



Parent and Family Involvement Policy

Research has shown that the attitudes, behavior and achievement of children are enhanced when parents or other caregivers are involved in their children's education. To that end, Clarksville Charter School "CCS" has adopted this parent and family involvement policy in order to promote learning and provide a more positive learning experience for the students of its schools. This policy has also been incorporated into the CCS's plan developed pursuant to federal law, and submitted to the California Department of Education with the CCS's Consolidated Application.

1. Involvement in Drafting the CCS Plan
 2. Coordination, Technical Assistance, and Other Support
 3. Annual Meeting
 4. Notice
 5. Title I, Part A Program Involvement
 6. Building Capacity for Involvement
 7. Coordination with Other Programs
 8. Annual Evaluation
 9. School-Parent Compact
 10. Involvement of Parents of English Learner Students, Disabled Parents and Parents of Migratory Children
 11. Notices
 12. Miscellaneous
1. **Involvement in Drafting the CCS Plan:** Parents and family members of participating children will be involved in the development of the CCS plan required by federal law. CCS will identify multiple ways for our parents to be involved in our school activities. CCS strives to conduct ongoing communication and collaboration amongst parents, teachers, and other staff members regarding best practices and opportunities to ensure that our students' success and progress are being monitored and reported.

The Parent and Family Involvement Policy shall be an addendum component to be added to the Local Control Accountability Plan (LCAP) with promotes a meaningful partnership between the school, home and community. Parents will be involved in the development of the Parent and Family Involvement Policy. CCS will seek parent representatives for the Parent Advisory Committee annually. The ELAC Coordinator(s) and the Parent Advisory Committee (PAC) will meet during regularly scheduled meetings throughout the year. All parents are encouraged to attend both the PAC meetings. A school-wide survey will be sent to our families the plan will be accessible to all families. Within the survey results, feedback and recommendations from parents will be discussed at meeting. On an annual basis, the CCS will submit the CCS plan to the Parent Council for review and suggested changes before the plan is submitted to the California Department of Education ("CDE") with the

Consolidated Application. In addition, all parents of participating children will annually be invited to review the CCS plan and submit comments.

If the CCS plan is not satisfactory to the parents of participating children, the CCS will submit any comments from parents of participating children with the CCS plan when it is submitted to the CDE.

2. **Coordination, Technical Assistance, and Other Support:** CCS will provide the coordination, technical assistance and other support necessary to assist in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance in the following ways.

- CCS will distribute 95% of the funds reserved pursuant to federal law (20 U.S.C. §6318(a)(3)(A)) to the school for parent involvement activities.
- CCS will develop the necessary technical assistance for planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

3. **Annual Meeting:** Within 60 days of the first day of school, the School shall convene an annual meeting to which all parents of children participating in Title I, Part A programs are invited and encouraged to attend. The School will hold a minimum of 2 additional meetings to ensure the maximum parental participation, providing the same information, to be offered at flexible times, such as in the morning or evening. The information provided at the meetings will inform parents of the School's receipt of Title I, Part A funds and the specific requirements of Title I, Part A. Additionally, parents shall be informed of their rights to be involved in Title I, Part A programs.

4. **Notice:** Within 30 days of the beginning of school, the School will send including, but not limited to communication via e-mail, school website, social media, English Language Advisory Committee, and/or placed in a Back to School communication to parents of participating children and to the School which will contain, but not be limited to, the following information:

- CCS will monitor students' progress in meeting the challenging state academic standards by:
 - (A) developing and implementing a well-rounded program of instruction to meet the academic needs of all students;
 - (B) identifying students who may be at risk for academic failure;
 - (C) providing additional educational assistance to individual students the school determines need help in meeting the challenging State academic standards; and
 - (D) identifying and implementing instructional and other strategies intended to strengthen academic programs and improve school conditions for student learning.
- CCS will support efforts to reduce the overuse of discipline practices that remove students from educational opportunities, which may be identifying and supporting high rates of discipline, disaggregated by each of the student groups.
- CCS will support programs that coordinate and integrate:
 - (A) academic and career and technical education content through coordinated instructional strategies, that may incorporate experiential learning opportunities and promote skills attainment important to in-demand occupations or industries in the State; and
 - (B) work-based learning opportunities that provide students in-depth interaction with industry professionals and, if appropriate, academic credit.

