



Parental Involvement Policy

Butler Campus

2011-2012

A major goal of the Dorothy I. Height Community Academy Public Charter School (CAPCS) is to empower parents in advocating for their children. Parents contribute directly to the educational process and life of the school, and every family has something to give and something to gain. Through partnership, our children and families can achieve extraordinary academic and social success. This Parental Involvement Policy outlines how parents and the entire school staff 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 our children achieve *excellence*.

Title I: Improving the Academic Achievement of the Disadvantaged regulations require that each school served under Title I jointly develop with and distribute to parents of participating children a written Parental Involvement Policy agreed on by the parents that describes the requirements as listed below and outlined in Title I law:

I. PARENTAL ENGAGEMENT – Butler shall:

- a. Convene an annual meeting, at a convenient time, to which all parents shall be invited and encouraged to attend, to inform parents of the requirements of Title I and their right to be involved. This annual meeting will take place on Wednesday, September 7, 2011 at our Annual Convocation which will be held at the Amos III campus (1400 First Street, NW, Washington, DC 20011). At the end of the school year, Butler will also conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this Parental Involvement Policy.
- b. Offer a flexible number of events, such as events in the morning, afternoon, *and* evening, and may provide, with funds provided under Title I, transportation, child care, or home visits, as such services relate to parental involvement. These events include, but are not limited to:
 - i. New Parent Orientation (evening)
 - ii. Family Literacy Nights (evening)
 - iii. Cultural Arts Programs (day)
 - iv. Science Literacy Event (day)
- c. Involve parents, in an organized, ongoing, and timely manner, in the planning, review, and improvement of school programs, the curriculum, and other academic aspects of CAPCS via:
 - i. Parental Involvement surveys
 - ii. Parent Feedback Sheets
- d. Provide parents with opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to the education of their children:
 - i. Regular Parent-Teacher Organization (PTO) meetings
 - ii. Quarterly Parent/Teacher conferences
- e. Ensure information concerning teacher qualifications, the annual report, complaint procedures, and all other important documentation will be distributed to and available for parents via:
 - i. CAPCS website
 - ii. Student-Parent Handbook
 - iii. Teacher/Academy Leader Newsletters

II. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Butler will:

- a. Conduct Parent and Community Education (PACE) meetings monthly during which parents will receive assistance in understanding topics such as Common Core Standards, state assessments, and parenting skills
- b. Make books and other materials “make and take sessions” with parents designed to help students with achieving academic standards
- c. Conduct Academic Parent Teacher Team (APTT) meetings where parents learn how they can effectively engage their children in academic standards

III. ACCESSIBILITY

To assure parental involvement and Title III: Language Instruction for Limited English Proficient and Immigrant Students requirements, Butler shall provide full opportunities for the participation of parents with children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand by:

- a. Provide translations for all Monthly Bulletins and official school documents
- b. Provide translators for school-wide meetings
- c. Provide translators for Parent-Teacher conferences

IV. SCHOOL-PARENT COMPACT: Shared Responsibility for Student Academic Achievement

As a component of the Parental Involvement Policy, Butler will jointly develop with parents a plan that outlines how parents and the entire school staff will share the responsibility for improved student academic achievement:

- a. School Responsibilities
 - i. Hold regular Parent-Teacher conferences
 - ii. Provide parents with frequent reports of their child’s progress (progress reports)
 - iii. Send home weekly behavior progress reports (Lower School)
 - iv. Have at least two academic achievement assemblies throughout the year to recognize student growth
 - v. Provide academic clubs and tutoring to offer assistance for students that need additional academic support
- b. Parent Responsibilities
 - i. Ensure my child’s regular and timely attendance at school
 - ii. Inform myself about my child’s progress through regular contact with teachers and CAPCS administrators
 - iii. Attend at least two PTO meetings throughout the year
 - iv. Volunteer at my child’s school at least 20 hours during the school year

This Parental Involvement Policy was developed to ensure the academic and social success of:

	Student (print)	
_____	_____	_____
Parent (print)	Signature	Date
_____	_____	_____
Academy Leader (print)	Signature	Date