

**ACTION REQUIRED
by September 30, 2022**

MEMORANDUM

August 29, 2022

TO: Title I, Part A, Principals

FROM: Academic Services

SUBJECT: **2022-2023 MANDATED ESSA TITLE I, PART A, PARENT NOTIFICATIONS**

CONTACT: Tiffany A. Green, External Funding, 713-556-6945

The Every Student Succeeds Act requires all Title I schools to notify parents at the beginning of each new school year of critical information regarding its Title I status, the professional qualifications of its classroom teachers and paraprofessionals, the School-Parent Compact and the Parent and Family Engagement Policy. This year, these notifications must be disseminated on or before Friday, **September 30, 2022**, and posted on the school's website.

As part of TEA's federal monitoring responsibilities, the Federal Program Compliance Division conducts random validations of documentation associated with the Title I, Part A—Schoolwide Program Elements. Two of the items that are included in the Title I, Part A Random Validation are the School-Parent Compact and the Parent and Family Engagement Policy. If a campus is randomly selected, the validation requirements will receive a "Met Requirement" or "Improvement Needed" status for each item reviewed during the validation. **To ensure the district remains in compliance regarding the Title I, Part A Program, all Title I campuses MUST upload ALL Title I Parent Notifications by the district's deadlines. The first set of parent notifications must be disseminated and uploaded to the campus' website by Friday, September 30, 2022.**

To ensure uniformity of the notifications, staff in the Department of External Funding has developed templates for schools to use when notifying parents of the campus' Title I status and its teachers' and paraprofessionals' qualifications. **Please use the templates provided, since they contain the components necessary to meet federal and state regulations.** Note that a template is not included for the School-Parent Compact notification or the Parent and Family Engagement Policy notification. Each school, with the involvement of parents, must develop its own compact and policy based on the needs of the campus.

The required notifications are as follows:

- 1) **Title I Program Status** (template provided) – Notification must inform parents of the school's participation in the Title I, Part A, program and the parents' right to be involved in the planning, review, and improvement of the school's Title I program.
- 2) **Title I Teacher and Paraprofessional Qualifications** (template provided) – Notification must explain parents' right to request information regarding their children's classroom teachers' professional qualifications, including:
 - Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- 3) **School-Parent Compact** – Notification must describe the School-Parent Compact which outlines how parents, the entire school staff, and students will share responsibility for improving student academic achievement. The School-Parent Compact must include a description of:
- The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment.
 - Parents' responsibility for supporting their students learning including attendance, homework, and positive use of extracurricular time.
 - School and parent communication, including parent-teacher conferences and frequent reports to parents on their children's academic progress.
 - How parents can volunteer and participate in the school and how they can request classroom observations.
- 4) **Campus Title I, Part A, Written Parent and Family Engagement Policy** – Notification must describe the Parent and Family Engagement Policy which outlines parents' participation in the development of the policy and the strategies that will be implemented to encourage parental involvement to support the improvement of student academic achievement.

The school's written policy must include a description of the following:

- An Annual Title I Parent meeting
- Additional Title I, Part A parent meetings held during the year
- The curriculum and the academic assessments used at the campus
- The process for parental comments
- The School-Parent Compact
- Activities that build capacity for parent and family engagement
- How the campus ensures accessibility for all parents'

All parent notifications are required to be disseminated and uploaded to the campus' website in an understandable and uniform format and in a language that parents can understand. Attached are templates—in English, Spanish, and Vietnamese—that have been developed for the Title I Status notification and the Teacher/Paraprofessional Qualifications notification. Each attachment includes all three languages.

Each school is responsible for inserting the school-specific information in the designated spaces and uploading the parent notifications to the campus' website by **September 30, 2022**, in the language(s) appropriate for its student population. A hard copy of each notification should be maintained at the campus and made available to any parent upon request. In addition, the External Funding Department requires that campuses file all parent notifications, along with the Title I, Part A, Mandated Parent and Family Engagement Checklist, in the school's Title I, Part A, documentation bin.

If you have questions or need additional information, contact Tiffany A. Green, Grants Administrator, at 713-556-6945 or tgreen9@houstonisd.org.



HOUSTON INDEPENDENT SCHOOL DISTRICT
TITLE I, PART A, PARENT AND FAMILY ENGAGEMENT PROGRAM



6900 Wileyvale Rd, Houston, Tx 77028

September 13, 2022.

TO: Parents of Students Attending Kashmere High School

SUBJECT: **2022-2023 TITLE I STATUS NOTIFICATION**

This is to inform you that Kashmere High School is a schoolwide Title I, Part A campus, and as a parent, you have the right to be involved in the planning, review, and improvement of the Title I program.

Title I, Part A, is a federally funded program that provides resources and opportunities to improve the academic achievement of economically disadvantaged students. Title I ensures that all children have a fair, equal, and significant opportunity to obtain a high-quality education based on the Texas Essential Knowledge and Skills (TEKS) and reach, at a minimum, proficiency on the State of Texas Assessments of Academic Readiness (STAAR).

Under the Every Student Succeeds Act (ESSA), Title I funds enable schools to employ and train highly qualified teachers and paraprofessionals, purchase instructional materials, update technology in the classroom, and sponsor parental involvement activities. To increase student academic achievement, Title I funds supplement the following programs offered at Kashmere High School:

- Title 1
- FACE
- HISD Wraparound Services

If you have any questions regarding this information, please contact Roderick Butler at rbutler3@houstonisd.org for the Title I contact person at your campus.

Sincerely

Mr. Dickerson, Principal

**DISTRITO ESCOLAR INDEPENDIENTE DE HOUSTON
PROGRAMA DE PARTICIPACION DE PADRES TITULO I, PARTE A**



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PARA: Padres de alumnos de la escuela Kashmere High School

ASUNTO: **AVISO DE ESTATUS DE TITULO I PARA EL CICLO ESCOLAR 2022-2023**

Por la presente les informamos que la Escuela Kashmere High School es un centro de enseñanza beneficiario del programa de Título I, Parte A. En calidad de padres, ustedes tienen el derecho de participar en la planificación, revisión y mejoramiento de nuestro programa de Título I.

Título I, Parte A, es un programa financiado por el gobierno federal que provee recursos y oportunidades para mejorar el rendimiento académico de los estudiantes desfavorecidos económicamente. El objetivo del programa es lograr que todos los estudiantes tengan una oportunidad equitativa, imparcial y significativa de recibir una educación de alta calidad con base en el programa de Conocimientos y Habilidades Esenciales de Texas (TEKS), y de alcanzar, como mínimo, un nivel satisfactorio en las Evaluaciones de la Preparación Académica del Estado de Texas, (STAAR).

Bajo la ley federal "Todos los Estudiantes Triunfan" (ESSA), los fondos de Título I permiten a las escuelas contratar y capacitar maestros y personal auxiliar altamente calificados, adquirir materiales de enseñanza, actualizar el equipo tecnológico de los salones de clases y ofrecer actividades que fomenten la participación de los padres. Con el fin de mejorar el rendimiento académico de los estudiantes, los fondos de Título I suplementarán los siguientes programas ofrecidos en la Escuela Kashmere High School:

- Title I
- FACE
- HISD Wrap around services

Si tienen alguna pregunta, por favor pónganse en contacto con
R. Butler (713)636-600) rbutler3@houstonisd.org Title I contact person

Sincerely,

Mr. Dickerson, Principal