

**Meadows Elementary School**  
**Parent and Family Engagement Policy**  
2018 – 2019

The staff at Meadows Elementary takes pride in doing what is best for all students while promoting a love of learning and academic growth. All parents and family members are welcomed and valued. Our mission at Meadows is to inspire children through real life learning.

**Communication** We believe communication between home and school is vital to student success and that frequent, two-way communication between parents and teachers is key to supporting the learning process. We use multiple avenues to promote communication with parents and families at Meadows: Blackboard Connect allows announcements to be shared by phone, email, and text. Teachers communicate through notes shared in student take-home folders, electronic communication sent via email and classroom communication apps like Remind 101 and Classroom Dojo, and phone calls.

Parents and family members may contact us through phone calls, notes, letters, emails, weekly take-home folders and student planners. We strongly encourage parents to contact their student's teacher when there is a concern so that we can work together for the good of the student. Parents can also submit concern forms in the front office and receive a response from an administrator within 24 hours. Written materials will be available in both English and Spanish. If we need to translate things into another language, please contact the school office. We'll do our best to accommodate you.

**Parent and Family Member Learning** Meadows holds multiple parent events with the intention of offering information about Texas academic standards and state and district assessments. We offer information to help parents monitor their child's progress and to partner with teachers as a team to help your student. We also provide information about ways to help your child at home, including how to stay current with new technology. Such family events include Math Night, Reading Night, Meet the Teacher Night, and Health and Wellness Night. We collaborate with our PTO, the Military Child Education Coalition (MCEC), and the School Behavioral Health program (SBH) to enhance the content offered during these sessions. Meadows also offers informational sessions for families of students identified for targeted assistance. We understand that our parents work, attend school, or have other responsibilities that limit their schedules. To encourage parent involvement, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon/evening session. We invite input from parents about the best times to offer meetings or desired topics for such meetings. If parents would like to make suggestions about their child's education, please contact Principal Peter Hartley at 254-336-1870 or peter.hartley@killeenisd.org.

**Annual Title I Meeting** Our annual Title I meeting is held in October of every school year. This meeting is offered at flexible times and dates that are convenient to parents. All parents and family members of students identified for targeted assistance are invited to attend. We want these families to know about Title I and how we use these funds to ensure that students are successful. We'll discuss the Parent and Family Engagement Policy, the Home-School Compact, "Parents Right to Know" and how you can be involved in your child's education. You'll learn about the curriculum we use, academic assessments, and what our latest STAAR scores look like. We'll even feed you a snack!

**Title I Program Evaluation** Our Title I program is evaluated several times a year by our Site Based Decision Making (SBDM) committee, which must include at least one parent representative. SBDM provides input on our Campus Improvement Plan (CIP) which outlines the goals prioritized for the year and strategies put in place to meet these goals and assists in making decisions about how Title I funds are spent. If you would like to be involved on SBDM, please contact Principal Peter Hartley. Meadows also surveys families of students

identified for targeted assistance to gather their feedback on experiences with the Title I program. We value your opinions and welcome input from all parents. For parents unable to participate in SBDM, an annual meeting is held for the purpose of evaluating the plan and gaining parental input on changes for the upcoming year. Note, if for some reason the CIP is not satisfactory to parents, comments about the CIP can be submitted to KISD.

**Parent and Family Engagement Policy and Home-School Compact** We need your help! We must review our current Parent and Family Engagement Policy and Home-School Compact every spring. Parents and family members are a critical, required part of this process. We meet together to discuss and make any changes to these documents for the next school year. Both of these documents are posted on our campus website (<https://schools.killeenisd.org/Page/41>) so that parents, family members and the community have access to them. Our website will allow you to translate any posted information into any one of 107 different languages. The parent policy is also made available during our Annual Title I Meeting and is included in our Student Handbook. Parents have the right to participate in decisions relating to their child's education and may request a meeting with their child's teacher at any time during the school year.

**Volunteer Orientation** At the start of every new school year, and throughout the year, our volunteer coordinator, Colleen Tedford conducts a volunteer orientation to outline KISD policies. Meadows requires parents to complete the volunteer application (found at <https://killeen.tx01.teams360.net/volunteer/EntryPointHomeAction.do>) and the volunteer orientation process before they can enter classrooms for volunteer work, parties, or other events. Parents must also be approved volunteers in order to interact with students during school-wide events such as Field Day and Career Day, and to support classes on field trips. Volunteer applications must be resubmitted each year, and we recommend all parents go through the volunteer approval process at the start of every year. If you would like to volunteer, please contact Ms. Tedford at 254-336-1870.

**Staff Awareness** Our campus staff receives training each school year about the value of parent and family member contributions at school. We stress how to reach out to, build ties with, and work with parents as equal partners to make sure that all students are successful in their learning. Our staff is kept up to date on our various parent programs, their role in the implementation and coordination of the programs, and how they can encourage parent and family participation.

**KISD Parent and Family Member Classes** KISD offers classes free of charge for English as a Second Language, computers, and GED preparation. Empowered Parents workshops and the Parent Academy are also available. In addition, parents may attend and participate in the KISD Parent Advisory Council. Contact the KISD Special Programs Department for more information at 254-336-0240.