

**Crystal City High School Title I Parental Involvement Policy
2017 - 2018**

Statement: Title I Parental Involvement section of the No Child Left Behind (NCLB) requires each Title I school to jointly develop with and distribute to parents of participating children, a written parental involvement policy. The purpose of Title I is to provide activities and services which supports students in meeting the state’s academic standards; and, utilizing and involving parents as active partners in this purpose.

Schools receiving Title I, Part A funds must implement programs and activities for the involvement of parents. In order to build a dynamic home-school partnership, CCHS will implement the following parental involvement activities:

Parental Involvement Policy Requirements		
Purpose	Activities/Strategies	Frequency/Completion Time
<p>The CCHS Staff will involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA.</p>	<p>-The campus staff will recruit parents to actively participate with the joint development and agreement of its school parental involvement policy. A campus and district wide range of opportunities will be offered to parents to volunteer and serve many capacities, but not limited to the: Parent Advisory Committee, Campus Site Based Decision Making Committee, parent volunteer, etc (1).</p> <p>-The CPAC membership drive will be conducted by the campus staff during student registrations dates and afforded to the parents of late registered students.(2)</p> <p>-CPAC membership recruitment reminders will be distributed (during campus events, such as, but not limited to, Parent's Report Card nights, parent meetings, etc.) (2)</p>	<p>(1)- August.</p> <p>(2)- Ongoing/throughout the year.</p> <p>(3)- September and October.</p> <p>(4)-Monthly or at a minimum on a quarterly basis.</p>

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-Recruitment posters will be displayed throughout main campus and buildings.

(2)

-The CCHS PAC will hold its first initial within the first 6 weeks, but not to exceed past between the end of the first semester. The C-PAC will attempt to hold monthly meetings or quarterly, contingent on the consensus of the serving group. (4)

-The campus administration will provide all campus personnel training on, but not limited to (2):

^the importance of parent involvement on campus,

^the value of parent involvement as a potential untapped resource,

^building rapport with parents to establish a trusting and effective relationship

^ the CCHS personnel will promote a welcoming environment through a campaign of Parent Recruitment venues, i.e., parents meeting, report card nights, Parent/Teacher conferences, staffing meeting, public service announcements, and actively promote participation in the writing and

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	<p>implementation of said policy.</p> <p>-The campus staff will designate an area to be known as a parent center or at minimum have a bulletin board designated for parent announcements to increase awareness and dissemination of information. (1) and (2)</p> <p>-Recruit/Utilize parent volunteers as resources throughout school year. (2)</p>	
<p>The CCHS Staff will ensure that policy is periodically assessed and evaluated to ensure compliance with NCLB Act and any other program criteria involving Parent Involvement.</p>	<p>The campus staff will provide guidance to the PAC committee to create an evaluation tool to assess the effectiveness and efficiency of the parent involvement policy.</p>	<p>Annually</p>

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Purpose	Activities/Strategies	Frequency/Completion Time
The CCHS staff will distribute to participating children and the local community, the School Involvement Policy.	<p>The Campus Staff will ensure that all parents receive a copy of the CCHS Parent Involvement Plan utilizing an array of venues such as(1):</p> <ul style="list-style-type: none"> -Parent’s Meetings -Newsletter -Social media (Facebook, twitter, etc.) -Email -Mail -Newspaper -Messenger -registration dates <p>For students registered later in the academic year, the staff will ensure to issue out the parent involvement plan at time of registration.</p>	(1) August
<p>The CCHS Staff will convene an annual meeting to inform parents of the following:</p> <ul style="list-style-type: none"> *District Parental Involvement Plan *Campus Parent Involvement Plan *Title I Parent's Meeting *Staff Training on the importance of Parent Involvement. 	<p>The campus staff will host a parents meeting at the initiation of the school year to review campus policies and plans; student code of conduct and discuss parent involvement activities for the year. Notification of meetings will be shared through a venue of methods:</p> <ul style="list-style-type: none"> -Information on School Calendar, website, newsletters, newspapers -Provide incentives to promote parental involvement such as Raffles, etc. 	-Annually
The CCHS staff will provide to parents of participating children a description and explanation of the curriculum in use at the school, the forms of	The campus staff will share with parents at every possible opportunity to discuss the following (2):	<p>(2)- Ongoing/throughout the year</p> <p>(4)-Monthly or at a minimum on a quarterly basis.</p>

