



SY 2022 - 2023

Parent Involvement Handbook

Tse' Na' schii' Olta'
(Hunters Point Boarding School, Inc.)

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MISSION

Tse' Na' shchii' Olta' (Hunters Point Boarding School, Inc.) is committed to providing a variety of opportunities for parents to involve themselves in their child's education.

VISION

Tse' Na' shchii' Olta' (Hunters Point Boarding School, Inc.) envisions a professional team of educators fostering community partnership with the purpose of inspiring students to reach their highest potentials.

We also envision a challenging Common Core Standard State Curriculum infused with Dine Culture that stimulates learning and creativity in a positive and safe school environment.

GOAL:

To promote partnership that will increase parent involvement in the areas of **Mental** (life skills/reliance, problem solving and stress resiliency) **Physical** (fitness, nutrition & self-care/personal hygiene), **Emotional** (self-esteem, respect self and others), **Social/Spirituality** (cultural attachment, elders, public oriented places or counseling and believing in self), and **Academic** (classrooms, computer literacy, libraries, cafeteria, transportation, Immersion classes, standards from Navajo Nation, Arizona and Federal level.)

1. Increase family engagement in academic, involve teachers, Administrators and Supervisors.
2. Educate parents to become aware of student learning by reviewing the test scores and sharing improvement plans.
3. Educate parents to become aware of academic programs in reading and math and safe school/emergency plans.
4. Increase communication between family and school. Inform the parents about teacher qualifications.
5. Provide Adult Education funds to support parents to take GED Test.

Expectations:

1. Parents play an integral role in assisting their children's learning.
2. Parents are encouraged to be actively involved in their child's education.
3. Parents are full partners in their child's education and are included.
4. Be a part of school reviews and school improvement.
5. Adopts the Joyce Epstein Framework.
 - a. **Parenting** (Help all families establish home environments to support children as students)
 - b. **Communicating** (Design effective forms of school-to-home and home-to-school communications about school programs and children progress)
 - c. **Volunteering** (Recruit and organize parent help and support)
 - d. **Learning at Home** (Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions, and planning)
 - e. **Decision Making** (Include parents in school decisions, developing parent leaders and representatives)
 - f. **Collaborating with Community** (Identify and integrate resources and services from the community to strengthen school programs, family practices, and student learning and development)

The Joyce Epstein's framework of Six Types of Involvement Attachment as Exhibit "A."

6. HPBSI provides the resources to develop the skills and attitudes for success, growth, and empowerment of enhance the health and quality of their student's lives with the partnership of the community.

ABILITY

The Tse' Na' shchii' Olta' (Hunters Point Boarding School, Inc.) will select Parent Advisory Committee Officers at the very first regular Parent Meeting beginning of the new school year. The Parent Advisory Committee will have an initial Parent Advisory Officers Planning Meeting to review the policies and procedures, budget, plans, and topics to bring in for parent meetings and family learning nights. The PAC President will preside over the parent meetings. The Parent Coordinator will facilitate parent activities.

Parent Advisory Committee (PAC) and Parent Coordinator will be responsible for record keeping of all transactions during the PAC Official Planning Meetings and regular Parent Meeting, such as: sign0in sheets, Meeting Minutes, and parent survey. PAC President will call a special PAC Planning Meeting and/or regular Parent Meeting based on the need or requirement.

Agenda and Minutes will be taken for the Parent Meetings with a required quorum of 5 parents. Agenda items will be about school improvement, support in student learning, student safety, and

school accountability. PAC will demonstrate positive interest and enthusiasm without resistance or opposition toward the school operation.

PARENTAL RIGHTS:

Title I, Part A Parent Involvement Program

Appendix B: Key Title I, Part A Parental Notice Requirement will be attached as Exhibit B.

RESPONSIBILITIES:

1. Parents will be involved in supporting student learning to meet the measurement of academic standards.
2. Parent Trainings upon availability of funds.
3. Parent Education: GED (On-line or Adult Education Classroom) Upon availability of funds.
4. PAC work session to update the parent handbook (utilizing the parent survey).
5. Family and School Compact: Child, Parent, Teacher, and Principal sign the document beginning of the school year.

