

Skipcha Elementary School  
Parent and Family Engagement Policy  
2023-2024

The staff at Skipcha takes pride in doing what is best for students while promoting a love of learning and academic growth. All parents and family members are welcomed and valued. Skipcha Elementary is located in Harker Heights, TX, and is one of many elementary schools in Killeen ISD. You can find information about our district and school at [www.killeenisd.org](http://www.killeenisd.org).

**Communication:** We believe communication between home and school is a two-way street. We stay in touch with parents and family members in several ways: weekly take-home folders, fliers, campus marquee, newsletters, campus website, automated phone calls/texts, notes, letters, emails, and phone calls from a real, live person.

Parents and family members may contact us by telephone calls, notes, letters, emails, or weekly take-home folders. 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. Some written materials will be sent home in both English and Spanish. Please contact your child's teacher if you need the materials in another language. If we need to translate things into another language, please contact the school office at 254-336-6690. We will do our best to accommodate you.

**Parent and Family Member Learning:** Helping you understand the challenging Texas academic standards, giving you information about state and district assessments and universal screenings, explaining how to monitor your child's progress and how to work with teachers as a team to help your student is important to our partnership with parents and family members. Other classes will offer ways to help your child at home, including how to stay current with new technology. 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. Please send suggestions for learning topics to our Principal, Mrs. Apodaca, at [jane.apodaca@killeenisd.org](mailto:jane.apodaca@killeenisd.org).

**Early Literacy Groups for Children who are not yet old enough for School:** Children ages 0-4 are invited to join their parents in our Early Literacy programs. During early literacy time, our counselor or a volunteer provides activities to make learning a fun experience and gives parents tips on early reading activities to do at home. It is a great way to spend time with your child. Contact [Sarah.Rice@killeenisd.org](mailto:Sarah.Rice@killeenisd.org), Skipcha counselor for details or look for information on our Facebook page: <https://www.facebook.com/Skipcha>.

**Annual Title I Meeting:** Our annual Title I meeting is held in September every school year. This meeting is offered at flexible times and dates that are convenient for parents. All parents and family members are invited to attend. We want everyone to know about Title I and how we use these funds to ensure our students are successful. We will 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 state testing scores look like.

**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 and assists in making decisions about how Title I funds are spent. If you would like to serve on SBDM, please contact Principal Apodaca. We value your opinions and welcome all parents who would like to serve. For parents unable to participate in SBDM, an annual meeting is held for the purpose of evaluating the plan and gaining parent input on changes for the upcoming year. If a parent wants to give input about our Campus Improvement Plan (CIP), please contact [jane.apodaca@killeenisd.org](mailto:jane.apodaca@killeenisd.org).

**Parent and Family Engagement Policy and Home-School Compact:** Every spring, we will review the Home-School Compact. Parents and family members are a crucial, required part of this process. We meet together to discuss and make any changes to these documents for the next school year. We must have your input. Publicity about this meeting will be available in February. Both of these documents are posted on our campus website 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. Your child's teacher will contact you each fall to arrange a conference to discuss the Home-School Compact and to give you more information about your child's academic progress. Parents have the right to participate in decisions relating to their child's education.

**Volunteer Orientation:** At the beginning of each year, and throughout the year, our volunteer coordinator, Trandra Marzett, conducts a volunteer orientation to outline KISD policies. If you would like to volunteer, please contact Ms. Marzett at 254-336-6690 or [Trandra.marzett@killeenisd.org](mailto:Trandra.marzett@killeenisd.org).

**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 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, special education, technology, and GED preparation. In addition, parents may attend and participate in the KISD Parent Advisory Council. Contact the Special Programs Department for more information at 336-0240.

**Accessibility:** Skipcha will make a reasonable attempt to ensure information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

We are here to support you. Reach out to the office by calling 254-336-6690. You may also email our principal, Jane Apodaca, at: [jane.apodaca@killeenisd.org](mailto:jane.apodaca@killeenisd.org).