

Title I School Parent and Family Engagement Policy Kingsley Elementary School 2016-2017

Each Title I school in LAUSD is required to develop a written parent involvement policy. This policy describes how the school will support and increase parent involvement. It must be developed with parents, include participation from all appropriate advisory committees, be reviewed and updated annually and be agreed upon by the School Site Council. The written parent involvement policy must include how parents will be informed of the school's Title I program requirements.

Kingsley Elementary has developed a written Title I Parental and Family Engagement Policy with input from parents, at meetings that are offered at various times of the day such as the School Site Council (SSC) and English Learner Advisory Council (ELAC), parents are asked to participate in the creation and updating of the Parent and Family Engagement Policy. The school has distributed the policy to parents of Title I students. The school's Parent and Family Engagement Policy is mailed home and posted on the school website. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(c)-(f) inclusive].

Section I: POLICY INVOLVEMENT

To involve parents in the Title I program at Kingsley Elementary the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. Kingsley Elementary will hold an annual meeting in September during Back-To-School Night to inform parents of the site's and their child's/children's participation in the Title I School Wide Program and to explain the program's purpose, requirements, and parents' rights to be involved. The person in charge of the Title I program leads the meeting.
- The school offers a flexible number of meetings for parents, such as meetings in the morning or evening. Kingsley holds ELAC meetings in the mornings and SSC meetings in the afternoons. Parent workshops are held both in the mornings and/or afternoons.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental family engagement policy. Kingsley Elementary meets regularly to inform parents about programs available at Kingsley and to plan, review and provide opportunities to parents to share their opinions to improve the Title I programs and related parent involvement. Kingsley Elementary will further solicit and respond to suggestions in a timely manner. Solicitations will be made during meetings verbally and in writing through the annual parent survey.
- The school provides parents of Title I students with timely information about Title I programs. Kingsley Elementary will provide updated information about Title I programs including tutoring, intervention, parent trainings, parent meetings, and school events through flyers, personal phone calls, connected phone messages, and school calendars. All communication will be translated. Parents will be given reasonable access to such information at least one week prior to any event, training, and/or meeting.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Kingsley Elementary will provide parents with opportunities to obtain a description and explanation of the curriculum and assessments used at the site along with expected proficiency levels. This information will be given to parents at Back-To-School Night, monthly newsletter, parent meetings, trainings and parent conferences. The coordinator will also help parents in understanding curriculum, assessments, and ways in which parents can support student in various content areas through parent trainings that will be offered.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. Kingsley Elementary will make and approve necessary changes to the School Parental Involvement Policy in collaboration with school personnel, parents, and community members through feedback provided on the parent survey, at School Site Council Meetings and ELAC meetings. Meetings will be held throughout each school year. The Parental Family Engagement Policy will be reviewed annually in conjunction with the Single Plan for Student Achievement.

Section II: SHARED RESPONSIBILITIES FOR HIGH ACADEMIC ACHIEVEMENT

Kingsley Elementary distributes a school-parent compact to parents annually. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. Kingsley Elementary jointly developed the School-Parent Compact with Title I parents during Title I meetings, School Site Council Meetings and ELAC meetings. Parents collaborated with school staff and provided input on development and annual revisions. The School-Parent Compact is distributed to students at the beginning of the year.

The school-parent compact describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility is to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the state's academic achievement standards
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

Section III: BUILDING CAPACITY

Kingsley Elementary engages parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides parents with assistance in understanding the State's academic content standards, assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children. Kingsley Elementary provides parents with opportunities to obtain a description and explanation of the curriculum and assessments used at the site along with expected proficiency levels. This information will be given to parents at Back-To-School Night, monthly newsletter, parent meetings, trainings, and parent conferences. The coordinator will also help parents in understanding curriculum, assessments, and ways in which parents can support student success in various content areas through parent trainings that will be offered.
- The school provides parents with materials and training to help them work with their children to improve their children's achievement. Kingsley Elementary will, with the assistance of the district, provide materials and training to help parents work with their children to improve their children's academic achievement, as appropriate to promote parental involvement.
- With the assistance of parents, the school educates staff members about the value of parent contributions, and in how to reach out to, communicate with and work with parents as equal partners. Kingsley elementary will, with the assistance of the district and parents, educate its teachers, support staff, and administration, in how to build partnerships with parents and how to implement and coordinate parent programs and build ties between parents and schools.
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Kingsley elementary will provide parents with a parent center in which they may meet, attend trainings, assist teachers, check out academic and instructional materials, and work with their

instructional materials, and work with their children before and after school

- The school distributes Information related to school and parent programs, meetings, and other activities to parents in a format and language that the parents understand. Kingsley elementary will notify parents about the school Parental involvement Policy in an understandable and clear format and communicate in a language parents understand to every extent possible. Every effort will be made to provide translations in parents' primary language on paper, during meetings, and at parent trainings.
- The school provides support for parental involvement activities requested by parents. Parental involvement activities are coordinated and offered based on parent request through parent surveys, oral requests at ELAC meetings, School Site Council, Title I meetings, and parent trainings. Parents and the community are encouraged to participate via flyers, connect ed phone calls and student invitations.

Section IV: ACCESSIBILITY

Kingsley Elementary provides opportunities for the participation of all parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language (English & Spanish) that parents understand. Translation services are available at the school site through bilingual staff members and at times through district assistance translators. Most parent meetings are conducted in the Parent Center, Multipurpose Room or School Library, which are on ground level. Elevators are available for parents to use during Parent Conferences and Open House in order to access their child's classes.

Signature of Principal

Signature of SSC Chairperson

____/____/_____
Date

____/____/_____
Date

Adapted from <http://www.cde.ca.gov/la/pf/pf>

Revised on 9/12/14