

## **Guadalupe School**

### **Parent Involvement Policy – in review for 16/17**

The Board of Trustees (BOT) of Guadalupe Charter School believes that all parents and families want the best for their children and acknowledges research showing that children do best when parents are enabled to play five key roles in their children's learning:

- (1.) Teachers - Helping children at home
- (2.) Supporters - Contributing their skills to the school
- (3.) Advocates - Helping children receive fair treatment and quality education
- (4.) Decision-makers - Participating in joint problem-solving with the school
- (5) Monitors – Monitoring their child's academic progress.

The BOT recognizes parents/guardians are full partners with educators, administrators, and the Board to achieve the best possible learning experience for each child. A strong program of communication between home and school must be encouraged, continually evaluated and maintained so the school and community are connected in meaningful and productive ways.

#### **Part I. – General Expectations**

Guadalupe School's school-wide Parental Involvement Policy establishes the school's expectations for parental involvement [Section 1118(a)(2), ESEA.] The policy is the outcome of joint development, and agreement, between school leaders and parents of participating children.

The Guadalupe School agrees to implement the following statutory requirements:

- Guadalupe School will put into operation programs, activities and procedures for the involvement of parents, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, Guadalupe School will work to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of

the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

- Guadalupe School will incorporate this school wide parental involvement policy into its plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Guadalupe 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 a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, Guadalupe School will submit any parent comments with the plan when it submits the plan to the Utah State Department of Education.
- Guadalupe School will involve the parents of children served in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, should the Title IA allocation exceed \$500,000, and will ensure that not less than 95 percent of the one percent reserved goes directly to the school. [In 2012-13 the Title IA allocation to Guadalupe School is \$66,462, well below \$500,000]
- Guadalupe School will be governed by the following statutory definition of parental involvement:

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) That parents play an integral role in assisting their child's learning;
- (B) That parents are encouraged to be actively involved in their child's education at school;
- (C) That parents are full 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) The carrying out of other activities, such as those described in section 1118 of the ESEA.

## **Part II – Policies and Procedures**

1. Guadalupe School will take the following actions to involve parents in the joint development of its school wide Parental Involvement Plan (PIP) under section 1112 of the ESEA:

- Establish parental participation in the development and annual review of the School Wide Parental Involvement Plan (PIP), as described in 2006-07 Title I –Part A – LEA Plan. This plan is to be reviewed annually by the BOT.
- Additional parent input in the PIP development and review process will be solicited at general meetings of the parent involvement committee, and through questions included in parent opinion surveys.

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

- Complete the school's annual Accountability Plan in conjunction with the Parental Involvement Committee, which includes performance measures for student achievement, parental involvement, and other topics then gain the Charter Board approval.
- Gather data and other information, then conduct an annual review of accomplishments as compared with performance measures, prepare and forward an annual report that will be presented to the Parental Involvement Committee and the Charter Board.

3. Guadalupe School will provide the following necessary coordination, technical assistance, and other support in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Hire and support a Parent Coordinator, through the United Way of Salt Lake, whose responsibility is to manage parental involvement activities and serve the needs of parents so they may support their children to learn more effectively.
- Establish parental participation in the coordination, technical assistance, and other support in planning and implementing effective parental involvement activities by ensuring the presence of parents on the school's Charter Board, which includes responsibilities for creating and monitoring the school's Parental Involvement Plan.
- Develop, implement, and assess the outcome of educational, volunteer, and family support activities provided in the annual Parental Involvement Plan.

- Conduct performance and process assessments to determine the effectiveness of parental involvement activities. Analyze assessment outcomes and use results to inform follow up planning.

4. Since Guadalupe School operates programs such as Pre-Kindergarten, Toddler Beginnings and In-Home, the Charter School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs by:

- Identify the Parent Coordinator's responsibilities in serving as a liaison to related pre-school programs and for managing parental involvement activities associated with them.
- Monitor, and assess preschool programs and their relationship to the Charter School's education program as provided in the annual Parental Involvement Plan by comparing actual with target outcomes, and by collecting and analyzing parental opinion.

