



Tomahawk Elementary

Parent Involvement Policy

2024-25

We believe that parent involvement is the cornerstone to our success.

In January of 2008, the Kansas State Board of Education, (KSBE), endorsed the six National Standards for Family-School Partnerships (NSFSP) to promote parent involvement in all KS districts and schools. "School name" will incorporate these standards into their 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. **Tomahawk Elementary** 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 policy to the local community.

(NSFSP: 1-6.)

Activity	Date Due	Contact person
Family Introduction Letter	August / September 2024	Sarah Kennedy
Reading Support Brochure	Throughout the Year	Sarah Kennedy
District Calendar	Fall 2024	Julia Baucum and Kelli Zuel

- 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
Parent Back to School / Information Night	August 2024	Sarah Kennedy Julia Baucum
Reading Support Brochure	Throughout the Year	Sarah Kennedy
Principal's Newsletter	Monthly	Julia Baucum and Staff

- C. 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;

(NSFSP: 1, 2)

Activity	Date Due	Contact person
Sneak a Peek Night	August 2024	Julia Baucum and Teachers
Parent Back to School / Information Night	August 2024	Sarah Kennedy Julia Baucum
Parent Teacher Conferences	October 2024 and February 2025	Sarah Kennedy and Teachers

- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school policy under section 1112, school wide 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	Monthly	Julia Baucum
PTO	Monthly	Julia Baucum
Parent Input following activities by Reading Support Staff and classroom teachers	Throughout the school year	Sarah Kennedy and Teachers
Reading Support Program Survey	Spring 2025	Sarah Kennedy
Reading Support Parent Evaluation Meeting	Spring 2025	Sarah Kennedy

- Provide parents of participating children –
- timely information about programs under this part;
- 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
- 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
District and Building Website	Throughout the Year	Kelli Zuel
Parent Back to School / Information Night	August 2024	Sarah Kennedy Julia Baucum
Classroom Newsletters	Weekly	Tomahawk Classroom Teachers
Collaboration Team meetings	Weekly	Julia Baucum and Teachers

- E. If the schoolwide program policy is not satisfactory to the parents of participating children, submit any parent comments on the policy when the school makes the policy available to the local educational agency.

(NSFSP: 5)

Activity	Date Due	Contact person
Reading Support Program Survey	Spring 2025	Sarah Kennedy
District Parent Survey	Spring 2025	Julia Baucum

- F. **Tomahawk 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
Reading Support Brochure	Throughout the Year	Sarah Kennedy
Building Website	Throughout the Year	Kelli Zuel
Principal's Newsletter	Monthly	Julia Baucum and Staff

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 relates to the individual child's achievement;
- Provide frequent reports to parents on their children's progress; and
- 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
Resources shared – books, materials, etc.	Throughout the Year	Sarah Kennedy
Progress shared at Parent Teacher Conferences	October 2024 and February 2025	Sarah Kennedy and Teachers
Building Calendar	Monthly	Julia Baucum
Principal's Newsletter	Monthly	Julia Baucum and Staff
Collaboration Team meetings	Weekly	Julia Baucum and Teachers
Classroom Newsletters	Weekly	Tomahawk Classroom Teachers
Watch D.O.G.S.	Throughout the Year	Julia Baucum, Amanda Doll, Sarah Kennedy and Teachers

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 this part –

- 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
Sneak a Peek Night	August 2024	Julia Baucum and Teachers
Parent Back to School / Information Night	August 2024	Sarah Kennedy Julia Baucum

- 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 Activities	Fall 2024 and Spring 2025	Sarah Kennedy Julia Baucum
KPIRC Parent Support Materials	Available throughout the year	Sarah Kennedy

www.kpirc.org		
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- 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
Fine Arts Fair	Spring 2025	Julia Baucum and Teachers
Parent/School Extra Activities	Throughout the Year	Julia Baucum and Teachers
Collaboration Team meetings	Weekly	Julia Baucum and Teachers

- 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, and conduct other activities, such as 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
District Parents as Teachers Program	Throughout the Year	Julia Baucum

- e. 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 the extent practicable, in a language parents can understand;

(NSFSP: 2)

Activity	Date Due	Contact person
Communication is translated into Spanish – Classroom and Building Communication	Throughout the Year	Elsa Alvear
Hearing Impaired translators are also employed	Throughout the Year as Needed	District
Interpreters are used for Parent Teacher Conferences	October 2024 and February 2025	District

- f. Shall provide such other reasonable support for parental involvement activities under this as parents may request.

(NSFSP: 1)

Activity	Date Due	Contact person
Childcare is provided for Parent/School Extra Activities	Throughout the Year As Needed	Julia Baucum

- 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)
- 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, 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.

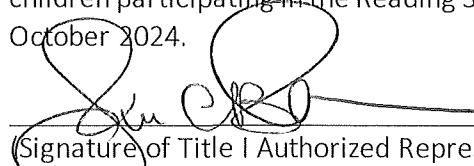
(NSFSP: 4)

Activity	Date Due	Contact person
Translator / Interpreter in Building	Throughout the year	Elsa Alvear
Reading Support Brochure and Communication available in Spanish	Throughout the year	Elsa Alvear

PART IV ADOPTION

This Tomahawk Elementary Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in the Reading Support program, as evidenced by meeting minutes.

The Parent Involvement Policy was developed by Tomahawk Elementary on August 22, 2024 and will be in effect for the period of school year. The school will distribute this Parent Involvement Policy to all parents of children participating in the Reading Support program and make it available to the community at conferences in October 2024.


(Signature of Title I Authorized Representative)

8/22/24
(Date)