



Las Américas ASPIRA Academy SCHOOL POLICIES

Policy Title: Parental Involvement	Date Adopted: 12/11/12
Policy #: 5001	Date Revised: 11/19/15
Purpose: To strengthen academic achievement by establishing expectations for parental involvement.	
Scope: The policy establishes LAAA's expectations for parental involvement and describes how LAAA will implement a number of specific parental involvement activities, and is incorporated into LAAA's plan submitted to the Delaware Department of Education.	

PART I: GENERAL EXPECTATIONS

Las Américas ASPIRA Academy (LAAA) agrees to implement the following statutory requirements:

- LAAA 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, LAAA 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.
- LAAA will incorporate this school 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, LAAA 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, LAAA will submit any parent comments with the plan when the school submits the plan to the State Department of Education.
- LAAA 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 one percent reserved goes directly to the schools.

- LAAA will be governed by the following statutory definition of parental involvement, and expects that its Title I schools 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;

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

- LAAA will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

PART II: DESCRIPTION OF HOW LAAA WILL IMPLEMENT REQUIRED PARENTAL INVOLVEMENT POLICY COMPONENTS

1. LAAA will take the following actions to involve parents in the joint development of its school wide parental involvement plan under section 1112 of the ESEA:
 - Gather and disseminate to parents for review the following materials: The School's Parental Involvement Policy, the school-parent compact, and Parent Notification information. These materials will be disseminated to parents at regular Title I parent meetings and parent/teacher conferences. Written and oral input from parents will be solicited through Title I parent meetings, parent/teacher conferences, the school web site, and other regular written communications with parents.
2. LAAA will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - The School Parental Involvement Policy will be distributed to parents at Title I parent meetings.
 - The policy will be posted on the school web site.
 - Policy will be discussed at New Student Orientation.
3. LAAA 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:
 - Regular Title I meetings
 - PTO meetings
 - School meetings (i.e., parent-teacher conferences)

4. LAAA will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:
 - Meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, school newspaper, school and teacher websites.
5. LAAA 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 schools. 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.
 - To encourage parents to attend these meetings, the school will offer researched based information to parents on how to improve student success and achievement. The school will collaborate with the PTO to offer parent workshops in conjunction with PTO meetings. All information will be provided in English and Spanish. Free childcare will be provided to increase parent attendance.
6. LAAA 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. LAAA 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 below:
 - the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators:
 - The topics listed above will be addressed with parents in the following forums/methods: New Student/Parent Orientation, Student Success events, letters from the Head of School, postings on school website and social media, parent/student/teacher conferences, interim reports and report cards each marking period.
 - B. LAAA 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:
 - Holding Title I meetings
 - Web-based learning: share information on teaching/encouraging parental participation
 - Providing additional parent information on the Parents Page of the school

- webpage
 - Regular updates of teacher websites
- C. LAAA will, with the assistance of its schools 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, 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:
- Encouraging staff to attend parental involvement workshops and conferences
 - Web-based learning
 - Staff development
- D. LAAA, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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:
- Involving parents, "in an organized, ongoing and timely way," in planning, review and improvement of LAAA's Title I program;
 - Providing timely information about LAAA's Title I program to parents, describe the curricula, the student assessments and proficiency levels students are expected to meet, provide opportunities for regular meetings, and respond promptly to parent suggestions;
 - Providing parents with an opportunity to submit dissenting views regarding LAAA's school-wide program plan if the plan is not acceptable to them.
- E. LAAA 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:
- Information will be provided in English and Spanish. Upon identification of parental need for information in another format, the school will take steps to ensure that the parent request is fulfilled.

PART III: DISCRETIONARY PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, 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 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.

PART IV: ADOPTION

This LAA 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 meeting sign-in sheet.

This policy was adopted by the **Las Américas ASPIRA Academy** on **December 11, 2012** and will be reviewed annually. LAA will distribute this policy to all parents of participating Title I, Part A children on or before **December 31st of each school year**.



Margie López Waite, Head of School

11/19/15

Date



Las Américas ASPIRA Academy

SCHOOL-PARENT COMPACT

Las Américas ASPIRA Academy (LAAA), and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2015-2016.

