



Kings Manor Elementary

Parent and Family Engagement Policy

2022-2023

MISSION & VISION STATEMENT

KME Vision/Mission and Priority 2022-2023: KME will REACH, INSPIRE and ACHIEVE academic, social and emotional excellence to prepare our students for the reality of tomorrow.

Journey to Excellence

- REACH: We will prioritize increasing rigor and fluency regarding tier one instruction.
- INSPIRE: We will inspire students by providing engaging lessons that allow students to connect to real world experiences.
- ACHIEVE: We will provide opportunities for higher order thinking in all settings while meeting each student's individualized academic, social and emotional needs in a multiculturally rich environment.

CORE VALUES

Kings Manor Elementary believes that our students and staff must be: Responsible Citizens, Effective Communicators, Academically Prepared, Lifelong Learners, Interpersonal Collaborators, Innovative Thinkers and Yes Minded!

Our school is a community where students, parents, and staff collaborate and work in partnership for the academic success of our students. We feel parental involvement is an essential component to ensuring that our students are successful in school. Research studies consistently reveal that high student achievement and self-esteem are closely related to positive parental participation in education. We encourage all parents to become involved in our school and their child(ren)'s education as much as possible.

Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written parental involvement policy agreed on by the parents that describes the requirements outlined in Title I law.

A. POLICY INVOLVEMENT

1. **Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;**

An official parent meeting will be held by the end of September each school year to review with parents Title I School requirements, Parental Involvement Policy, and School-Parent Compact. The principal will also update parents on state accountability data, school ratings and campus plans for improvement.

2. **Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;**

Parents will be invited to participate in meetings and activities over the course of the school year. Every year begins with a Meet the Teacher event in addition to a parent orientation night held for each grade level in September. Parents will have the opportunity to formally visit their child's classroom to become more familiar with grade level and school

expectations. We also have annual Literacy Night, Math & Science Night as well as our Gifted/Talented and Dual Language Showcases. During the summer we host a Passport to Summer Reading. We invite students and parents to join us at our school library or a local restaurant to read a book and have an opportunity to take a book home. We also have school parental resources available to parents in the front office during school hours daily. The parent resources available are advertised in our school newsletter and website to highlight books and pamphlets available for home or campus use. Computers will also be available for parent access as well in order to facilitate registration and helpful information. In order to meet the needs of our students, information meetings in reading, math, science, and STARR will be offered on family nights. Parents are also invited to participate in a parent-teacher conference in October of each year. Teachers are available to meet with parents in the mornings before the official start time, during teacher conference times, and after school. Our school also offers a parenting program called Parenting Partners. Parenting Partners workshops combine parenting and leadership skills that empower parents to become vital contributors to their children's academic success. The eight comprehensive workshops are presented by each school's own trained facilitator team multiple times year-round, creating a sustainable source of parent leaders. Childcare is also offered on site for these events. In addition, parents are invited and encouraged to become members of our PTO, become a Room Parent, and become an approved NCISD volunteer. These involvement opportunities are advertised during Pre-K and Kindergarten Spring Round-Up, early registration, first day of school, parent orientation nights, the Title I meeting, as well as at other school events throughout the school year.

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including planning, review, and improvement of the school parental involvement policy;

Kings Manor Elementary invites parents to participate in review and revision meetings to discuss and examine our Campus Improvement Plan, Parent & Family Engagement Policy as well as our School-Parent Compact. These meetings are held throughout the school year starting in September and ending in May with our campus needs assessment.

4. Provide parents of participating children timely information about programs under this part; descriptions and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible.

Kings Manor Elementary will share state reports, ratings, curricular expectations, assessment results, grading guidelines, school schedules, classroom schedules and behavior expectations through a variety of communicative techniques such as:

- School Website
- Teacher Website
- Teacher-Parent Email
- Phone Calls
- School Facebook Page & Twitter Account
- Remind App
- Parent-Teacher Conferences
- Title I Meetings
- Family Night Meetings
- Student Code of Conduct
- MTSS (Multi-Tiered Systems of Support)
- Weekly Classroom Newsletter
- Weekly Friday Folders
- Progress Reports
- Report Cards
- RtI Meetings
- 504 & ARD Meetings
- Individual Notes Home
- Parent Resources

- School Marquee
- Site Base Planning Meetings
- Skyward Parent Email Notifications

B. SHARED RESPONSIBILITY FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parental involvement policy, 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.

Kings Manor Elementary believes that the education of a student is not only the responsibility of the teacher, but also of the parent and the child. For this reason, a Parent-Teacher-Student School Compact has been developed and is utilized in our school. This trifold document serves as an agreement between all stakeholders that they will adhere to certain duties and responsibilities to ensure the success of the student. It is reviewed with parents and students at the beginning of each school year. These compacts are also used to motivate students and parents to become more involved in the educational process and let parents know that they are equal partners in their child's learning.

C. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part.

- 1. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;**

Kings Manor Elementary will provide information and training to our parents in understanding the state's student academic standards in all content areas through family academic nights, parent-teacher conferences and parent resources provided on-line and in the front office of the school.

- 2. Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;**

Kings Manor Elementary will provide parent resource materials to help their children's academic achievement. We will also use the Parenting Partners program to help foster parental academic support and involvement. Parents are also invited to complete an annual technology use survey called BrightBytes.

- 3. Shall educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;**

Parent requests and suggestions will be taken in the form of parent surveys, as well as when individual parents make their needs known to the faculty and staff individually or collectively in the form of personal meetings, emails, phone calls or during campus meetings. Information derived will be utilized by the school's Administrative Team and teachers to strengthen the tie between school and home for the purpose of increasing student achievement.

- 4. Shall ensure that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to extent practicable, in a language parents can understand.**

Kings Manor Elementary will send home all school wide correspondence in both English and Spanish. We also have a translator available to assist with oral communication when necessary.

D. ACCESSIBILITY

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

All students and parents are considered to be an important part of our learning community. Regardless of English proficiency or disability, all parents are encouraged to be involved in their child's education. For this reason, if there is a special need identified that would help a parent understand the educational process of their child, assistance will be provided. Examples of support may include:

- Interpreted school documents in a parent's primary language.
- Having an interpreter on hand to translate important information at school wide meetings and events.
- An interpreter to provide translation in parent/teacher conferences.
- Parent resources (handouts, books and pamphlets) available in both English and Spanish.

Family Engagement Plan

A. Facilitating Family-to-Family Support

- Kings Manor Elementary will provide a space for parents to access parent resources and talk informally in the front foyer or cafeteria before and after school;
- Kings Manor Elementary will host events throughout the year that bring families together such as grade level musicals, fun nights, academic nights, and open house;
- Kings Manor Elementary will organize grade level field trips, have two designated class party days and a school wide fundraiser each semester which includes the families of all our students.

B. Establish a Network of Community Resources

- Kings Manor Elementary will provide community resource information to our parents;
- Kings Manor Elementary will maintain a list of community resources which identifies services such as housing, health services, legal assistance, domestic violence services, child protective services, etc. The list will be kept updated and shared with parents through the campus counselor.
- Kings Manor Elementary students who qualify for homeless services through the McKinney Vento Act also have access to the NCISD resources made available to them including clothing and free meals.
- Kings Manor Elementary participates in the Backpack Buddy program to provide needed food for identified students.
- Kings Manor Elementary will encourage and assist families in getting a local library card.

C. Increase Family Participation in Decision-Making

- Kings Manor Elementary will involve parents in developing, adopting and implementing goals and strategies within the campus improvement plan focusing on family engagement;
- Kings Manor Elementary will collaborate with families to develop strategies to solve problems (individual meetings and group meetings);
- Kings Manor Elementary will collaborate with parents, teachers, and community members to review our family engagement survey results and make decisions and plans for improvement.

D. Equip Families with Tools to Enhance and Extend Learning

- Kings Manor Elementary will provide backpacks filled with resources and activities to all prekindergarten students when they enroll;
- Kings Manor Elementary will collaborate with families to appropriately respond to children's behavior in a positive and supportive way;
- Kings Manor Elementary will conference with parents in October and as needed to develop and discuss student goals for academic success;

- Kings Manor Elementary will communicate upcoming events via newsletters, notes home, our campus website, Facebook, Twitter, call outs, Remind App, etc.;
- Kings Manor Elementary will provide family academic nights (reading, writing, math, science) throughout the school year.
- Kings Manor Elementary will hold STAAR talks with parents to discuss concerns and answer questions regarding the assessment.

E. Develop Staff Skills in Evidence-Based Practices that Support Families in Meeting their Children's Learning Benchmarks

- Kings Manor Elementary will share with the staff best practices for interacting with parents at the beginning of the school year during the designated staff professional development week, at faculty meetings and as needed throughout the school year;
- Kings Manor Elementary and New Caney ISD will provide online training for educators on how to respond to families that are in crisis;
- Kings Manor Elementary will provide a private space for parent/teacher meetings to take place as needed.

F. Evaluate Family Engagement Efforts and Using Evaluation for Continuous Improvement

- Kings Manor Elementary will send progress reports and regularly check in with parents to discuss student progress throughout the school year;
- Kings Manor Elementary will encourage parents to complete an annual survey on their child's experience at school which will take place in the Spring of each school year.