Parent Involvement Policy
2022--2023 School Year

I. FAMILY INVOLVEMENT POLICY

The administration, staff and parents of Shamrock Gardens Elementary School believe that the improved academic achievement of each scholar is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, scholars, and parents (as defined for purposes of this policy to include guardians and all members of a scholar's family involved in the scholar's education). Our Family Involvement Policy outlines the family's involvement activities that will be conducted during the school year. Our Family Involvement Policy was designed by a school-based team of administrators, teachers, teacher assistants, parents, and PTA members.

II. ANNUAL INFORMATION MEETING/BACK TO SCHOOL NIGHT

September 21, 2022, we will hold our Annual Title I Review Meeting. This meeting will give parents the opportunity to learn about the Pre-K-5th grade curriculum and provide input for school improvement and parent involvement initiatives that we have as a Title I School. This meeting will also provide information regarding:

A. A description and explanation of the curriculum, assessment forms, proficiency levels and state standards
B. Our school performance profile
C. An explanation of our instructional program
D. A discussion of the importance of homework and attendance, along with the impact of tardies on learning and feelings about school

III. FLEXIBLE MEETING TIMES

This year we will ensure maximum parental involvement in school opportunities and meetings by using a flexible schedule. We will communicate that any and all parent meetings will be held virtually if we are distance learning. All dates and times of meetings will be communicated on the school website and the meeting links will be communicated via talking points for the safety and privacy of our scholars.

IV. TITLE I PLANNING/REGULAR COMMUNICATION

Communication with parents is crucial for scholars' academic success. Shamrock Gardens Elementary School uses a variety of methods to communicate with our parents and school community.

A. Agendas: All Pre-kindergarten through fifth grade scholars will receive an agenda to record daily assignments. The agendas are used to send daily messages between families and the classroom teacher.
B. Thursday folders: A communication folder will be sent home every Thursday with graded scholars' work samples and pertinent school/classroom information.
C. Parent Handbook: The Parent Handbook will outline important policies and procedures for our school. This handbook is posted on our website and is included in our scholars' agendas. D. Parent-Teacher Conferences: Fall Parent-Teacher conferences are scheduled prior to Friday, October 31, 2022. Teachers will be available to review your child's progress and answer any questions you may have. Parents may schedule additional conferences as needed. Scholar-led conferences will be held during the second semester. All teachers will have parent teacher conferences during the first quarter of the school year with 100% of students in their homerooms, either virtually or in person.
E. Open House: Open House and orientation events are scheduled each August to provide parents with the opportunity to meet faculty and staff of the school, tour the beautiful campus, and meet their scholar's teacher.

V.SHAMROCK GARDENS LEARNING COMPACT

Parents will receive a copy of the Shamrock Gardens Elementary School Learning Compact. We believe that our scholars do their best through the teamwork of parents, families, scholars, and school staff. The Learning Compact is an agreement between Shamrock families and the school that describes how we will work together to support scholars' learning during the 2022-2023 school year. This document will be sent home in the Scholar's Agenda. During our Back-to-School Night, Parent-Teacher Conferences, and Student-Led Conferences, the document will be reviewed. Additionally, a reference will be included in scholars' agendas, and posted in classrooms.

VI. BUILDING PARENT INVOLVEMENT CAPACITY

Parent Workshops: Shamrock Gardens will offer periodic workshops directed to enhance parent awareness in the different topics related to child education. Workshops will support remote learning.

School Improvement Planning: Parents are encouraged to participate in school improvement planning

for the school by participating in any of the following activities:

A. School Leadership Team and Meetings: Parents may serve as members of the School Leadership Team of Shamrock Gardens Elementary School. This body is charged with drafting the annual School Improvement Plan. All parents are invited and encouraged to participate in our School Leadership Team meetings where we will discuss the School Improvement Plan and track progress towards our goals.

B. Providing Feedback: All parents may share their thoughts, hopes, and ideas for increasing scholars' achievement at Shamrock Gardens and enhancing our school culture. The key deadlines for feedback will occur when parent and student surveys are sent home at the semester mark as indicated in scholar agendas, the PTA calendar and the school website. This data will be collected and shared with staff to continue to improve our practice.

VII. PARENTS OF LEP AND EXCEPTIONAL SCHOLARS

We will provide full access to parental involvement activities for parents of Exceptional Scholars and Limited English Proficiency. The school will translate the documents that will be sent home to parents and will also have interpretation available when needed to facilitate the communication between staff and parents.

VIII. RESERVATION OF FUNDS FOR PARENTAL INVOLVEMENT

Shamrock Gardens Elementary School will reserve Title I Funds to carry out our parent Involvement activities. We will request parent feedback for recommendations for using Parent Involvement Funds through our PTA and during Parent Involvement activities.

IX. ANNUAL EVALUATION

As a school community, we will review the effectiveness of our Parent Involvement Policy in improving our school during our Annual Title I Meeting and School Improvement Planning process. We invite you to call the school to ask any questions you may have or to schedule a visit or meeting. It is our hope that your scholar will have a wonderful learning experience at Shamrock Gardens Elementary School. Parents will be encouraged to participate in the School Leadership Team, Parent Teacher Association, and other school activities. Parents are also welcome to submit Parent Involvement activity requests to our Parent Involvement Committee. As always, Shamrock Gardens will be sensitive to the cultural background of parents, scholars, and the community in general and will provide a welcoming environment for all.