



TCSA Model Board Policy Series

400.050. Parent and Community Involvement

Charter Board Policy for Cedars International Academy

INTRODUCTION

The Model Board Policies for Charter Schools is a series of publications by the Texas Charter Schools Association (TCSA). These publications are an educational tool for charter school leaders to aid in the operation and management of open-enrollment charter schools in Texas.

Overall Policy Framework

Each module in the Board Policy Series provides a summary of federal and state statutes, regulations, and related materials applicable to open enrollment charter schools. Citations to these materials are provided throughout the module and many contain a hyperlink so the actual statutory or regulatory provision can be accessed on the Internet. The summary is designated by the LEGAL AUTHORITY tab on the right edge of each page.

After the LEGAL AUTHORITY portion of the module you will find the model policy section designed to comply with current statutory and regulatory requirements described in the LEGAL AUTHORITY summaries. These policies are designated by the red CHARTER BOARD POLICY tab on the right edge of each page.

These are suggested policies to address the requirements set forth in this Module. Prior to adoption of the model policies by the Board of a charter school, each policy should be customized by including the school's name and by tailoring the language, if appropriate, to fit the specific needs, culture and requirements of the school. TCSA recommends that the Board of a charter school consult with and obtain the advice of the school's legal counsel in connection with adopting policies to comply with laws governing charter schools.

TCSA plans to update the Model Board Policies for Charter Schools after each Texas Legislative Session to reflect changes in applicable laws. We also will regularly and continually update the Policy Series when changes occur in state and federal case law and administration regulations that affect open enrollment charter schools. We encourage you to renew your subscription to the policy series each year to ensure that your school has the most recent laws and regulations.

Scope of Service & Copyright Notice

This policy module prepared by the TCSA is designed and intended as a resource of information for charter schools and is not to be construed as legal advice. It should be used in connection with consulting and obtaining the advice of the school's legal counsel to ensure compliance with applicable legal requirements.

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Module 400: Students

The Students Module 400, is the fourth module of the Model Board Policies. The material included in this module provides a comprehensive summary of statutes and regulations that apply to charter schools, as well as specific model board policies designed to comply with these legal requirements. Other policy modules in the series include:

Module 100: Financial Operations

Module 200: Charter School Governance & Organization

Module 300: General School Operations

Module 500: Open Government

Module 600: Human Resources

Legal Abbreviations Used In the TCSA Model Board Policy Series

Atty. Gen. Op.	Attorney General Opinion
C.F.R	Code of Federal Regulations
Tex. Admin. Code	Texas Administrative Code
Tex. Educ. Code	Texas Education Code
Tex. Gov't Code	Texas Government Code
Tex. Labor Code	Texas Labor Code
Tex. Loc. Gov't Code	Texas Local Government Code
U.S.C.A	United States Code Annotated

400.050 Parent and Community Involvement

The governing body (“Board”) of CEDARS INTERNATIONAL ACADEMY adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Parental Involvement**DISTRICT WIDE PARENTAL INVOLVEMENT POLICY****PART I. GENERAL EXPECTATIONS**

CEDARS INTERNATIONAL ACADEMY agrees to implement the following statutory requirements:

- CEDARS INTERNATIONAL ACADEMY 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, CEDARS INTERNATIONAL ACADEMY will work with its schools 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.
- CEDARS INTERNATIONAL ACADEMY 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, CEDARS INTERNATIONAL ACADEMY and its schools 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 CEDARS INTERNATIONAL ACADEMY plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, CEDARS INTERNATIONAL ACADEMY will submit any parent comments with the plan when CEDARS INTERNATIONAL ACADEMY submits the plan to the Texas Education Agency.
- CEDARS INTERNATIONAL ACADEMY 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.
- CEDARS INTERNATIONAL ACADEMY 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—

- i. that parents play an integral role in assisting their child's learning;
- ii. that parents are encouraged to be actively involved in their child's education at school;
- iii. 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;

- iv. the carrying out of other activities, such as those described in section 1118 of the ESEA.
- CEDARS INTERNATIONAL ACADEMY 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 CEDARS INTERNATIONAL ACADEMY WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. CEDARS INTERNATIONAL ACADEMY 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:

Notification of parents of the Governance Council meeting dates with agendas posted on website and indicated at Federal program meeting at the beginning of the year.

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

Governance Council Agendas will indicate Campus Improvement Plan reviews.