School Responsibilities

Las Américas ASPIRA Academy will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - Use academic learning time efficiently
 - Respect cultural, racial and ethnic differences
 - Implement a curriculum aligned to the Common Core State Learning Standards
 - Offer high quality instruction in all content areas
 - Provide instruction by highly qualified teachers and when this does not occur, notifying parents as required by the No Child Left Behind (NCLB) Act
- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**
 - 1st Trimester – November (mandatory for every student)
 - 2nd Trimester – March (optional based on student progress and/or parent request)
 - 3rd Trimester – May (optional based on student progress and/or parent request)
- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**
 - Interim Reports are sent home at the half-way point in the trimester according to the following schedule:
 - October (1st Trimester)
 - January (2nd Trimester)
 - May (3rd Trimester)

- Report Cards are provided to parents in person during the 1st trimester conference and sent home at the end of the 2nd & 3rd trimesters according to the following schedule:
 - November (1st Trimester)
 - March (2nd Trimester)
 - June (3rd Trimester)
 - Parents will also have Home Access to eSchool, which is the online gradebook for teachers. This allows parents to monitor their child's progress on a more frequent basis. For the 2015-2016 school year, this applies to middle school only (grades 6-8).
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
- Ensure that staff will have access to interpretation services in order to effectively communicate with limited English speaking parents
 - Notify parents of the procedures to arrange an appointment with their child's teacher or other school staff member
 - Arrange opportunities for parents to receive training to volunteer and participate in their child's class, and to observe classroom activities
 - Plan activities for parents during the school year (i.e., Parent-Teacher Conferences)
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:
- Create a safe, supportive and effective learning community for students and a welcoming respectful environment for parents and guardians
 - Notify parents of the procedures to arrange an observation in their child's classroom
 - Arrange opportunities for parents to receive training to volunteer and participate in their child's class
 - Plan activities for parents during the school year (i.e., Parent-Teacher Conferences)
 - Provide parents with various ways to actively volunteer such as the following:
 - Helping on the bus, at lunch, at recess, in classroom, in office
 - Other school help (tutoring, field trips, special events, etc.)
 - At home (stamping, cutting out, telephoning, etc.)
 - Involvement on a school PTO committee
 - Support parental involvement activities as requested by parent

Parent Responsibilities

As a Las Américas ASPIRA Academy Parent/Guardian, I will:

- Support the philosophy and mission of LAAA.
- Make every effort to work with the school staff to encourage the development of responsible, respectful, and knowledgeable students.
- Ensure that my child attends school regularly and punctually, prepared to participate and learn.
- Notify the school by 12:00pm in case of illness, tardiness, or need for early dismissal.
- Review the school uniform policy with my child and ensure that my child follows it.
- Review, support, and reinforce the LAAA Code of Conduct; work with the school on disciplinary matters in the best interest of my child and the school as a whole.

- Respond promptly to all calls, inquiries, concerns, and requests for information from the school.
- Notify the school promptly of any change in address or emergency contact information.
- Communicate with the school about any areas of concern regarding my child, and respond within 48 hours when the school contacts me about a concern or issue regarding my child.
- Stress the importance of homework with my child; ensure homework is completed as directed.
- Review my child's school work and report cards and take an active role in his/her success.
- Monitor consistently my child's work assignments and academic performance and communicate with the teacher with regard to any related matters in a timely fashion.
- Read the school newsletter and additional parent information provided throughout the year.
- Attend the Student Success Workshop or student/parent/teacher conference for 1st trimester of each school year.
- Participate in scheduled teacher conferences or communicate with teachers in other ways.
- Attend the mandatory New Student Orientation if my child will be a new student in LAAA.
- Complete a minimum of five (5) hours of volunteer time during each school year (July 1-June 30). Actively volunteer in one or more of the following ways:
 - Helping on the bus, at lunch, at recess, in classroom, in office
 - Other school help (tutoring, field trips, special events, etc.)
 - At home (stamping, cutting out, telephoning, etc.)
 - Involvement on a school PTO committee
- Pay all obligations to the school (i.e., school meal fees, library book fees, etc.) within the required timeframe.

Student Responsibilities

As an ASPIRANTE, I share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

Recognize that I have the ultimate responsibility for my learning, and I will:

- Attend school regularly
- Come prepared and ready to work in class each day
- Work hard to pursue my studies at school and at home
- Complete all work to the best of my ability

Maintain a high level of respect at all times, and I will:

- Demonstrate respect toward everyone at school (staff, students, volunteers and visitors)
- Abide by the school uniform policy and Code of Conduct
- Demonstrate respect for school property and the property of others
- Follow school rules
- Demonstrate respect for myself, my parents, and my community

Make a positive contribution to the school and community by:

- Setting a model for others to follow as outlined in the school uniform policy and the Code of Conduct
- Participating in service to the school and to the community.
- Completing a minimum of five (5) hours of community service (6th-8th graders only).

Additional Required School Responsibilities (requirements that schools must follow, but optional as to being included in the school-parent compact)

Las Américas ASPIRA Academy will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. 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. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children 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.
6. On 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.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. 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).