5. Guadalupe School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Guadalupe School will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- Establish parental participation in the development and annual review of the Parent Involvement Policy and School Wide Parental Involvement Plan (PIP) by ensuring the presence of one or more parents on the school's Charter Board, which includes responsibilities for developing the school's Parental Involvement Policy and evaluating its content and effectiveness.
- Committee members administer a parent satisfaction survey, which is consistent with parent involvement performance measures presented in the school's Annual Report. They analyze the survey opinion, create venues for the presentation of survey outcomes to parents, their comments and combine them, and make recommendations concerning retentions and modifications to the policy, and offer strategies for improvement of parental involvement to the Charter Board each year in June.

Parents will carry out two roles in the process. First, one or two parents will contribute to the creation of parent involvement performance measures in the Accountability Plan, the Parent Involvement Policy, and Plan. They will participate in the refinement, administration, analysis and presentation of the parent opinion survey, and Second, all parents will have the opportunity to express their opinions about the parent involvement policy, plan, and programs in the survey. They will also be invited to respond a presentation of survey outcomes, and offer any other comments regarding the school's parental involvement process and programs they wish to make.

### **PART III. – Capacity Building for Parental Involvement**

Guadalupe School will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. Guadalupe School will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- The USOE academic content standards,
- The USOE student academic achievement standards
- The State and local academic assessments including alternate assessments
- How to monitor their child's progress, and
- How to work with educators:

Each year the Principal will lead members of the school community, including parents, in the development, implementation, and assessment of the school's Parent Involvement Plan. The plan will be presented to the Charter Board, and will provide for educational, volunteer, and support activities for parents as follows:

- **Education** – Parents will be encouraged to participate in workshops, conferences, and classes designed to help them support the learning of their children. These resources will include recommendations for homework support, test preparation support, preparation for volunteer work, and interactions with staff members, such as classroom teachers, the parent coordinator, principal, and other administrators.
- **Volunteer Opportunities** – Parents will be encouraged to participate at the school as volunteers in classrooms, throughout the school during regular school hours, after school, and in the summer. They will also be encouraged to participate in field trips, and special events, such as evening programs and fund raising. The Parental Involvement Plan will

include an appendix containing a listing of volunteer activities and a description of a process for becoming a volunteer.

- **Family and Individual Support** – The school’s Parent Coordinator, operating under the direction of the Principal will create, implement, and assess the impact of supports for individuals and families.

B. Guadalupe 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:

- Determination of parent needs for some combination of literacy training, use of technology, parenting and other topics, through opinion surveys and scientifically-based research.
- Inclusion of a parent education strategy in the Parental Involvement Plan.
- Implementation and monitoring the impact of the parent education strategy.
- Assessing the impact of the strategy by comparing outcomes with expectations and by collecting and analyzing parent and staff opinion through survey.

C. Guadalupe School will, with the assistance of its parents, educate its teachers, pupil services personnel, principal 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:

- In the Parental Involvement Plan and Professional Development process, establishment of one or more strategies for the education of staff members about effective outreach to parents.
- Implementation and monitoring the impact of the staff education strategy.
- Assessing the impact of the strategy by comparing outcomes with expectations and by collecting and analyzing parent and staff opinion through survey.

D. Guadalupe School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Pre-Kindergarten, Toddler Beginnings, and In-Home 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, by:

- Collection of parental opinion about the need for and desirable attributes of preschool and other programs conducted in relation to the school’s education program.
- Design of the integral links between specific Guadalupe School preschool programs and the school’s charter education program, including the role of parents in the process.

- Identification of the needs parents have for supporting their children and meeting those needs.
- Monitoring the cooperative relationship and programs to ensure high outcomes are consistent with expectations.

E. Guadalupe School will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the 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:

- The Parental Involvement Plan will include a strategy for interaction with parents. The strategy will include communication through newsletters, meetings, and the Internet, as well as contact between staff members and parents.
- Implementation of the strategy will be the responsibility of the Parent Coordinator, who will also collection feedback from parents.
- Parents will be asked to appraise communication and contact each year when they complete the annual parent opinion survey.

#### **PART IV. - Discretionary School wide Parental Involvement Policy Components**

Guadalupe School Parental Involvement Policy includes other discretionary activities that the school, in consultation with its parents, which it has chosen to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement. The following activities, which are listed under section 1118(e) of the ESEA, include:

- Involving parents in the development of training for teachers, principal, 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 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;
- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;

- Adopting and implementing model approaches to improving parental involvement.
- Establishing a school wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.