

**Pacific View Charter School**  
**2013 – 2014 Parent Involvement Plan**  
 Developed jointly by parents, staff, students, and community members

Title I Requirement	Activities and Strategies	Timeline	Person(s) Responsible	Evaluation Strategy
<p>Parents will be included in developing a written parent involvement plan. The plan will establish expectations for parent involvement.</p>	<ul style="list-style-type: none"> <li>• Recruit parents to serve in PVCS parent involvement advisory committee</li> <li>• Parents will be members of the parent involvement advisory committee which will meet to discuss school goals and NCLB Law.</li> <li>• A parent involvement plan will be written to establish expectations for parent involvement.</li> </ul>	<p>August, 2013</p>	<p>Administrators</p>	<p>Sign in sheets; minutes; agendas</p>
<p>The school will hold an annual meeting to which all parents have been invited.</p>	<ul style="list-style-type: none"> <li>• An annual meeting will be held at the beginning of the school year for all academies.</li> </ul>	<p>September 2013            Time: 8:30 – 10:30            10:30 – 12:30            1:30 – 3:30</p>	<p>Administrators; School staff</p>	<p>Invitations; Connect Ed call log (English/ Spanish calls to parents)</p>
<p>The school will involve parents in an organized, ongoing, and timely way, in the planning, review and improvement of programs for parent involvement.</p>	<ul style="list-style-type: none"> <li>• School will give parents as much notice as possible in regard to meeting times</li> <li>• Parents will meet with Teachers twice a year</li> <li>• Meetings will be scheduled throughout the year as needed.</li> </ul>	<p>November, 2013            April, 2014            Time : to be determined</p>	<p>Administrators; school staff</p>	<p>Invitations, sign in sheets, parent – teacher conference notes</p>
<p>The school will hold a flexible number of meetings for the parents' convenience.</p>	<ul style="list-style-type: none"> <li>• Convenient meeting times for parents will be scheduled before school, during school, after school and evenings. Also, a Back To School Night is scheduled at the beginning of the school year.</li> </ul>	<p>September, 2013            Time : to be determined</p>	<p>Administrators; school staff</p>	<p>Sign in sheets, phone log, parent – teacher conference notes/schedules</p>
<p>The school will provide parents timely information about parent involvement programs.</p>	<ul style="list-style-type: none"> <li>• Newsletters will be sent highlighting various parent involvement programs and activities.</li> <li>• Parents will be contacted through Connect Ed / phone calls in English and Spanish.</li> <li>• The school website will post current information describing parent involvement activities.</li> </ul>	<p>Aug 2013- May 2014</p>	<p>Administrators; school website, HCOE</p>	<p>Letters; Newsletters Website</p>

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The school will provide parents a description and explanation of the curriculum in use at the school, forms of academic assessment used to measure student progress, and the proficiency levels at which students are expected to meet.	<ul style="list-style-type: none"> <li>• Counselors and teachers will meet with students and parents to discuss forms of academic assessment and proficiency levels.</li> <li>• Materials and brochures explaining assessments are given at various grade levels and will be made available to parents annually.</li> </ul>	Aug 2013 – May 2014	Classroom teachers; Administration	Students handbook; Newsletters, Website; Notes sent home, conference logs, brochures
The school will jointly develop with parents a school-parent compact.	<ul style="list-style-type: none"> <li>• A school-parent compact will be examined by the parent advisory committee.</li> <li>• The school-parent compact will be presented to parents at the annual meeting for approval.</li> <li>• Compacts will be signed by school staff and sent home for parent / student signatures annually.</li> </ul>	August, 2013	Administrators; parent advisory committee; school staff	School-Parent Compact Sign In sheets
The school will distribute the written parent involvement plan.	<ul style="list-style-type: none"> <li>• The parent involvement plan will be posted on the school website.</li> </ul>	June 15, 2013	Administrators; school staff	Website; Newsletter
The school will notify parents of the written parent involvement plan in an understandable and uniform format, and to the extent practicable, provided in a language parents can understand.	<ul style="list-style-type: none"> <li>• The parent involvement plan will be available in Spanish.</li> </ul>	Aug 2013-May 2014	Administrators, school staff, ESL staff	Letters; Website; Newsletter
The parent involvement plan will be made available to the local community.	<ul style="list-style-type: none"> <li>• The parent involvement plan will be posted on the school website.</li> <li>• The district website includes a link to PVCS website.</li> </ul>	Aug 2013-May 2014	Administrators, school staff,	Newsletters; Website