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<p>academic assessment used to measure student progress, and the proficiency levels students are expected to meet.</p>	<ul style="list-style-type: none"> -Lesson Plan Guidelines (Year at Glance) -End of Unit Exam (CBA) -Handouts /additional resources -STARR -EOC Exams <p>Possible, but not limited to the following venues(4):</p> <ul style="list-style-type: none"> -Parent Meetings(at least quarterly) -Parent Report Card Nights(at the end of every six weeks period) -Title I parent’s meeting (annually) -CPAC meetings (4) 	
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Shared Responsibilities for High Student Academic Achievement		
Purpose	Activities/Strategies	Frequency/Completion Time
<p>The CCHS staff 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 with the community to improve student academic achievement.</p>	<p>The campus staff will promote active parent involvement by investing in an array of venues such as:</p> <ul style="list-style-type: none"> -Academic Booster Club -Ask each class to fund a meal for report card night (ex.: Spaghetti night) -Provide students with a "Uniform" Passes when they are successful in getting parents to attend a certain number of meetings. -Offer opportunities for parents to volunteer and serve on advisory board through direct recruitment of high school parent population <p>Ex.: CCHS Parent Advisory Committee Site Based Decision Making Board Report Card night -Financial Aid Night -College day -Student's College Visit days (utilizing partnerships built with Southwest Texas Junior College, Sul Ross University Rio Grande College, Texas A&M International University, etc.) -Utilize and share sources with parents which will assist them to help their student at home. (i.e., Khan Academy, Qconnect.com)</p>	<ul style="list-style-type: none"> -Monthly -At 6 weeks Report Card nights -At applicable meeting -Scheduled meeting dates (monthly, Bi-annually, Quarterly) -Activities can take place in both Fall and Spring Semester contingent on schedules.
<p>The CCHS staff will, with the assistance of its district, 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.</p>	<p>The campus staff will offer parent training opportunities and resources to increase their strategies, methods and routines to implement at home, so parents can assist their student's academic achievement and success at home. (1) (2) Venues to communicate efforts, but not limited to:</p> <ul style="list-style-type: none"> -Monthly meetings (2) 	<ul style="list-style-type: none"> (1)- August. (2)- Ongoing/throughout the year. (3)- September and October. (4)-Monthly or at a minimum on a quarterly basis.

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	<ul style="list-style-type: none"> -Monthly newsletters (2) -Monthly or Quarterly Public Service Announcements (newspaper and radio) as appropriate (2) (4) -Community Posters (2) -Call Messenger(2) -Quarterly trainings(4) -Annual parents conference -Technology workshops/training either on campus or off campus (with community partner.) (2) (4) 	
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Shared Responsibilities for High Student Academic Achievement		
Purpose	Activities/Strategies	Frequency/Completion Time
<p>The CCHS staff will, with the assistance of its district and 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, and in how to implement and coordinate parent programs and build ties between parents and schools</p>	<p>The Campus Administrators or designee will conduct trainings for the teachers on the value and importance of the parent involvement.</p> <p>The Campus Administrator or designee will utilize a venue of opportunities to invite both parents and teachers to jointly work together such as in the following, but not limited to:</p> <ul style="list-style-type: none"> -Parent committee (CPAC, DPAC, etc.) -PTO -Parent Portal -Campus webpage -Social Media -Newsletter -Javelina Network -Parent Center 	<ul style="list-style-type: none"> -Annual Staff development training -Monthly (August - May) -Ongoing (As needed basis) -Weekly (As needed)
<p>The CCHS Staff will, to the most extent possible, feasible and appropriate, 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.</p>	<p>The campus staff will utilize every possible venue available to communicate all programs, school meetings, parents meetings and activities in i.e.,</p> <ul style="list-style-type: none"> -newsletter -messenger -newspaper -radio -utilize partnerships with public housing, W.I.C., Family Service Association for news distribution -Parents and assigned staff attend community meetings <p>The campus staff will make every possible attempt to translate the majority of notices in Spanish.</p>	<ul style="list-style-type: none"> -Quarterly (as needed) -Monthly (August-May) -Weekly (as needed)