ACTIVITIES:

The following are family activities:

1. Parent Orientation
2. Parent/Teacher Conference
3. Parent Summit
4. Parent Meetings
5. Family Learning Nights
6. Arts & Craft Activities
7. Literacy Nights
8. Culinary Activities
9. Wellness Activities
10. Parent Volunteerism

PARENT VOLUNTEER DUTIES AND RESPONSIBILITIES

Parent volunteers must have the following:

1. Navajo Nation Background Clearance (5 year)
2. Federal Background Clearance
3. Fire Safety Card

4. CPR & First Aid card
5. Food Handlers Permit
6. Internet Usage Agreement

Cafeteria Volunteer:

1. Cleaning tables, seats, and floor
2. Organize the utensils and dishes
3. Monitor students
4. Inventory of food or equipment
5. Serve meals

Clerical Volunteer:

1. Customer service
2. Operate office machines
3. Breakfast and lunch duty
4. Update bulletin boards
5. May attend staff professional development
6. May attend educational workshops
7. May assist during the Book Fair or other related events

Classroom volunteer

1. Monitor students in classroom
2. Errands for teachers
3. Monitor students to restroom and recess
4. Have all the necessary supplies ready for teacher

Residential volunteer:

1. Monitor/supervise students
2. Tutor
3. Read books with students
4. Assist with cleaning chores
5. Organize clothes
6. Fix beds
7. Navajo Language and culture activities
8. Wellness activities/games

PARENT ETHICS:

The Tse' Na' shchii' Olta' (Hunters Point Boarding School, Inc.) is a safe and secure school free of violence drugs, alcohol, weapons, firearms, and buying.

Parents will abide by all written Policies and Procedures that are provided by the Tse' Na' shchii' Olta' (Hunters Point Boarding School, Inc.)

If a parent has a concern, he or she may have a discussion with the Principal.

1. Parents should not display any obscene behavior with vulgar aggressive language.
2. Parents may not commit any inappropriate behavior on the school Campus.
3. Parent(s) cannot be under the influence of alcohol or any illegal substance during their tenure as a volunteer or while visiting the school.
4. Visitor passes will be given at the front office for all campus visits.

DRESS CODE:

Professional appearance is expected, may dress in casual or formal and neatly groomed.

Clothing that displays obscenities, illegal substance, or symbols of gang membership or Satanism is prohibited. Baggy clothing is not allowed. Clothing that reveals undergarments is prohibited.

SAFE SCHOOL POLICIES AND PROCEDURES:

Parents should be aware of the COOP plan in the event of an emergency or a lockdown. Parent(s) should be aware who the Commander is at the command post during the emergency. The Facility Manager will be invited to parent meetings to distribute information on how often drills are practiced on the school campus and will point out share all the evacuation plans are in the buildings.

HEALTH, WELLNESS & NUTRITION

Parent Involvement Program will promote healthy eating and exercising for families. Parent Coordinator and Parent Advisory Committee will bring in resources to do the wellness outreach program. HPBSI Food Services also gives information about food service policies on ADE requirements and nutrition. Physical education will also be on Navajo perspective of wellness and nutrition.

HEALTH STANDARDS

Good health of all persons associated with HPBSI is important; therefore, the school will comply with all health standards and directives, as appropriate, that are issued by out through the Indian Health Services, the Environmental Health Office of the Navajo Nation, AZDOT, or other oversight agencies.

All HPBSI employees are required to receive all COVID-19 vaccine including booster and all students who attend HPBSI must be vaccinated against the COVID-19 virus.

NAVAJO CULTURE AND LANGUAGE:

Parent Involvement Program will have *Navajo Culture Activities and Language involved in all activities to meet the Navajo Nation Education Mandates of 1984 Instruction in Navajo Language and Culture in K-12 schools within the Navajo Nation boundaries*. Parent Involvement Program will promote and preserve the Navajo Culture and Language by the Navajo Nation Dine Education – Navajo Culture and Language Curriculum.

ELECTING THE PARENT ADVISORY COMMITTEE OFFICERS:

Parent Meeting beginning of the school year, parents will nominate the Parent Advisory Committee that will consist of President, Vice President, Secretary/Treasurer. Nomination will be open by Parent Coordinator with a witness from the Administration. Parents or grandparents with guardianship that are nominated will respond with “accept or decline.” If there should be two Parents nominated for one position, the nominee with the higher number of votes by show of hands will fill the position. All new Parent Advisory Committee Officers will be sworn in by an administrator of the school.

The Parent Advisory Committee (PAC) will start their tenure with the PAC Planning Meeting to review the Parent Handbook. The PAC will create an annual schedules of parent activities throughout the school year.

TERMS OF OFFICE/STIPEND:

1. PAC Officers will serve one (1) school year.
2. Nomination of Officers will take place at the first Parent Meeting in August.
3. PAC Officer will volunteer their time during the PAC Planning Meetings.
4. A Parent Meeting will be held once per month and Officers who attend will receive a stipend of \$75.00.

