

**Heusner Elementary  
School Parent Involvement Policy  
2023-24**

**The Heusner Community is committed to creating a respectful and engaging environment that inspires the love of lifelong learning where all students will become powerful thinkers, effective collaborators, and empathetic citizens in preparation for a successful future.**

Students are our first priority, therefore...

- We believe that all students should experience and achieve success.
- We believe in being innovative to ensure student success.
- We believe in the importance of building relationships and developing the whole child to impact school success.

**Heusner, Growing Creative Minds and Caring Hearts!**

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. Heusner Elementary 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. Heusner 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.)

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Title 1 Information & School Compact	August 10, 2023 Meet the Teacher  August 31, 2023 School Messenger  September 2023	Lori Munsell & Sandi Renz
Title 1 Information in Newsletter	September, December 2023	Lori Munsell

Family School Compact Feedback/Revision	Parent Advisory Council Meetings in October 2nd and November 6th	Teachers and Parents on the Parent Advisory Council
Parent Involvement Policy Revision	Parent Advisory Council Meetings in October 2nd and November 6th	Parent Advisory Council – Lori Munsell, Sandi Renz, JaNae Brin, Jen Marshall
Share with the Heusner Site Council	February	Sandi Renz
Put on Heusner Website	November/December	Daryan Dickerson

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)

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Title 1 Information	Title Information shared via School Messenger in August.  Site Council - September/October	Lori Munsell and Sandi Renz
Family School Compact Feedback/Revision	Parent Advisory Council Meetings in October 2nd and November 6th  Parent Teacher Conferences September and February	Teachers and Parents on the Parent Advisory Council

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)

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Heusner School Marathon	August 16 through September 29th	Jack Stalcup

Parent Teacher Conferences	September 13 and 14 (day & evening)	Melissa Williams
Parent Teacher Conferences	February 7th and 8th (day and evening)	Melissa Williams
Math Games with Grown Ups	October 4th	Jen Marshall
Bingo Night	November 3rd	Chantay Hill
Authentic Reading Presentations	December 18th	JaNae Brin
Reading and math Night	November 30	JaNae Brin and Jen Marshall
Heusner Carnival	March 2nd	Chantay Hill and Community Engagement Committee
STEM day	April 18th	Anna Albers
Grade level programs	Each grade level throughout the year	Cathy Cash

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)

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Site Council	February	Lori Munsell & Sandi Renz
PTA Meetings	January	Lori Munsell
Parent Belonging Survey	Given in the Spring	Sandi Renz
Parent Advisory Council	October 2nd and November 6th	Lori Munsell, Sandi Renz, JaNae Brin and Jen Marshall

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.

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Newsletter	Monthly – School Weekly/Monthly - Classrooms	Lori Munsell Classroom teachers
E-mail	Continuously	Lori Munsell / Classroom Teachers
MasteryConnect Reports for Math and Reading	Every Quarter	JaNae Brin and Jen Marshall
Quarterly Information about the curriculum and School via Standards for the quarter	Quarterly	All classroom teachers
Individual Conferences	September and February	JaNae Brin and Jen Marshall
KS Assessment Reports, ACT Reports	April/May	Sandi Renz
MTSS Parent Meeting	Weekly	Sandi Renz

(NSFSP: 2, 3, 5)

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)

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
E-mail	Continuously	Lori Munsell
Parent Advisory Council	October and November	Lori Munsell
Parent Survey Feedback	September	Sandi Renz

F. Heusner 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)

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
We will include a link in the Heusner Newsletter and on the Heusner Website.	December	Jen Marshall and Melissa Williams

## **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)

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Family School Compact Revision	November 6th	Parent Advisory Council and School Improvement Team
Progress Reports	Quarterly	Entire Staff
Parent Teacher Conferences	Annually in September and February	Classroom Teachers
Family Support Team Meetings	Weekly Meetings	Sandi Renz
Invite Parents to Reading, Math.	Various Times During the Year	JaNae Brin, Jen Marshall

## **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 –

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)

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Handed out at the end of each quarter standards for each grade. Listed in Mastery Connect.	Quarterly	JaNae Brin Jen Marshall
Send home in newsletters	Monthly/Weekly	JaNae Brin and Jen Marshall
Student Support Team Meetings data shared.	Weekly	Sandi Renz

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)

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Handed out at the end of each quarter standards for each grade. Listed in Mastery Connect.	Quarterly	JaNae Brin and Jen Marshall
Send home in newsletters	Monthly/Weekly	JaNae Brin and Jen Marshall
Parents Visit Math Classrooms.	October	JaNae Brin and Jen Marshall
Reading Authentic Projects	December	
Parent Social Emotional Training Sessions on Conscious Discipline	September and October	Erica Moyer, Graysyn Krebs and Alexys Neuburger

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)

Parent Advisory Council	October and November	JaNae Brin, Jen Marshall, Sandi Renz, Lori Musnell
Heusner PLC Planning Sessions for Math and Reading Night	October Inservice and PLC Meetings in October and November	JaNae Brin and Jen Marshall

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)

Pre school transition meetings	April and May	Alexys Neuburger, Graysyn Krebs and Erica Moyer
Reading and Math Night	November	JaNae Brin and Jen Marshall
Student Support Meetings	Monthly	Erica Moyer and Alexys Neuburger

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)

School Messenger	As Needed	Lori Munsell
Newsletter	Monthly – Schoolwide	Melissa Williams
Interpreter Available	As Needed	District Interpreter

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

(NSFSP: 1)

Interpreter Available	As Needed	District Interpreter

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). 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)

**Activity Date Due Contact person – Teachers and Administration.**

Activity	Date Due	Contact person
Math Games with Grown Ups	October 4th	Jen Marshall
Authentic Presentations	December 18 <sup>th</sup>	JaNae Brin
Reading and Math Game Night	November 30th	JaNae Brin and Jen Marshall

**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 – ELL Teacher and Interpreter and Administration.**

Activity	Date Due	Contact person
Have interpreter available during school hours	Ongoing	Kaylee Hurley
Provide interpreter for individual parent conferences	Ongoing	Kaylee Hurley

**PART IV ADOPTION**

This Heusner Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating, as evidenced by meeting minutes.

The Parent Involvement Policy was developed by Heusner Elementary on 11/11/2014 and continues to be refined each year with a guiding coalition or Parent Engagement Committee. The school will distribute this Parent Involvement Policy to all parents of participating children and make it available to the community on or before October of each school year.

Lori Munsell

(Signature of Principal)



These parents were involved with the development of this document: Sarah Byarlay, Chantay Hill, Lori Munsell, Jen Marshall, Ashley Swenson, Nicole Weigel, JaNae Bring