



Howard Burnham  
Elementary Charter School



Vista Del Futuro  
Charter School



*The Linguistic Academy of El Paso:*  
*A Cultural Demonstration Site*

# School Parental Involvement Policy

Burnham Wood Charter Schools

2020-2021



*In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to all parents a School Parental Involvement Policy that contains information required by section 1118(b) of the Elementary and Secondary Education Act (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities. (ZOOM platform will be used per need).*

**Burnham Wood Charter School District** will follow the Title I statutory requirements:

### **Statement of Purpose**

Burnham Wood Charter School District is committed to provide a quality education for every student in the district. In support of the district mission to enable today's students to thrive in a "global tomorrow," the district will develop and nurture partnerships with parents/guardians, students, and community stakeholders. Furthermore, the district will involve parents/guardians in all aspects of the local, state and federal programs offered in the district.

### **Parent Involvement in Developing the Policy**

Burnham Wood Charter School District will provide the following necessary coordination, technical assistance, and other support to assist the schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Campus visitation by Title I Parent Liaison from the district level to serve in an advisory capacity to campuses
- A district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- A district meeting of parents/guardians, community members and campus personnel to provide feedback and input on district/campus plans and policies.
- In the Fall and in the Spring, the District Improvement Committee twice a year meets to discuss the results of the needs assessment study for their campus. All district parents at the Burnham Wood Charter Schools are made aware at Parent Informational Meetings, of the expectation of meeting requirements to satisfy Title I policy. To specifically address the development of the Title I documents:
  - Parent Advisory Committee/staff/students meet to develop the expectations for Parent-Student COMPACTS on Sept 10/11 @ 1 PM at the Administration Building
  - Parent Advisory Committee/staff/students meet to develop the expectations for the PFE POLICY on Sept 12/13 @ 1 PM @ 1 PM
  - Title I District Advisory Committee meet to evaluate drafts of all campus and district COMPACTS and Policy drafts.
- Appropriate roles for community-based organizations and businesses in parental involvement activities



Burnham Wood Charter School District will take the following actions to involve parents in the joint development of its district/school parental involvement plan:

- Actively recruit parents/caregivers to participate in parent advisory capacity
- Schedule meetings at convenient times and locations to participate in a comprehensive review of policy and programs for parent involvement

Our schools annually invite parents to participate in review and revision meetings to examine and discuss our District Improvement Plan and Parent Involvement Policy. The schools' parent advisory committee consistently reviews school policy in an organized, ongoing and timely way.

- Title I Fall Annual Parent Meetings at all campuses in September
- Title I Spring Annual Parent Meeting at all campuses in May
- Offer a flexible number of meetings, such as meetings in the morning or evening, and provide transportation, child care, or home visits, as such services relate to parental involvement
  - Senior Interns/Student Leaders to provide child care at both District/Campus level parent meetings.
- Facilitate communication between parents/guardians and campus personnel
  - District Level Events such as concerts, robotic and sports to facilitate parent/guardian and campus personnel communication

### **Annual Meetings for Title I Parents**

Burnham Wood Charter School District uses Title I funds to provide school-wide services for all students enrolled on Title I campuses. The Title I campuses will hold at least one meeting annually to review Title I guidelines and services offered at campus level. Copies of the district's current Parent Involvement Policy and campus designed Parent-Student Compact will be distributed at the meeting. Both documents will be provided in English and in Spanish. The meeting will be held at a convenient time and location; notice of the meeting will be provided through public announcements and school-based information flyers. Translators will be available to help with non-English speaking parents/caregivers.

Burnham Wood Charter School District will provide parents opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions in a timely manner.

The district will, with the assistance of the schools,

- Provide materials and training to help parents work with their children to improve their academic achievement, such as literacy training and using technology to foster parental involvement



To meet the needs of our diverse group of parents, training on a multitude of topics are obtainable year-round between the hours of 7:00 am and 7:00 pm. Formal trainings and workshops scheduled throughout the year are guided by a parent input and survey data and vary in date and time. Childcare is offered on site for these events. In cases in which transportation is an obstacle for a parent to become involved in our school, the Administrative Team and the Parent- Liaison make special arrangements to link that parent to needed resources and events.

Due to the hectic and varying schedules of our school family, effort will be made to provide training opportunities to parents via links on our school website making information accessible 24 hours a day.

Parents will be invited to participate in a parent-teacher conference at all schools, at least twice a year to discuss their child's progress. Teachers may receive parents in the morning, during the school day and/or afterschool to accommodate as many reciprocating parents as possible.

