



## Anna B. Kelso Elementary School

Houston Independent School District  
Shanda Walker, Principal  
Shantell Randolph, Assistant Principal  
5800 Southmund St • Houston, TX 77033  
Phone (713) 845-7451 • Fax (713) 847-4710  
***Kelso Inc. "Where Eagles Soar!"***

September 14, 2023.

To: Parents of students Attending Kelso Elementary School

### SUBJECT: Notice of Parent Involvement Policy

(P.1) If students are to be successful, their parents or guardians must be actively involved in their education. Anna B. Kelso School of Scholars has developed this policy to describe how we involve parents in the development of policy. The Parent Involvement Policy and the Parent Compact are available on the website. Kelso wants to help parents help their children achieve in school, and to make sure parents with limited English proficiency or disabilities can participate in their children's education. This policy was developed with the assistance and approval of the parents of children participating in the Title I program, as well as Mrs. Shanda Walker -Principal, Ms. Shantell Randolph -Assistant Principal, and Keila DiPersio -Title I Coordinator and the teaching staff at Kelso Elementary.

#### (P.2) Policy Involvement:

Each year, we invite the parents of all children who participate in the Title I program to at least four meetings. At the meetings, we discuss Title I law, its requirements, and the rights and benefits to parents of children involved. We explain how parents can be involved in the planning, review, and improvement of Title I programs, including contributing to this parental involvement policy. If the schoolwide program (CIP) is not satisfactory to the parents/families of participating children, the school will submit parents'/families' comments on the plan of External Funding title I, II & IV Dept. and revise the plan as advised by HISD Title I, Part A Parent & Family Engagement Program Administrator and other district designees as advised.

#### (P.3) Program Involvement:

We will invite all our parents to at least four meetings during the school year. These meetings are "4th Cup of Coffee." The first meeting (am and pm sessions) will be to discuss the Parent Involvement Policy and the School Parent-Student Compact. The second meeting (am and pm sessions) will be to discuss the school's curriculum. The third meeting (am and pm sessions) will be to discuss the different types of assessments their child will be taking and the different reading strategies that parents can utilize at home. Finally, the fourth meeting (am and pm sessions) will be to discuss how to read and interpret the assessment report and how their child's school compared with other students of similar situations.

#### (P.4) School Responsibilities:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - The school will ensure high-quality instruction on a daily basis through the administrative formal and informal observations of the teachers.



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- The school will provide professional development and will continue obtaining the Curriculum Guides for instructional TEKS and objectives for each content.
- The school will provide support and effective learning by providing tutoring and intervention based on mastering the curriculum.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

- The teachers will have parent-teacher conferences face to face or virtual based on mastery of curriculum for tutorial purposes.
- Kelso Annual open House face to face or virtual
- Various grade-level parent Information Meetings face to face or virtual.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- The teachers will send out progress reports every grading cycle.
- The teachers will contact parents concerning tutorial schedules and scheduling based on mastery of the curriculum.
- The teachers will send out notices of student behaviors in class.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- The staff will be available for conferences face to face or virtual during the teacher's planning periods.
- PTA support parents in how to use the technology to foster parent/family engagement.
- Phone call information when parents are not able to come (emergency...)

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

- The parents can volunteer with assisting the ancillary teachers during special projects.
- The parents can volunteer during field experiences.
- The parents can volunteer with assisting with other programs Head Start, parents as a teacher at home (reading focus), decorating, and copying.
- The parents can volunteer with participating in establishing a PTA (Parent Teacher Organization) that supports classroom learning, projects, and presentations.

### (P.5) Parent Responsibilities:

Parents will support their children's learning in the following ways:



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- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's school.
- Talk to my child about school and homework assignments daily
- Help my child meet his/her responsibilities
- Attend parent conferences face to face or virtual and student activities
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by prompting reading all notices from the school or the school district received.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, joining and supporting the parent teacher organization.

### (P.6) Student Responsibilities:

Students will share the responsibility to improve their academic achievement and achieve the state's high standards. Specifically, student will:

- Come to class on time everyday
- Be prepared to work
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Demonstrate my best efforts on my class assignments and projects
- Complete homework in a timely manner and to the best of my ability
- Respect the diversity, personal space and property of others

### (P.7) Additional required School Responsibilities:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are



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able to attend. The school will be invited to this meeting all parents of children participating in Title I, Part A programs, and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

5. Provide to parents of participating children information in a timely manner about Title I, Part A Programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to 4 measure children's progress, and the proficiency levels students are expected to meet.

6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least Math, Language Arts, and Reading.

8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

### **(P.8) Building Capacity for Involvement:**

It is part of Anna B. Kelso's role to teach parents how to help their children learn. One way this is done is by explaining education laws. Parents are given information about district, state and national educational goals, Title I requirements, TEKS, the School Improvement Plan, and bilingual education at Open House, LPAC, and federal meetings. The explanations of the laws were presented through a power point presented during the Open House in September 2023. Ms. Hill, our Parent Engagement Representative and Ms. Calzada, our Wraparound Resource Specialist, are also collecting the parent applications for volunteers daily. The applications are reviewed, and a parent is notified within two weeks of submission on the status. Once the parents have been approved as a volunteer, the school has various opportunities for the parents to assist on our campus. Also, documentation of parents who jointly developed and agreed with the school's parent/family engagement policy is attached to this document, including sign-in and meeting minutes.

If you have further question or comments, please contact the Title I Coordinator, Keila DiPersio, at 713-845-7451 during School hours, e-mail at [kdipersi@houstonisd.org](mailto:kdipersi@houstonisd.org)



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