workshops, conferences, classes, and include any equipment or other materials that may be necessary to ensure success.)

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
PTA Meetings Parent Conferences Title I Conferences Report Cards Progress reports Website/Web Links Istation	Principal Teachers Title Teachers	Academic School Year 2012-2013	Parent Letters Conferences Marquee Remind101 Student Reports	Parent Involvement Parent Response

2. Foster parental involvement by providing materials and training, such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children's academic achievement.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Provide list of free sites for practice Links provided on websites	Principal Teachers Title Teachers	On-going throughout the year	Remind101, Website, Notice sent home	Parent Involvement Parent Response
Computer lab for assistance	Computer lab teacher	On-going throughout the year	Remind101, Website, Notice sent home	Parent Involvement Parent Response

3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Website ed.gov Campus based activities for parents Theme Night for parent reading	Principal Teachers Title Teachers	On-going throughout the year	Remind101, Website, Notice sent home	Parent Involvement Parent Response
Staff development	Principal	On-going throughout the year	Meetings throughout the year	Teacher response Parent Response

4. Coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Provide each parent /student with literature on study habits	Title I teachers Regular Ed. Teachers Counselor	Throughout the year	Remind101 Literature home Translators on request, websites	Parent response

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

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Notify parents of meetings, activities, suggestions in their native language	Title I teachers Regular Ed. Teachers Counselor	Throughout the year	Remind101 Literature home Translators on request	Parent response

6. Provide reasonable support of parental involvement activities as parents may request.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent/ teacher conferences Parent requested meetings	Title I teachers Regular Ed. Teachers Counselor	Throughout the year	Remind101 Literature home Translators on request	Parent response

7. Other School Parental Involvement activities:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
PTA, Theme Night, School Parties, Assemblies,	Title I teachers Regular Ed. Teachers Counselor	Throughout the year	Remind101 Literature home Translators on request	Parent response

### **ACCESSIBILITY 1118(f)**

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practical, 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 information and school reports in a format and to the extent practical, in a language such parents can understand.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
TEA-provided parent documents for understanding test results will be provided in Spanish, as provided by TEA.	Assistant Superintendent for Curriculum & Instruction/Technology	As made available by TEA	Posted on district website	District website contains active links to supporting documents.
District website that can be translated into 8 additional languages, other than English.	SchoolFusion & Assistant Superintendent for Curriculum & Instruction/Technology	Ongoing	Parents can choose from 8 languages on the district/campus website for language conversion.	District website contains active links to 8 languages, other than English, on its website.

### **ADOPTION**

The Woodcrest Parental Involvement Policy/Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidence by meeting minutes.

The Parental Involvement Policy/Plan was developed/revised by Woodcrest on 10/05/2012 and will be in effect for the period of the school year.

The school will distribute the Parental Involvement Policy/Plan by posting it on the campus website in a timely manner after it is approved.

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Signature of Title I Authorized Representative (Campus Principal)

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Date

These parents were involved with the development of this document:

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