

PARENT INVOLVEMENT POLICY

Rotan Elementary School

**Title I
2011-2012**



ROTAN INDEPENDENT SCHOOL DISTRICT

STATEMENT OF PURPOSE

The mission of the elementary and secondary schools of Rotan ISD is to prepare all students to function effectively, successfully, and productively in our democratic society. This mission is grounded in the belief that all students can learn and be successful in learning tasks if the teaching and learning experiences are meaningful and appropriate. To this end, the campuses are committed to applying the elements of effective schools in the daily operations of each campus.

Parents play an extremely valuable role as their child's first teacher. Everyone gains if the school and parents work together to promote high achievement for all children. The district recognizes that neither the home nor the school can do the task alone, and for us to accomplish our mission of providing all students a quality education, parents must first be treated as stakeholders and actively be involved in their child's education.

This policy was developed during the 2007-2008 school year with parental input. The purpose of this policy is to provide opportunities, training, and information for parents that will help them assume a more meaningful role in improving student achievement and increase their effectiveness when participating in the planning, design, implementation and evaluation of school programs.

Partners in Learning

*I dreamed I stood in a studio, and watched two sculptors there.
The clay they used was a young child's mind, and they fashioned it with care.*

*One was a teacher, the tools she used were books, and music, and art.
One was a parent, with a guiding hand, and a gentle loving heart.*

Day after day, the teacher toiled with a touch that was deft and sure, while the parent labored by her side and polished and smoothed it over.

*And when at last their task was done, they were proud at what they had wrought.
For the things they had molded into the child would be neither sold, nor bought.*

*And each agreed he would have failed, if he had worked alone.
For behind the parent stood the school; and behind the teacher the home.*

Anonymous

Rotan ISD, in conjunction with requirements of No Child Left Behind, has developed a parental involvement policy. Meetings were held with parents to plan and implement the policy. All parents are encouraged and expected to be directly involved in their child's education, as research shows that parent involvement helps to ensure student success.

The first section of the parent involvement policy deals with **Notification**. All parents of Rotan ISD will be notified of activities and services provided through various methods, including take-home notes, letters mailed home, phone calls, e-mail messages, in person, the local newspaper, parent meetings, parent-teacher conferences, or through the school website (www.rotan.org).

Topic	Campus	Staff responsible	When	Documentation
Parents will be notified of school activities and services in their native language.	All	Administrators	Ongoing	correspondence to parents
Parents will be informed that they can request information regarding professional qualifications of a teacher or paraprofessional who provides services to their child	All	Administrators	Annually (fall)	Letter to home
Parents will be notified if their child has been assigned or taught for more than four or more consecutive weeks by a teacher who is not highly qualified.	All	Administrators	First six weeks	Letter home
Parents will be notified as to whether or not the school has met Adequate Yearly Progress (AYP).	All	Administrators	Within three weeks of receipt of report	Letter mailed home
Parents will be notified as to how the school is performing through the Annual School Report Card, developed by the Texas Education Agency	All	Administrators	Within three weeks of receipt of report	Letter home
Parents will be notified as to how their child is performing on state academic assessments.	All	Testing coordinator, administrators	Title 1 meeting in May	Letter home
Parents will be provided a copy of the school's parent involvement policy.	All	Administrators	Beginning of school	Report to families, school website
Parents will read and sign a school- parent compact.	Elem	Elem. principal and teachers	First six weeks through parent/ teacher conferences	Signed compacts
Parents will be provided progress reports concerning their child's academic progress.	All	Teachers	Every three weeks	Reports mailed home
Parents of a Title I campus will be notified of Title 1 services provided to their children.	Elem.	Administrator	First six weeks	Title 1 meeting notes
Parents will be informed of the services provided to students designated as homeless.	All	Homeless liaison	First six weeks	Letter home, posters in hallways

