

**(Zavala Elementary)**

**TITLE I PARENT AND FAMILY ENGAGEMENT POLICY**

School Year: 2019-2020

**Statement of Purpose**

**Zavala Elementary** and Corpus Christi Independent School District (District) are committed to a lifelong learning process: *Every student a learner...Every learner a graduate...Every graduate a success!* Family support for students through awareness of social values, academics, and strengthening of family dynamics through family-school partnerships is critical to student success.

**Development of Policy**

An advisory committee consisting of parents of students from Title I campuses and non-Title I campuses, community members, teachers, parent liaisons, District administrators, and PTA Executive Board members was established. The committee met to discuss District communication tools, evaluate the effectiveness of the District wide parent survey.

The District will follow the policy in accordance with *Elementary and Secondary Education Act (ESEA)*. The policy will be distributed to parents of students attending Title I campuses. Title I campus policies will include components of the District policy and additional components that address the needs of the campus.

**Annual Meeting**

**Zavala Elementary** will take the following actions:

Convene an annual meeting at a time convenient for parents of participating children:

All parents shall be invited and encouraged to attend. The school will provide information and explain the requirements of Title I and the rights of parents. Offer a flexible number of meetings and may provide with Title I funds, transportation, childcare, or home visits, as such services related to parent engagement.

| Activity/Task          | Staff Responsible                                          | Timeline       | Accountability/Evaluations                |
|------------------------|------------------------------------------------------------|----------------|-------------------------------------------|
| Title 1 Annual Meeting | Parent Liaison                                             | September 2019 | Attendance roster, minutes of the meeting |
| Home Visits            | Principal, Assistant Principal, Parent Liaison, Counselors | Ongoing        | Written documentation of visits           |

**Program Requirements**

1. 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 parent and family engagement policy, as well as the joint development of the school-wide program plan under section 1118 of the ESEA.

| Activity/Task                   | Staff Responsible | Timeline                                                 | Accountability/Evaluations                                                                                                                                                                |
|---------------------------------|-------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Written documentation of visits | Parent Liaison    | A minimum of one parent meeting will be held each month. | Attendance, updated documents that reflect decisions (i.e., Parent Involvement Policy, Campus Continuous Improvement Plan, Title 1 Comprehensive Needs Assessment), feedback from parents |
|                                 |                   |                                                          |                                                                                                                                                                                           |

## 2. Provide parents of participating children:

Timely information about the Title I programs 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 opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children

| Activity/Task                   | Staff Responsible                              | Timeline                            | Accountability/Evaluations<br>(How success will be measured) |
|---------------------------------|------------------------------------------------|-------------------------------------|--------------------------------------------------------------|
| Written documentation of visits | Principal, Assistant Principal, Parent Liaison | Ongoing throughout the School Year  | Meeting Agendas, Meeting Minutes, Attendance Rosters         |
| Title 1 letters sent home       | Parent Liaison Teachers                        | September 2019                      | Title 1 letters signed and returned by parents.              |
| Parent/Teacher Conferences      | Teachers                                       | September 2019- to end of year 2020 | Conference Logs, Conference Minutes                          |

## School-Parent Compact

As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children 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 is a separate document, which will be developed in collaboration with parents. The compact will:

1. Be revised annually by staff and parents.
2. Describe responsibilities of parents, students, and school personnel to improve school performance.
3. Describe the school's responsibilities to provide high quality curriculum and instruction in a supportive and effective learning environment.
4. Include ways in which parents shall be responsible for supporting student learning.
5. Outline student responsibilities in support of education and character development.
6. Address the importance of establishing ongoing communication between school and parents (i.e. conferences, progress reports, and access to staff)

7. **Zavala Elementary** will include the scheduling of parent/teacher conferences to examine the components of the compact to increase student achievement.

| Activity/Task                                   | Staff Responsible                                 | Timeline                       | Accountability/Evaluations<br>(How success will be measured) |
|-------------------------------------------------|---------------------------------------------------|--------------------------------|--------------------------------------------------------------|
| Present current Compact to parents for revision | Principal, Assistant<br>Principal, Parent Liaison | End of year Title<br>1 Meeting | Parent input                                                 |

### Building Capacity

**Zavala Elementary** will take the following actions to:

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

(List activities, such as workshops, conferences, classes, both in-state and out-of-state, include any equipment or other materials that may be necessary to ensure success.)

| Activity/Task                                                                                                         | Staff Responsible                                | Timeline                               | Accountability/Evaluations                                                                |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------|
| Parent Meetings to explain standards and student expectations, assessments and how parents can assist their children. | Instructional Teacher<br>Advisor, Parent Liaison | Ongoing throughout<br>the school year. | Attendance rosters, meeting materials/handouts, student performance data, parent feedback |
| Parent Conferences                                                                                                    | Parent Liaison                                   | Ongoing                                | Attendance, parent feedback, conference materials/handouts                                |

- Provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

| Activity/Task                    | Staff Responsible                           | Timeline        | Accountability/Evaluations |
|----------------------------------|---------------------------------------------|-----------------|----------------------------|
| Letter of test results sent home | Principal, Assistant<br>Principal, Teachers | May – June 2020 | Documents sent home.       |