- Parent /Teacher Conferences at all schools afternoon and evening hours with senior leader day care provided
- Pay 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
  - Senior student leaders paid by the district for day care services during parent activities.
- Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators with parents who are unable to attend those conferences at school
  - Parents are invited to participate in a variety of meetings and activities over the course of the school year. These events provide parents the opportunity to formally visit their child's classroom to become better informed about grade level expectation and their student's academic progress.
    - Meet with District Improvement Committee twice a year
    - Open Houses at all schools
    - Parent Nights at all schools

### **Matching Parent Involvement Programs to the Needs of the Community**

Burnham Wood Charter School District will build the schools and parents capacity to ensure effective involvement of parents and to support a partnership among the schools, parents, and the community to improve student academic achievement, by providing information on the following topics:

- the state academic content standards



- Mandated STAAR nights across the district
- the state student academic achievement standards
  - Mandated MATH/READING nights across the district
- the state and local academic assessments including alternate assessments
  - Mandated STAAR nights across the district
- the requirements of Title I Programs
  - Mandated Bi-Annual Title I parent Meetings at all campuses
- how to monitor their child's academic progress
  - Mandated Parent Portal Training across the district

### **Staff/Parent Communication**

Burnham Wood Charter School District will train teachers, principals and other staff, on how to communicate and work with parents as equal partners and in the value and utility of parent contributions, and how to implement and coordinate parent programs and build ties between parents and schools.

In order to meet the needs of our diverse group of parents, training on a multitude of topics are obtainable year-round between the hours of 7:00 am and 7:00 pm. Formal trainings and workshops scheduled throughout the year are guided by a parent input and survey data and vary in date and time. Childcare is offered on site for these events. In cases in which transportation is an obstacle for a parent to become involved in our school, the Administrative Team and the Parent- Liaison make special arrangements to link that parent to needed resources and events.

Due to the hectic and varying schedules of our school family, effort will be made to provide training opportunities to parents via links on our school website making information accessible 24 hours a day.

- Ongoing Parent Training
  - Parent Training on Bullying across the district
  - -Community Adult Education
  - -Parent Portal Training
  - -Strategies towards parent involvement training
- Monthly District Title I Newsletter
- Ongoing Website Title I Updates/Activity Calendar

The district will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents in their language whenever possible. In addition, the district will provide translators at the campus level for Spanish speaking parents and set up phone call out system so that messages/emails are sent to parents in English and Spanish

Parents of all students, regardless of English proficiency, mobility or disability, are in integral an important part of our learning community. All parents are afforded the opportunity to be involved in their child's school environment. For this reason, if a special need is identified that would help a parent to more fully understand the educational process and the academic progress



of his/her child, assistance will be provided to that parent. This type support often comes in the form of translated school documents in a parent's primary language, having an interpreter on hand to translate important information at school wide meetings and events, working with an interpreter to provide translation in parent/teacher conferences, making available parent resource that are in English and Spanish, participating in faculty and staff training to better understand the culture of the students served, providing easier accessibility to parents and/or students with disabilities, etc.

In carrying out parental involvement communication, districts and schools, to the extent possible, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format in English and Spanish..

- Monthly District Title I Newsletter in both English and Spanish
- Ongoing Website Title I Updates/Activity Calendar in both English and in Spanish
- Mandated District/School Title I Compacts/Policy in both English and in Spanish
- All materials to be relayed to parents are provided both in Spanish and in English
- School Reach Messages to parent are provided inn both Spanish and English

### **School-Parent Compacts**

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This compact will be provided by each Title I campus and parent/campus/student signature will remain on file for easy access. The parent compact will be reviewed yearly for updates and revision.

- Actively recruit parents/caregivers to participate in parent advisory capacity
- Campus visitation by Title I Parent Liaison from the district level to serve in an advisory capacity to campuses
- A district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- A district meeting of parents/guardians, community members and campus personnel to provide feedback and input on district/campus plans and policies.
- In the Fall and in the Spring, the District Improvement Committee twice a year meets to discuss the results of the needs assessment study for their campus. All district parents at the Burnham Wood Charter Schools are made aware at Parent Informational Meetings, of the expectation of meeting requirements to satisfy Title I policy. To specifically address the development of the Title I documents:
- Parent Advisory Committee/staff/students meet to develop the expectations for Parent-Student COMPACTS on Sept 10/11 @1 PM at the Administration Building



## Evaluation

Burnham Wood Charter School District will take conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities especially 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 district 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 the parent involvement policy, if necessary and with the involvement of parents.

- District Cabinet Meeting to address/evaluate Title I program status/timeline
- Campus visitation by Title I Parent Liaison from the district level to serve in an advisory capacity to campuses
- A district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- A district meeting of parents/guardians, community members and campus personnel to provide feedback and input on district/campus plans and policies.