ELIGIBILITY FOR OFFICERS:

1. Officers must be parents or legal guardians who reside within the service area. The Registrar will verify the names of parents or legal guardians.
2. PAC Officers must complete a background check.

PARENT ADVISORY COMMITTEE (PAC):**PRESIDENT RESPONSIBILITIES:**

The President is the spokesperson for the PAC Committee. The President must avoid any conflict of interest that may adversely affect the Parent Committee's purpose. Parent Advisory Committee President will support the School operation.

1. Will conduct all Meetings in a professional manner following the meeting agenda at each Parent Meeting.
2. Will make a monthly progress report at the School Board Meetings.
3. Will comply with Hunters Point Boarding School Policies.
4. Will comply with all applicable laws, regulations, and policies on the school campus.
5. Will sign all official documents for grants and resolutions to support the school safety or improvement plans.
6. Will review the parent meeting agenda a day before the meeting.
7. Files the parent meeting minutes and submits a copy to the Principal.
8. Will serve as a positive role model for community and PAC Officers.
9. Parent Advisory Committee will be involved in parent activities.
10. Parent Advisory Committee writes monthly report for Governing Board Meeting.
11. Parent Advisory Committee will attend Staff Professional Development Day.
12. Parent Advisory Committee shall not get involved with the personnel issues on the school campus.

VICE PRESIDENT RESPONSIBILITIES:

1. Will fill the capacity of the President to preside over the parent meeting if the President is absent.
2. Will sign all official documents approved at parent meetings if the President is absent.
3. Will post announcements on bulletins for parent activities.
4. Will serve as a positive role model for community and PAC Officers.
5. Will perform all duties on behalf of the parents and in the best interest of the Parent Committee.
6. Parent Advisory Committee will be involved in parent activities.
7. Parent Advisory Committee writes monthly report for Governing Board Meeting.
8. Parent Advisory Committee will attend Staff Professional Development Day.
9. Parent Advisory Committee shall not get involved with the personnel issues on the school campus.

SECRETARY/TREASURER RESPONSIBILITIES:

1. Will perform record keeping.
2. Will write notes and type the meeting minutes.
3. Will draft the agenda.
4. Will deposit funds to the Business Office immediately after any fund-raising activity.
5. Parent Advisory Committee will be involved in parent activities.
6. Parent Advisory Committee writes monthly report for Governing Board Meeting.
7. Parent Advisory Committee will attend Staff Professional Development Day.

8. Parent Advisory Committee shall not get involved with the personnel issues on the school campus.

OFFICER DUTIES IN THE EVENT OF RESIGNATION, TERMINATION OR REMOVAL:

Removal or termination: A PAC Officer may voluntarily resign with a written statement. A PAC Officer may be removed if they do not pass the background check. A PAC Officer may be removed from office with a consensus of PAC Officers at a duly called meeting.

QUORUM:

Parent Meeting

1. Two Officers (2) of Parent Advisory Committee must be present to start the meeting.
2. Five (5) parents in attendance
3. Facilitator (Parent Coordinator)

VOTING:

Parents of Hunters Point Boarding School are entitled to vote. PAC Officers also have the privilege to vote.

ROBERT'S RULES OF ORDER:

Attached exhibit C

1. Guidelines
2. The rules
3. The Agenda
4. Suspension of the Rules
5. Rescind (often call repeat or annul)

AGENDA FORMAT:

- I. Call Meeting to Order
- II. Invocation
- III. Roll Call
- IV. Review and Adopt Agenda
- V. Review of Last Meeting Minutes
- VI. Reports: Officers, Administrators, and Department Heads

- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Next Meeting
- XI. Adjournment

WORK SESSIONS:

Parent Coordinator should draft the parent policies at the end of the year and have the PAC Officers review and approve the policies. PAC Officers will call a work session to review and finalize the Parent Handbook. Parent Handbook will be approved by the Governing Board at Board Meeting.

EXHIBITS:

1. Joyce Epstein Framework of Six Types of Involvement'
2. Robert's Rule of Order: Guidelines & Rules
3. Computer: Internet Usage Agreement Form
4. Parent Complaint Form
5. Parent Volunteer Form
6. Parent Volunteer Progress Report
7. Family/School Compact
8. Referral for Home Visitation
9. Photo Release Form

Handbook Revision

This handbook was board approved on March 14, 2022

Handbook Approval

This handbook was approved by the Governing Board and duly called meeting on March 8, 2022