

# Houston Math, Science & Technology Center

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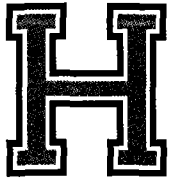
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## Campus Parent / Family Engagement Policy, 2022-2023

### PART I. GENERAL EXPECTATIONS

Houston Math, Science, and Technology Center (MSTC) agrees to implement the following statutory requirements:

- Consistent with section 1118, Houston MSTC will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. (Compact available on our website or by request.)
- Houston MSTC will notify parents of the policy in an understandable and uniform format and, to the extent possible, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents, students, and our school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent possible, the school 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 possible, in languages parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, Houston MSTC will submit any parent comments with the plan when the school submits the plan to the Houston Independent School District (HISD).
- Houston MSTC will involve the parents of children served in our Title I, Part A school program in decisions about how the 1% of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95% of the 1% reserved goes directly to the school.
- Houston MSTC will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- Houston MSTC will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- Houston MSTC will be governed by the following statutory definition of parental involvement, and 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:
    - that parents play an integral role in assisting their child's learning;
    - that parents are encouraged to be actively involved in their child's education;



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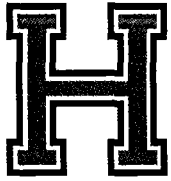
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- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- the carrying out of other activities, such as those described in section 1118 of the ESEA.

## **PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. Houston MSTC will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
  - a. All members of the Parent Teacher Organization (PTO) and the school community, SDMC and Community Advisory members will be invited to contribute to the drafting of the Title 1, Part A Parent Involvement Policy.
  - b. Meetings will be scheduled throughout the year and communicated to members.
  - c. A morning meeting and an evening meeting will be scheduled in order to allow for maximum participation.
  - d. A draft copy of the document will be dispersed to members and a copy posted on the Houston MSTC's website for all to submit comments and feedback, as desired.
  - e. The approved copy of the Title 1, Part A Parent Involvement document will be given to all students and parents and posted on the school's website.
2. Houston MSTC will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - a. All meetings will be posted on the school's website, a flyer will be sent home or made available to all parents, a call out will be made to all parents with notification of meetings in a language that is understandable to parents.
  - b. All parents will be encouraged to attend. If they are not able to attend, they can submit comments to the school through the Sam Houston website under the Title I section or by emailing the Title I Coordinator.
  - c. Updated information will be disseminated during monthly PTO meetings and will be posted on the Houston MSTC's website.
3. Houston MSTC will hold annual meetings 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. Houston MSTC will convene the meeting at a time convenient for 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. Houston MSTC will invite all parents of children participating in Title I, Part A programs to these meeting, and will encourage them to attend, by:
  - a. Making call outs to parents in both English and Spanish.



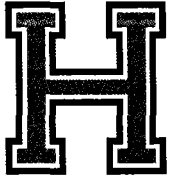
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- b. Posting meeting times and flyers on our website.
4. Houston MSTC will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure student's progress, and the proficiency levels students are expected to meet by:
  - a. Parent notifications in the mail and posted on our website.
  - b. Information will be shared at PTO meetings.
  - c. Call outs in English and Spanish.
5. Houston MSTC will, at 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 possible by:
  - a. Presenting at parent meetings.
  - b. Responding to emails and comments on the website.
  - c. Seeking feedback from other stakeholders.
6. Houston MSTC will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, science, and social studies by:
  - a. An individual student report card for each six-weeks of course work completed during the school year.
  - b. An individual progress report every 3 weeks.
  - c. Providing student report card and progress data available to HISD parents on-line through the Parent Connect system.
  - d. Providing individual reports for both standardized tests administered on campus: i.e., STAAR, PSAT, SAT, and AP.
  - e. Making faculty and staff available for conferences regarding a student's academics.
7. Houston MSTC will take the following actions to 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) by:
  - a. Providing written notification to parents of students being taught by Every Student Succeeds Act (ESSA) standards for non-highly qualified instructors.
  - b. Ensuring parents and students that Houston MSTC makes every effort to hire highly qualified instructors and highly qualified para-professionals.
8. Houston MSTC will provide assistance to parents of children served by the school, as appropriate, in understanding topics 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:
  - a. Parent meetings including various presenters regarding a variety of academic related topics.
  - b. Parent classes and events that encourage the above topics.
  - c. Faculty and staff reaching out to parents regarding various academic issues.



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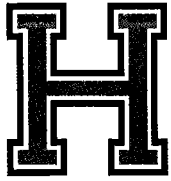
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9. Houston MSTC will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:
  - a. Providing training events at the school or online.
  - b. Providing guided hand-outs with instructions on navigating online systems.
  - c. Making faculty and staff available to answer any questions related to technology and academics.
10. Houston MSTC will, with the assistance of its parents, educate its teachers, support staff, 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:
  - a. Engaging in meaningful conversations during parent meetings.
  - b. Soliciting feedback from parents regarding the above issues.
  - c. Keeping open lines of communication through email, phone, and our website.
11. Houston MSTC will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities. Houston MSTC will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
  - a. Soliciting parent and community input through meetings, interviews, questionnaires, surveys, etc., regarding the education of the students.
  - b. Inviting parents to parent classes, school events, and meetings.
12. Houston MSTC will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent possible, in a language the parents can understand:
  - a. All correspondence and notifications will be available in English and Spanish. Other languages will be available if necessary.
  - b. Communications will be made available on Houston MSTC's website.
  - c. Telephone communications will be sent to reach parents at their homes typically in the evenings in both English and Spanish.
  - d. Informational flyers will be disseminated throughout the campus, given to students to carry home to parents, and posted on our website and social media.

## **PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

Houston MSTC's Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, 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:



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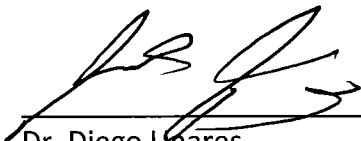
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- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents;
- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a school 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.

## PART IV. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by the Houston Independent School District and Houston MSTC on Friday, September 16, 2022 and will be in effect for the 2022-2023 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before September 30, 2022.

  
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Dr. Diego Linares  
Principal