- Foster parent and family engagement 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                                              | Staff Responsible                   | Timeline | Accountability/Evaluations                                                                                                                                            |
|------------------------------------------------------------|-------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parent Meetings on Homework Strategies                     | Assistant Principal, Parent Liaison | Ongoing  | Attendance, parent feedback, student achievement, meeting handouts                                                                                                    |
| Parent Meetings on Math Strategies                         | Assistant Principal, Parent Liaison | Ongoing  | Attendance, parent feedback, student achievement, meeting handouts                                                                                                    |
| Parent Meetings on Reading Strategies                      | Assistant Principal, Parent Liaison | Ongoing  | Attendance, parent feedback, student achievement, meeting handouts                                                                                                    |
| Newsletters & Monthly Calendars                            | Assistant Principal, Parent Liaison | Ongoing  | Documents sent home.                                                                                                                                                  |
| Provide Computer Access to Parents and Assistance/Training | Assistant Principal, Parent Liaison | Ongoing  | Parent Involvement in Using Technology, Parents signing up for P.A.S.S. to access their students' grades and attendance, Parents completing the Volunteer Application |

- 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, 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                                                          | Staff Responsible                              | Timeline | Accountability/Evaluations |
|------------------------------------------------------------------------|------------------------------------------------|----------|----------------------------|
| Conduct staff meetings with parent and community involvement benefits. | Principal, Assistant Principal, Parent Liaison | Ongoing  | Attendance, agendas        |

- Coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Home Instruction Program for Preschool Youngsters, The Parent as Teachers Program, public preschool, and other programs. The school's program must help teachers, principals, and other staff work well with parents. They support parents in more fully participating in the education of their children.

| Activity/Task               | Staff Responsible                                             | Timeline    | Accountability/Evaluations                                      |
|-----------------------------|---------------------------------------------------------------|-------------|-----------------------------------------------------------------|
| Conduct Family Math Night   | Principal, Assistant Principal, Instructional Teacher Advisor | Spring 2020 | Attendance rosters, handouts, pictures, feedback from attendees |
| Parent meetings for Science | Parent Liaison                                                | Ongoing     | Attendance rosters, handouts, pictures, feedback from           |

|                              |                                                                                                    |             |                                                                       |
|------------------------------|----------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------|
|                              |                                                                                                    |             | attendees, student participation in Science Fair                      |
| Conduct Family Reading Night | Principal, Assistant<br>Principal, Instructional<br>Teacher Advisor,<br>Reading<br>Interventionist | Spring 2020 | Attendance rosters, pictures,<br>feedback from attendees,<br>handouts |

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

| Activity/Task                                                              | Staff Responsible | Timeline | Accountability/Evaluations                              |
|----------------------------------------------------------------------------|-------------------|----------|---------------------------------------------------------|
| Provide written documents in the home language or provide for translation. | Parent Liaison    | Ongoing  | Documents in English and home language, parent response |

6. Provide reasonable support for parent and family engagement activities as parents may request.

| Activity/Task                      | Staff Responsible                                                                      | Timeline | Accountability/Evaluations |
|------------------------------------|----------------------------------------------------------------------------------------|----------|----------------------------|
| Conduct surveys to determine needs | Principal, Assistant<br>Principal, Instructional<br>Teacher Advisor,<br>Parent Liaison | Ongoing  | Survey responses           |

7. Notify parents in a timely manner when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

| Activity/Task       | Staff Responsible                 | Timeline | Accountability/Evaluations |
|---------------------|-----------------------------------|----------|----------------------------|
| Notification Letter | Principal, Assistant<br>Principal | Ongoing  | Documents sent home.       |

## Accessibility and Communication

In carrying out the parent and family engagement 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 practicable, in a language such parents can understand.

| Activity/Task | Staff Responsible | Timeline | Accountability/Evaluations<br>(How success will be measured) |
|---------------|-------------------|----------|--------------------------------------------------------------|
|               |                   |          |                                                              |

|                                                                           |                                    |         |                                                         |
|---------------------------------------------------------------------------|------------------------------------|---------|---------------------------------------------------------|
| Provide written documents in the home language or provide for translation | Counselor, Campus Resource Officer | Ongoing | Documents in English and home language, parent response |
|---------------------------------------------------------------------------|------------------------------------|---------|---------------------------------------------------------|

Parents will be informed of District activities through various avenues of communication. District staff will engage in positive communication activities to build capacity with parents, students, and community members. Parents will be invited to participate in workshops and events that are tailored to meet the needs of the community.

## Evaluation

The District Advisory Team will be convened to discuss and accumulate data through various collection tools and will review the data and make appropriate revisions to the policy. Parent and student needs will be assessed through questionnaires and parental surveys as well as a variety of other measures targeted at creating a successful school environment. of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—

- Barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
- The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
- Strategies to support successful school and family interactions;

## Adoption

This **Zavala Elementary** Parent and Family Engagement Policy/Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and family Engagement Policy/Plan was developed/revised by **Zavala Elementary** on **May6, 2019** and will be in effect for the period of the school year **2019-2020**.

The school will distribute this Parental Engagement Policy/Plan to all parents of participating Title I students and make it available to the community on or before **October 1, 2019**.

**Signature Page**

Members of the campus Parental Involvement Committee hereby acknowledge their participation in the process of writing, revising, and adopting this policy.

TODAY’S DATE: \_

| Name | Signature | Role      |
|------|-----------|-----------|
|      |           | Principal |

|  |  |                     |
|--|--|---------------------|
|  |  | Assistant Principal |
|  |  | Parent Liaison      |
|  |  | Staff Member        |
|  |  | Staff Member        |
|  |  | Parent              |
|  |  | Parent              |