



# Highlands Elementary School

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**2018 - 2019**

## Highlands Elementary School Parental Involvement Policy

### PART I. GENERAL EXPECTATIONS

**Highlands Elementary School** agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- **Highlands Elementary School** will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to Cedar Hill Independent School District.
- **Highlands Elementary School** will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.

- The school will build its own and the parent’s capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- **Highlands Elementary School** will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the following definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

*(A) parents play a vital role in supporting their child’s learning;*

*(B) parents are encouraged to be actively involved in their child’s education at school;*

*(C) parents are partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) carrying out of other activities, such as those described in section 1118 of the ESEA.*

## **PART II.**

### **DESCRIPTION OF HOW Highlands Elementary SCHOOL WILL IMPLEMENT THE REQUIRMENTS**

1. **Highlands Elementary School will** take the following actions to **involve parents in the joint development** of its school parental involvement plan:

- ✓ *Ensure the Availability of the Policy*
- ✓ *Hold Meetings for Parent Input*
- ✓ *Provide Communication via Campus Website Email, Phone, and Flyer about Meeting*
- ✓ *Annual Title 1 Meeting*
- ✓ *Parent Teacher Association*
- ✓ *Emails*
- ✓ *Flyers/Newsletters sent home*
- ✓ *School Website*
- ✓ *Weekly Call – outs*
- ✓ *All Pro Dads*

2. **Highlands Elementary School** will take the following actions to **involve parents in the process of school review and improvement** under section 1116 of the ESEA:

- ✓ *Invite and Encourage 2 Parents per grade level to Serve on Site Based Decision Making*

3. **Highlands Elementary School will 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. **Highlands Elementary School** will convene the meeting at a convenient time and will offer a **flexible number** parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will **encourage them to attend**, by:

- ✓ *Posting the meeting invitation to the campus website*
- ✓ *Weekly Call – Outs*
- ✓ *Email*
- ✓ *Flyers / Newsletters sent home*

4. **Highlands Elementary School** will **provide parents 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 measure children's progress, and the **proficiency levels** students are expected to meet by:

- ✓ *Parent Conferences*
- ✓ *Title I Meeting*
- ✓ *Dual Language Meetings*
- ✓ *Report Cards*
- ✓ *Math Night*
- ✓ *Literacy Night*

5. **Highlands Elementary School** will at 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 by:

- ✓ *Site Based Decision Making Team Meetings*
- ✓ *Dual Language Meetings*
- ✓ *All Pro Dads*

6. **Highlands Elementary School** will take the following actions to 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) by:

- ✓ *Formal Letter*
- ✓ *Parent Conferences as needed*
- ✓ *Annual Title I Meeting*

7. **Highlands Elementary School** will **provide assistance** to parents, as appropriate, in understanding topics such as the **State's academic content standards and student academic achievement standards, State and local academic assessments, how to monitor a child's progress, and how to work with educators** to improve the achievement of their children. PL 107-110 Section 1118(e) (1) by:

- ✓ *Highlands Parent Workshops- Featuring Math and Literacy Activities*
- ✓ *Dual Language Night*
- ✓ *Cafecitos/How I Can Help My Child at Home*

8. **Highlands Elementary School** will **provide materials** and **training** to help **parents work with their children to improve** their children's **academic achievement**, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- ✓ *STAAR Night*
- ✓ *Highlands Parent Workshops- Featuring Math and Literacy Activities*
- ✓ *Dual Language Parent meetings/trainings*
- ✓ *Cafecitos/How I Can Help My Child at Home*
- ✓ *All Pro Dads*

9. **Highlands Elementary School** will, **with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff** in how to **reach out to, communicate with, and work with parents as equal partners** in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and **build ties** between parents and schools, by:

- ✓ *Annual Title I meeting*
- ✓ *PTA meetings*
- ✓ *Campus Advisory Team*
- ✓ *Highlands Parent Workshops- Featuring Math and Literacy Activities*
- ✓ *Cafecitos/How I Can Help My Child at Home*
- ✓ *All Pro Dads*

10. **Highlands Elementary School** will, to the **extent feasible and appropriate, coordinate and integrate** parental involvement programs and activities with **Head Start** and **other public preschool programs**, and conduct other programs such as **parent resource centers** that encourage and support parents in more fully participating in the education of their children, by:

- ✓ *Pre Kinder round up*

11. **Highlands Elementary School will** take the following actions to **ensure** that **information** related to the **school and parent-programs, meetings, and other activities** is sent to parents of participating children in an **understandable** and uniform format, **including alternative formats upon request**, and, to the extent practicable, **in a language** the parents can understand including by not limited to:

- ✓ *Phone calls*
- ✓ *Emails*
- ✓ *Letter notifications*
- ✓ *Website*

### **PART III.**

#### **DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY**

NOTE: The School Parental Involvement Policy may include additional paragraphs listing and describing other **discretionary activities** that the school district, **in consultation with its parents**, chooses to undertake to **build parents' capacity** for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- adapting and implementing model approaches to improving parental involvement;
- encouraging appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

**PART IV.**  
**ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Agenda and sign-in sheet, meeting(s) held on September 11, 2018.

This policy was adopted by **Highlands Elementary School** on September 12, 2018 and will be in effect until June 1, 2018. The school will post this policy on the campus website and place the policy in the main office and Parent Resource Room for all parents of participating Title I, Part A children on or before **September 28, 2018**.

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*Principal*

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*Date*