3. CEDARS INTERNATIONAL ACADEMY 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:

Assistance from the Superintendent, principals, and region center 13 will be offered.

4. CEDARS INTERNATIONAL ACADEMY will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Reading programs
by:

Reading nights, Math Night, ESL parent meetings

5. CEDARS INTERNATIONAL ACADEMY 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). CEDARS INTERNATIONAL ACADEMY 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.

Surveys will be given to parents at least twice a year by the principals which will include open ended questions. Governance council will assist with creation of survey and study the results of the survey.

6. CEDARS INTERNATIONAL ACADEMY 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. CEDARS INTERNATIONAL ACADEMY will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by CEDARS INTERNATIONAL ACADEMY, 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,
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators:

Various workshops offered by Region 13 and other entities will be reviewed; Supplies and materials will be viewed on an annual basis via the Campus Improvement Plan for each campus.

(List activities, such as workshops, conferences, classes, both in-State and out-of-State, including any equipment or other materials that may be necessary to ensure success.)

- b. CEDARS INTERNATIONAL ACADEMY will, with the assistance of its schools, 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:

Offering appropriate workshops throughout the year.

- c. CEDARS INTERNATIONAL ACADEMY 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:

Including this in the beginning of school Professional Development agenda.

- d. CEDARS INTERNATIONAL ACADEMY will, 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:

Offering Parental nights

- e. CEDARS INTERNATIONAL ACADEMY 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:

All Parent letters will be in Spanish and English.

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

- 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 district 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 district 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 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

Governance Council Agenda on Minutes May 11, 2017

This policy was adopted by CEDARS INTERNATIONAL ACADEMY on May 11, 2017 and will be in effect immediately. CEDARS INTERNATIONAL ACADEMY will distribute this policy to

Section 2. Telephone Communication

As part of CEDARS INTERNATIONAL ACADEMY’s communication with parents, adult students, employees, and community members, CEDARS INTERNATIONAL ACADEMY may use an automated calling system such as Remind 101 to share important information. These calls may include information about upcoming events, attendance, or disciplinary responses. In regards to automated phone calls and text messages, CEDARS INTERNATIONAL ACADEMY shall comply with the Telephone Consumer Protection Act (“TCPA”).

Section 2.1. Written Consent. Written consent will be obtained before CEDARS INTERNATIONAL ACADEMY sends any automated phone calls or texts of a non-emergency manner. Written consent forms will include

- a. clear disclosure of what messages are permitted
- b. notification that participation is voluntary
- c. a signature of the person consenting

Section 2.2. Opt-out of Automated Calls. Consent for automated calls can be revoked in writing at any time. In order to revoke consent, parent, adult student, or employee must provide written notice to Office Secretary. Consent will automatically end one year after written consent is provided.

Section 2.3. Updating Contact Information. CEDARS INTERNATIONAL ACADEMY will send notice to parents, adult students, and employees at the beginning of the year and after the winter break to update contact information, including cell phone numbers. Parents are expected to update CEDARS INTERNATIONAL ACADEMY any time a cell phone number is changed or no longer used by the parent.

Section 2.4. Consent Form

CEDARS INTERNATIONAL ACADEMY uses an automated phone system to call and/or text parents/guardians/adult students/employees via home phones and/or cell phones to inform you of emergencies and general information, including:

- weather closures/delays
- unverified absences
- school events

Under Federal law, the school may not send automated messages for non-emergency purposes without prior consent.

Please complete this form to indicate your approval to receive non-emergency messages. This form is only for each school year and will need to be completed every year.

Student Name:

Parent/Guardian Name:

Preferred Contact Number: ()

Landline or Mobile/Cell

Secondary Contact Number: ()

Landline or Mobile/Cell

If any of this contact information changes, please notify the school immediately

_____ I give permission to send non-emergency messages to the phone numbers listed above via call or text by way of an automated system. I understand that I may opt out at any time by contacting the school in writing to have my number(s) removed. I am providing my current phone number(s) and will update the school if there are any changes.

_____ I do not give permission to send non-emergency messages to the phone numbers listed above. I understand this will remove my number from all call lists and I will not receive ANY automated messages, including those regarding emergencies.

Parent/Guardian Signature: _____ Date: _____

Section 3 Electronic Signatures

CEDARS INTERNATIONAL ACADEMY may request a digital or electronic signature from a parent, guardian, or adult student. However, a parent, guardian, or adult student must have the option to provide a handwritten signature if preferred.