

Overland Park Elementary
School Parent Involvement Policy
2023-2024

In January of 2008, the Kansas State Board of Education, (KSBE), endorsed the six National Standards for FamilySchool Partnerships (NSFSP) to promote parent involvement in all KS districts and schools. Overland Park Elementary will incorporate these standards into its parent involvement policy to promote parent involvement. These standards include: (1) Welcoming all families into the school community, (2) Communicating effectively, (3) Supporting student success, (4) speaking up for every child, (5) Sharing power, (6) Collaborating with community

PART I. SCHOOL PARENT INVOLVEMENT POLICY REQUIRED COMPONENTS

A. Shawano will jointly develop/revise with parents the school parent involvement policy and distribute it to parents of participating children and make available the parent involvement to the local community. (NSFSP:1-6.)

Activity	Date Due	Contact Person
Staff Overview of Requirements	August 2023	Building Staff, Administrators
Staff Development, Review, and Approval of policy	August 2023	Building Staff, Administrators
PTA Review & Approval of Policy	August 2023	Administrators and PTA
Parent Involvement Policy available on website and distributed in weekly email	Ongoing	Administrators
Distribute policy to new parents	Ongoing	Secretary

B. 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; (NSFSP: 1,2,4)

Activity	Date Due	Contact Person
PTA	12/14/2023	Administrators
Staff	12/14/2023	Administrators/Teachers

C. Offer 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;

Activity	Date Due	Contact Person
Site Council	Quarterly	Administrators

PTA Meeting	Monthly	PTA, Teachers, Administrators
Parent-Teacher Conferences	Fall and Spring (ongoing)	Teachers
Back to School Night	Annual, Fall	Administrator, Staff, Community Partners
Family Activity Night	Annually First Semester	Administrator, PTA
Fine Arts Night	Annually, Spring	Administrator, Teachers
Kindergarten Round-Up	Annually, Spring	Administrator, Teachers
STEM Night	Annually	STEM Planning Team
Reading Night	Annually	Reading Planning Team

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school policy under section 1112, schoolwide under section 1114, and the process of the school review and improvement under section 1116. (NSFSP: 2, 3, 5)

Activity	Date Due	Contact Person
Site Council	Quarterly	Administrator
PTA Meetings	Monthly	PTA, Administrator
Parent/teacher Conferences	Fall and Spring	Classroom Teachers

E. Provide parents of participating children.

- a. timely information about programs under this part;
- b. a description 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
- c. 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 such suggestions as soon as practically possible.

(NSFSP: 2,3, 5)

Activity	Date Due	Contact Person
Weekly Updates	Ongoing- weekly	Administrator, certified staff

F. Overland Park Elementary will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Kansas (i.e., Kansas Parent Information Resource Center). (NSFSP: 6)

Activity	Date Due	Contact Person
Weekly Email Update	Weekly	Administrator
Social Media	Ongoing	Administrator

PART II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC

ACHIEVEMENT As a component of the school-level parent 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.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact related to the individual child's achievement;
 - Provide frequent reports to parents on their children's progress; and 3
 - Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
- (NSFSP:2,3,5)

Activity	Date Due	Contact Person
Parent/Teacher Conferences	Fall and Spring	Classroom Teachers
Post Grade Cards	Quarterly	Classroom Teachers/ Secretary
Distribute State Assessment Data	Annually	Administrator
Publish State Assessment Results on Website	Annually	Administrator
Skyward	Continuous	Classroom Teachers/Administrator

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

A). 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; (NSFSP: 2)

Activity	Date Due	Contact Person
Parent Teacher Conferences	Fall and Spring	Classroom Teachers
Publish State Assessment results on website	Annually	Administrator/Secretary
Distribute Curriculum Based Assessment Results	Bi-annually	Classroom Teachers
Distribute Measures of Academic Progress	Bi-annually	Classroom Teachers

b. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (NSFSP:3)

Activity	Date Due	Contact Person
Family Engagement Nights	Quarterly	Administrator

c. 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; (NSFSP:5)

Activity	Date Due	Contact Person
Parent Involvement Night	Quarterly	Administrator
Site Council	Quarterly	Administrator
PTA Meetings	Monthly	Administrator/PTA

d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program and public preschool and other programs, conduct other activities, such parent resource centers, that encourage and support parents in more fully participating in the education of their children; (NSFSP: 6)

Activity	Date Due	Contact Person
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e. Shall ensure that information related school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand; (NSFSP:2)

Activity	Date Due	Contact Person
Distribute Parent Compact in English and Spanish	October 2023	Administrator
Distribute Parent Compact in English and Spanish to new parents	Ongoing	Secretary

f. Shall provide such other reasonable support for parental involvement activities under this as parents may request. (NSFSP:1)

Activity	Date Due	Contact Person
Individual Conferences	Ongoing	Administrator

g. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (NSFSP: 4,5)

h. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training; (NSFSP: 2,3,)

i. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (NSFSP:1)

j. May train parents to enhance the involvement of other parents: (NSFSP: 1, 4)

k. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (NSFSP: 1) 5

l. May adopt and implement model approaches to improving parental involvement; (NSFSP:1, 4)

m. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section; (NSFSP: 5, 6)

n. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (NSFSP: 5,6)

PART III ACCESSIBILITY REQUIREMENTS In carrying out the parental involvement requirements of this part, district 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. (NSFSP: 4)

Activity	Date Due	Contact Person
Provide Interpreters at Parent/Teacher Conferences IEP Meetings, SIT meetings	Ongoing	Administrator, ELL office
Provide Interpreters on request	Ongoing	Administrator, ELL Office
Provide Parent Survey in English and Spanish	Annually - Spring	Administrator, ELL Office

PART IV ADOPTION The Overland Park Elementary Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I program, as evident by meeting minutes. The Parent Involvement Policy was developed by Overland Park Elementary December 2021 and will be in effect for the period of 2023-2024. The school will distribute this Parent Involvement Policy to all parents of participating Title I children and make it available to the community on or before December 17, 2023.

Dominic Flora, Administrator, Overland Park Elementary