Topic	Campus	Staff responsible	When	Documentation
Parents will be notified as to any campus which has been identified for school improvement, corrective action, or restructuring.	All	Superintendent, administrators	Within three weeks of receipt of notice	Letter mailed to parents
In the event that a campus fails to meet AYP by the end of the first full year after being identified for improvement, parents will be provided information as to the availability of supplemental educational services, and assistance in choosing a provider.	All	Administrators	Before beginning of next school year	Letter mailed home, local newspaper
In the event the campus has failed to meet AYP after two full years of being identified for school improvement, the school will notify the public and parents of any corrective action taken.	All	Administrators	Before beginning of next school year	Letter mailed home, local newspaper
In the event that the school has failed to meet AYP after one full year of corrective action, the school will provide notice to teachers and parents and provide them the opportunity to comment and participate in preparing a restructuring plan.	All	Superintendent, administrators	Within three weeks after receipt of notice	Letter mailed to teachers and parents
Parents of Limited English Proficiency(LEP) students will be notified through LPAC meetings as to how they can become active participants in helping their children attain English proficiency and a high academic standard.	All	Administrators	Three times annually	LPAC minutes and agenda
Parents of LEP students will be notified of the services available to their children and the benefits of these services.	All	Administrators	Within 30 days of student's arrival	LPAC minutes
Parents of LEP students will be notified if the LEA has not made progress on the annual measurable achievement objectives.	All	Administrators	Spring LPAC	LPAC minutes
The school will publicly report progress toward Safe and Drug Free Schools (SDFS) performance measures.	All	Administrators	Public board meeting in January	Board meetings
Parents will be notified of school activities sponsored by SDFS.	All	Counselors	Various times throughout the school year	School web site, notes sent home
Parents will be notified if their child has been the victim of a violent criminal offense while at school, that the student is allowed to transfer to a safe public school within the district.	All	Administrators	Immediately after occurrence	Phone call or personal visit
Parents will be notified if a campus has been identified as a persistently dangerous school and that their child is allowed the option to transfer to a safe public school within the district.	All	Administrators	Within a month after identification of campus	Letter mailed home
The next section of the Rotan ISD Parent Involvement Policy involves Consultation.				

Topic	Campus	Staff responsible	When	Documentation
The school will develop jointly with parents and agree on with parents a written parental involvement policy.	All	Administrators	January, 2008	Copy of policy mailed to each home
Parents will be involved in the annual evaluation of the policy.	All	Administrators	First six weeks, annually	surveys, site-based meeting minutes
Parents will be provided with a school compact to read and sign and will be given opportunity to give input on the compact.	Elem.	Administrator, teachers	First six weeks in parent/teacher conferences	Signed and dated compacts
Parents will be requested to attend parent-teacher conferences to discuss their child's progress. Parents may request a parent-teacher conference.	ALL	Teachers, secretaries	During first six weeks and afterwards as needed	Teacher notes on parent-teacher conference
The school will develop a school-wide plan with the involvement of parents that includes a comprehensive needs assessment and address the components of a school-wide program.	All	Administrators, site-based committee members	May of each year	Results of needs assessment
Parents will be included in the development of Title programs, based on needs assessments.	All	Administrators	Title 1 and other Title program meetings during the year	Meeting minutes
Parents will be notified as to how Title 1 monies are spent.	Elem.	Administrator	Title 1 meeting in September	Meeting minutes
In the event that a campus has been identified for school improvement, it will revise its campus improvement plan in consultation with parents, school staff, community leaders, and Region 14 staff members	All	Administrators	Within three month of notification of status	Consultation meeting records, finished revised improvement plan
In the event that any campus has been identified for school improvement, the district will revise its district improvement plan. Strategies that have been scientifically proven to strengthen subjects in school and address the specific academic issues that caused the school to be identified for school improvement will be implemented. This will involve parents, school staff, community leaders and Region 14 staff.	All	Superintendent, administrators	Within three months of notification of status	Consultation meeting records, finished revised improvement plan
Parents of migrant students will be part of a Parent Advisory Committee(PAC).	All	Migrant services coordinator	Twice annually (fall and spring)	Meeting agenda and minutes
The school will consult with various representatives, including parents, regarding the best ways to coordinate program activities.	All	Administrators	Parent meetings during various times during the year	Meeting minutes
Parents of a Title 1 campus will meet with school staff to inform them concerning the Title 1 program in order to review and evaluate the program	Elem.	Administrator	Parent meetings in September and April	Meeting minutes

The third section of the policy deals with **other requirements**.

Topic	Campus	Staff responsible	When	Documentation
Parents are invited to have input as to what types of professional development need to take place among faculty members.	All	Administrator	In May, as part of needs assessment	Results of needs assessment
Parents or legal guardians may have their child removed from any program or agency that is federally funded. Request must be made in writing to building administrator.	All	Administrators	Decision made within two weeks of request	Letter mailed to parent
The school will follow policies and practices consistent with the Family and Education Rights and Privacy Act (FERPA).	All	Administrators	Ongoing	Student handbook