

## **PARENT INVOLVEMENT**

### **Introduction**

Jal Elementary School plays an integral role in the community of Jal. The staff at Jal Elementary School believes that education is a continuing process that does not end at the close of the school day. It is essential that parents are involved in the education of their children to the maximum extent possible. Our vision is for staff, students and parents to work together as a team for the academic and social success of our students.

One of the focus areas of our Educational Plan for Student Success directs that the Jal Public Schools will involve parents and community members in the educational processes. We believe that the more the relationship between parents and educators approaches a comprehensive, well-planned partnership, the higher the student achievement.

As a school we agree with the following standards for parent/family involvement in the schools:

- Communication between home and school should be regular, two-way, and meaningful.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parenting skills are promoted and supported in the school.
- Parents are partners in the decisions that affect their children and families.
- Community resources are used to strengthen school, families, and student learning.

Jal Elementary School has adopted the following parent involvement policy and parent involvement plan with goals and measurable benchmarks that have promoted or will promote parent and community involvement at the school.

### **Parent Involvement Policy**

All schools receiving Title 1 funds must consult with parents and teachers of children participating in Title 1 programs on the design and implementation of those programs. Through these meetings, activities, and efforts, parents are provided opportunities to participate in the program planning process from the school level all the way through to the district level. In addition, parents are exposed to a vast amount of information on almost every topic related to encouraging and ensuring a successful educational experience for their child.

The goal of Title 1 parental involvement opportunities is to build effective partnerships with the school community to support student academic achievement. This is accomplished by parent organizations at the school and district level. A critical means of supporting this partnership is the school/parent compact. The compact ensures shared responsibility in student performance. It is discussed at a parent-teacher conference at least annually as it relates to the individual child's achievement.

## PARENT INVOLVEMENT TIMELINES

### AUGUST-SEPTEMBER

- A. Annual Mandatory Meeting—Conducted by the Title 1 coordinator. Topics must include:
- The school's Title 1 program design (explaining the relationship between school goals, curriculum, short-cycle assessments, and state mandated tests)
  - New Mexico content standards and benchmarks
  - An offer for parents to volunteer their time to the school
  - A description of the school council and an offer to serve on it
  - Results of the previous years assessments results (both short cycle assessments and NMSBA)
  - A description of the school/parent compact
  - A discussion about teacher and instructional assistant qualifications including the parents' right to know
  - Inform parents of the school's media center that houses videos and literature about parent training
  - Inform parents about New Mexico Parent Information and Resource Center in Albuquerque ([www.parentsreachingout.org/nmpirc.php](http://www.parentsreachingout.org/nmpirc.php))
- B. Teacher Orientation Meetings—Conducted by individual classroom teachers. Topics must include:
- Classroom rules and routines
  - Grading procedures
  - Invitations for parents to volunteer
  - A description of the school/parent compact
  - Grade level curriculum covered throughout the year
- C. Annual Staff Meeting – Conducted by the Title 1 coordinator. The coordinator will:
- Describe/explain the school's Title 1 program for the year
  - Describe/explain Title 1 record-keeping and documentation
  - Inform teachers of mandatory parent conferences in October, December, and May
  - Educate teachers about:
    - Offering parents the opportunity to volunteer
    - Researching and using various ways to implement parent cooperation
    - Integrating parental involvement activities in the preschool program with Title 1 parent involvement strategies

### OCTOBER

Each classroom teacher will hold individual parent conferences to discuss a variety of topics that must include:

- General academic achievement in the classroom as noted by daily grades
- A discussion of the results of the first round of short cycle assessments for each student
- A description of the school/parent compact

- An invitation to parents to volunteer in the classroom
- An offer to provide assistance in parent-as-tutor skills

## DECEMBER

Individual conferences are held to inform parents if their child is not meeting state standards and benchmarks. This discussion must include an academic plan for the student for the remainder of the school year.

## DECEMBER-JANUARY

A meeting will be conducted by the Title 1 coordinator to display and discuss school wide results of the short cycle assessments that have been administered up to this point in the school year.

## JANUARY-MAY (monthly, or as needed)

The school will hold parent meetings (school council) that continue training and building strong parent involvement in the school. This should include needs assessment and program planning sessions for the following school year.

## MARCH

A meeting will be conducted by the Title 1 coordinator to display and discuss school wide results of the short cycle assessments that have been administered up to this point in the school year.

## MAY

Individual classroom teachers will conduct parent conferences to go over the final results of short cycle assessments that have been administered throughout the school year. This conference should also include discussion of academic achievement based on regular classroom work.

## STRUCTURES AND OPERATION

**A.** There are only three schools in the Jal Public Schools: Jal High School, Jal Junior High School, and Jal Elementary School. Of these three, only Jal Elementary School is a Title 1 school, and it implements a schoolwide program. Jal Elementary shall hold its Parent Involvement annual meeting early in August or September to review the school's program design for the current school year, and discuss meetings/activities for the remainder of the school year. The meeting will involve consulting with parents on the design and implementation of the program for the next school year. Parents will also be members of the school's program planning committee, the **school council**, the group responsible for planning the school's program. The school must ensure that the parents signing the Title 1 proposal (if applicable) are not also Jal Public School employees.

**B.** The school may provide information on a wide variety of topics, including; reinforcing academic skills at home, setting up a stimulating learning environment at home, monitoring television/computer use, fostering positive self-esteem in their children, assisting in homework

completion, monitoring attendance, understanding key issues in child development, and providing even more encouragement for their child to do their very best in school.

C. Parents, teachers and educational assistants, and other school personnel may participate in the parent activities. Interested parties may attend the Title 1 activities as long as no additional expenditures of money will result from their participation and that the intent of the activity is to address needs, interest, and concerns of Title 1 parents.

D. A plan/calendar of the school-level parent activities should include a flexible series of meetings during the school year.

E. Parents may request, and Jal Elementary School administration will provide the parents information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction to their child.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Parents will be notified if a child is assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.