

Micheltorena Elementary School
Title I Parental Involvement Policy 2015-16

Micheltorena Street School **has jointly developed with and distributed to all parents the following written Title I parental involvement policy. The policy has been agreed on by the parents of our ELAC and SSC parents and describes the means for carrying out the following Title I parental involvement requirements: Section 1118: c – f.**

Policy Involvement

Micheltorena Street School carries out the following legal requirements in the manner described below:

- 1. Convene an annual meeting to inform parents of participating students of the requirements of Title I and their rights to be involved** *(20 USC 6318[e][1])*
 - During this meeting a PowerPoint is shared in English and Spanish that reviews the history, purpose, legalities, and available parents' rights and resources. When available, District level personnel lead the training.
- 2. Offer a flexible number of meetings** *(20 USC 6318[e][2])*
 - Micheltorena Street School holds committee meetings for ELAC (English Learner Advisory Committee) and SSC (School Site Council). ELAC and SSC meet once a month for a minimum of six meetings per year.
 - Parents are surveyed at the beginning of each school year regarding preference to morning or afternoon meetings, and day of the week for monthly meetings. Currently, ELAC meetings are held on the second Friday of the month at 8:30 am. The School Site Council (SSC) meets on the third Thursday of the month at 2:30 in the afternoon.
- 3. Involve parents of participating students in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and Title I parental involvement policy*** *(20 USC 6318[e][3])*
 - Parents are involved in the planning, review, and improvement of the Title I program throughout the school year during advisory committee meetings, sub-committees, and agenda planning sessions.
 - Flyers announcing the meetings are sent out to parents announcing the meeting time/date and topics to be covered.
 - Topics that are discussed during the meetings include data analysis (review of Smarter Balanced Assessment Consortium scores, California English Language Development Test (CELDT) scores, Accelerated Reader, and ST Math etc.), review and annual evaluation of the Single Plan for Student Achievement, budget allocations and budget expenses.
 - Parents complete an annual needs assessment to determine parent training topics and areas of interest.
 - The Title I parent involvement policy is reviewed each year by the ELAC and SSC. Revisions to the parent involvement policy are made based on student achievement data and suggestions of various stakeholder groups.
 - Parent subcommittees are formed on an as needed basis.

4. Provide parents of participating students with timely information about Title I programs *(20 USC 6318[c][4][A])*

- Parents are informed about Title I programs through one annual meetings. In addition, parents receive additional information through parent trainings, parent conferences, and newsletters.

5. Provide parents of participating students with an explanation of the curriculum, academic assessment, and proficiency levels students are expected to meet *(20 USC 6318[c][4][B])*

- Parents are invited to attend informational meetings throughout the year to receive information and data (Smarter Balanced Assessments, California Standards assessments, CELDT, Master Plan for English Learners), to offer suggestions, celebrate successes and establish needs.
- During Back-to-School Night and student-led conferences, teachers explain and share state standards with parents. Throughout the year, administrators and the Coordinator give workshops to help parents understand rubrics, standards, assessments, and how they can help their child be successful in school.
- Report cards, progress reports, and student-led conferences help parents understand their child's academic proficiency.
- The coordinator explains the CELDT test and how the school uses the results of the test

6. Provide parents of participating students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children *(20 USC 6318[c][4][C])*

- Parents are invited to attend SSC, ELAC, and Local School Leadership Council meetings and participate in decisions related to their children.
- All support personnel are available to meet with parents to discuss individual student needs; Support personnel present information during advisory committee meetings (ELAC) on an as needed basis

Shared Responsibilities for High Student Academic Achievement

Micheltorena Street School has jointly developed with and distributed to parents of participating students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the California content standards. The compact describes the following items in addition to items added by parents of Title I students. A copy of the compact is attached to this policy.

1. The school's responsibility to provide high-quality curriculum and instruction *(20 USC 6318[d][1])*
2. The parents' responsibility to support their children's learning *(20 USC 6318[d][1])*
3. The importance of ongoing bi-monthly and/or weekly communication between parents and teachers such as newsletters, emails and website information, annual conferences and reports to inform parentson classroom activities and student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program *(20 USC 6318[d][2])*

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among **Micheltorena Elementary School**, parents, and the community to improve student academic achievement,

Micheltorena Elementary School carries out the following legal requirements in the manner described below:

1. Assist parents in understanding academic content and achievement standards and assessments and how to monitor and improve the achievement of their children. *(20 USC 6318[e][1])*
 - Teachers explain and give parents the Common Core State Standards (CCSS) to parents during the annual “Back to School” meeting held at the beginning of the school year
 - During Parent Conferences teachers explain the connection between the CCSS, grades, and state testing measures
2. Provide materials and training to help parents work with their children to improve their children's achievement. *(20 USC 6318[e][2])*
 - The Parent Center provides:
 - Monthly calendars, which display dates and times of all workshops and activities for parents
 - Workshops conducted by school personnel, district invited personnel, local and community agencies
 - Monthly Parent Advisory Committee and School Site Council meetings
 - Support staff provides a series of workshops that parents may attend. Parents are surveyed at the beginning of the year on topics they would like to have presented
 - The school provides many events that foster the Home School Connection such as Family Literacy Night
3. Educate staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners. *(20 USC 6318[e][3])*
 - Parents volunteer around the school in a variety of ways so that they support the entire school program
4. Coordinate and integrate parental involvement with other programs and conduct activities that encourage and support parents in more fully participating in the education of their children. *(20 USC 6318[e][4])*
 - The school coordinates with a number of outside agencies:
 - Kaiser Permanente
 - Other outside agencies provide workshops
5. Distribute information related to school and parent programs, meetings, and other activities to the parents of participating students in a format and, to the extent practicable, in a language the parents understand. *(20 USC 6318[e][5])*
 - All correspondences (flyers, bulletins, website, phone messages, etc.) with parents are in English and Spanish
 - The school arranges for translation services for all council and committee meetings, Back-to-School, Open House, and other presentations
6. Provide support for parental involvement activities requested by parents. *(20 USC 6318[e][14])*
 - Title I funds are used to support the activities (materials, presenters, etc.) and the times of meetings are based on parent request
 - Invitations are sent to parents inviting them to student assemblies and performances

- Parents are able to serve as volunteers and take part in classroom observations

Accessibility

Micheltorena Elementary School, to the extent practicable, provides full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students including providing information and school reports in a format and, to the extent practicable, in a language parents of Title I students understand. *(20 USC 6318[b][1][2][3][c])*