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<p>The parent involvement plan will be periodically updated to meet the changing needs of parents and the school.</p>	<ul style="list-style-type: none"> <li>• The parent involvement plan will be reviewed and revised as needed by the parent advisory committee.</li> <li>• The parent involvement plan will be reviewed annually at the Title I annual meeting.</li> </ul>	<p>Aug 2013-May 2014</p>	<p>Administrators; parent advisory committee; school staff</p>	<p>Minutes/ agendas/ sign in sheets</p>
<p>If the parent involvement plan is not satisfactory to parents, the school will submit any comments to the Board. The Board will submit parent comments to the State Department of Education.</p>	<ul style="list-style-type: none"> <li>• Minutes of discussions will be taken from meetings.</li> </ul>	<p>Aug 2013-May 2014</p>	<p>Administrators; parent advisory committee; school staff</p>	<p>Minutes/ agendas/ sign in sheets Copy of submission to Board</p>
<p>The school will provide assistance to parents in understanding topics such as: academic achievement, content standards, monitoring a child’s progress, requirements of parent involvement, NCLB, etc.</p>	<ul style="list-style-type: none"> <li>• Make parents aware of various resources explaining NCLB and parent involvement (brochures, website addresses).</li> <li>• Teachers will explain test scores and required standards during parent-teacher conferences.</li> </ul>	<p>Aug 2013-May 2014</p>	<p>Classroom teachers, Administration; school staff</p>	<p>Website; parent – teacher conference notes; Phone logs; Letters/notes</p>
<p>The school will coordinate and integrate parent involvement programs with various other “child services” programs.</p>	<ul style="list-style-type: none"> <li>• The school will seek to establish partnerships with community associations (Boys and Girls Clubs, Catholic Social Services).</li> <li>• Information from the school’s resource center will be made available to parents, as needed.</li> </ul>	<p>Aug 2013 – May 2014</p>	<p>Administration, ESL staff</p>	<ul style="list-style-type: none"> <li>• Flyers</li> <li>• Sign In sheets,</li> <li>• Newsletters</li> <li>• Website</li> <li>• Brochures</li> </ul>
<p>The school will send information related to school and parent programs, meetings and other activities to the extent practicable, in a language parents can understand.</p>	<ul style="list-style-type: none"> <li>• Newsletters and notes home will be available in Spanish, as needed.</li> </ul>	<p>Aug 2013 – May 2014</p>	<p>Administration, ESL staff</p>	<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Invitations</li> <li>• Notes</li> </ul>

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The school will provide reasonable support for parent involvement activities as parents may request.	<ul style="list-style-type: none"> <li>• Parents will have the opportunity to request information and make suggestions regarding school programs.</li> </ul>	Aug 2013 – May 2014	Administration; school staff	Newsletters, surveys
The school will provide full opportunities for participation of all parents.	<ul style="list-style-type: none"> <li>• The District Parent Involvement Plan, the school parent involvement plan, and all school reports, to the extent practicable, are written in an understandable format.</li> </ul>	Aug 2013– May 2014	Administration; district personnel; ESL staff; Sp. Ed. staff	<ul style="list-style-type: none"> <li>• Sign In sheets,</li> <li>• Newsletters</li> <li>• Website</li> <li>• Brochures</li> </ul>