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Building Capacity for Involvement		
Purpose	Activities/Strategies	Frequency/Completion Time
The CCHS Parental Involvement Policy may include additional discretionary activities that the school, in consultation with its parents, chooses to undertake to build parent’s capacity for involvement in the school to support their children’s academic achievement.	<p>The campus staff will address the following efforts to promote and increase parent involvement:</p> <ul style="list-style-type: none"> -Designation of an area as a Parent Center -Assist parent with volunteer process (legal) -Create list of areas for parent assistance 	<ul style="list-style-type: none"> -As per administrator direction -Throughout School Year -Ongoing
The CCHS staff will provide information and training for parents on areas such as national, state, and local education goals, and their parental rights.	<p>The campus staff will utilize venues such as in to distribute assessment requirements and information:</p> <ul style="list-style-type: none"> -Meetings -Website -Title 1, Part A meetings <p>Additional training workshop may include, but not limited to:</p> <ul style="list-style-type: none"> -Child & Adolescent development -Building partnership with schools and community -Parent's rights and responsibilities -Guiding parents to identify goals and setting expectations for their child's academic success. -College and Career Readiness Meetings/Events -End of Course (EOC) and State Assessments informational meetings or workshops 	<ul style="list-style-type: none"> -Throughout School Year/On going -Monthly, Quarterly and Annually

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Building Capacity for Involvement		
Purpose	Activities/Strategies	Frequency/Completion Time
The CCHS staff will create a welcoming atmosphere and environment to assist with parent involvement.	<p>The campus administrative staff will initiate the promotion of parental involvement through the combined campaign of staff training workshops and aligned expectations of staff professionalism and etiquette. This effort will be emphasized and supported throughout the entire school year. The campus administration will ensure to review campus policies and protocol with all staff members on the importance of positive engagement, reception and etiquette when addressing and assisting parents during the staff meeting(s) at the beginning of the school year and throughout the year.</p> <p>The campus administrative team will ensure that the campus facilities are donned with positive and welcoming messages, posters and directional instructions in both English and Spanish. Additional activities/strategies will be initiated, but not limiting to the following:</p> <ul style="list-style-type: none"> --The designation of a Parent's Bulletin or News Corner -Provide training to staff in areas of positive communication, building rapport, professional tone, etc. -Utilize public service announcements(newspaper and radio spots), emails, district's website, newsletters to extend the "Welcome" Ideology . 	<p>-Throughout School Year</p> <p>-Ongoing</p> <p>-Monthly</p>

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Adoption: The Crystal City High School Parent Advisory Committee adopted the Crystal City High Parent Involvement Policy on this day 22 of January, 2014. Evaluated and additional revisions were recommended by CCHS Parent Advisory Committee on March 30, 2015. Final Review and approval on April 25, 2016 by a vote: 3 All in Favor 0 All against

Committee members Names or signatures and Review Date: Iris Muzquiz Neredia Salas Laura Gonzalez

Staff members:

Dr. Linn Waiters Julia Martinez

Rev: 07-26-16

Updated: 08/19/16

Annual review and revision: 04/24/17 C-PAC committee members: Raul V. Garza motioned to approve, 2nd by Cruz Mata. Motion passed 6-0. Attested by staff members: Julia Martinez, M.Ed., District Parent/Community Involvement Coordinator.

(Original Signatures of Committee Members on Master Document)