

# DISTRICT WIDE PARENTAL INVOLVEMENT POLICY 2016 – 2017

## **PART 1: GENERAL EXPECTATIONS**

City Charter High School (CCHS) agrees to implement the following statutory requirements:

- CCHS will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, 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, CCHS 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. The compact is signed by the parent, student and school upon the student's entrance into City Charter High School
- CCHS will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, CCHS 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, CCHS will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- CCHS 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.
- CCHS will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this 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) 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; and***
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.***



201 Stanwix Street

Suite 100

Pittsburgh, PA 15222

(412) 690-2489

Fax: (412) 690-2316

www.cityhigh.org

**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. City Charter High School will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
  - Parents will be notified of the September open meeting through the August mailing.
  - An open meeting will be held in mid September.
  - If less than three parents participate in the September meeting a focus group will be utilized to review the plan.
  
2. CCHS will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - Include a parent representative on the school's Board of Trustees.
  - Include multiple parent representatives on the school's strategic planning committee.
  - Include multiple parent representatives on the school's Middle States Accreditation Committee.
  
3. CCHS will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Because the school and the district are one and the same, the school administrators will provide the technical assistance support when necessary by the Regional Title I staff.

4. CCHS 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 its Title I, Part A 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). The 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.

City High undergoes an annual evaluation conducted by Catherine Nelson. Surveys of parents, students and staff are conducted and will include questions related to parent involvement. In addition data from parent conferences including conference evaluations, one on one meetings, parent workshops and other parent activities will be used in order to determine the effectiveness of the parent involvement policy and activities.

**PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. CCHS 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:
  - Training on the effective use of the PlusPortals for parents.
  - Suggestions by the parent representative on the Board of Trustees.
  - Send a parent representative to the annual state Title I conference.

2. The 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 State’s academic content standards;
  - the State’s 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.

Workshops are held annually on the following topics:

- Use of the Parent PlusPortals system to check grades, attendance and discipline;
  - Technology use especially as it applies to student achievement;
  - Local, state, and national assessments, the interpretation of data and the use of the results;
  - How to prepare students for assessments including ACT and SAT;
  - Preparation for the college application process and the completion of the FASFA;
  - The inclusion program for special education students and adaptations to the curriculum and/or evaluations; and
  - Various mental health and /or nutrition related topics.
3. The 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:
    - Annual Technology workshops.
    - Informational sessions pertaining to assessment are held during parent-teacher conference days.
  4. The school will 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:
    - Train staff in the use of PlusPortals, email, phone calls and conferences with parents.
  5. The 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:
    - Parents will be asked for feedback on the language used in the documents provided to parents.

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

This District wide 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 the meeting held September 19, 2014.

This policy was adopted by the **City Charter High School** on **October 19, 2016** and will be in effect for the period of the **2016-2017 school year**. The school will distribute this policy to all parents of participating Title I, Part A children on or before **December 12, 2016**.

---

Ron Sofo, Ed.D.  
CEO/Principal  
September 14, 2016