- Parents rights for participation in Title I, Part A programs will receive communication at the annual meeting regarding participation. The participation component will also be provided in the annual notice, as well.
- Parents will be involved in joint planning of the school's programs. The school will continue to seek an adequate representation of parents of participating children.
- Meetings may be held virtually or in-person
- Parents are encouraged to participate in family involvement opportunities throughout the year. Involvement opportunities such as ELAC, Multi-Cultural workshops, Enrichment opportunities. Other examples could be Science Fair, Book Clubs, etc.
- During the PAC meetings, opportunities to communicate regarding the CCS LCAP and Federal Addendum will occur to discuss how both state and federal funds are improving academic quality by the implementation of standards. A continued focus on providing effective instructional strategies and a data-driven assessment wheel to monitor student's academic progress.
- CCS will use forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards;
 - CCS will utilize a benchmark diagnostic and for grades 3-12 an interim assessment. For students that qualify, the school will utilize data from the ELPAC to assist in monitoring.
 - CCS allocates student funds for curriculum to meet the California State Standards. Teachers will work with families to ensure that the curriculum is the best fit to meet the educational needs of the student.
- An invitation to attend the annual meeting and additional meetings, providing information about the purpose of the meetings and the dates and times.
- A copy of the most current Parent and Family Involvement Policy and a feedback form for parents to comment on its content.
- In addition to mailing this notice to parents of participating children, the School will post the information on its website.

5. Title I, Part A Program Involvement: In order to involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I, Part A programs, the parent involvement policy and, the School will involve parents of participating students as follows:

- The School will conduct at least 4 Family Learning Events each year where all parents of participating children will be invited to the School to learn about the different Title I, Part A programs, details of this policy These meetings will be held at flexible times during the day.
- The School will publish a notification of upcoming participation opportunities.
- If requested by parents of participating children, the School will schedule regular meetings where parents are able to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The School will respond to such suggestions within one to two weeks.
- If the schoolwide program plan is not satisfactory to parents of participating children, the School will submit any parent comments on the plan when it submits

the plan to the CCS

6. Building Capacity for Involvement:

A. Standards, Assessments, Title I Requirements, Monitoring Progress and Improving Student Achievement

In order to ensure effective parental involvement and support a partnership among CCS, parents and the community to improve student academic achievement, CCS will provide the following programs to assist parents in understanding the challenging State academic standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children (collectively referred to "Standards and Requirements"):

- Parents will be invited to parent education events to learn about State and local academic assessments and to view sample tests.
- Parents will be invited to attend family involvement events to cover a broad course of study.
- Parents will partner with their teacher to ensure that the work assigned for the learning Period is aligned with state standards.
- Parents will have access to resources to inform them of the high expectations and standards required at their child's grade level.
- Parents will have access to parent training on educational modalities, curriculum, teaching strategies, software and access to the parent portal for up-to-date information.
- Parents will be provided with materials to improve student achievement.
- The school shall educate teachers, school staff and school leaders, with the assistance of parents, in the value and utility of contributions of parents, and how to work alongside parents to implement parent programs.
- The school will provide such other reasonable support for parental involvement activities as parents may request (20 USC 6318 (e)(14))

B. Helping Parents to Work with their Children

In an effort to increase foster parental involvement, CCS will provide materials and training to help parents to work with their children to improve their children's achievement through the following programs.

- CCS will provide parents with access to literacy programs that bond families around reading and using the public library.
- The school's psychologist will work with parents to better understand their children and the issues facing them.
- CCS will collaborate with parents how to provide academic support to meet academic needs.

C. Education on Parent Involvement

CCS will annually educate teachers, pupil services personnel, administration, leadership team and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the School. The training shall take place each year in staff orientations, annual staff development materials, monthly staff professional learning communities and other in-service trainings held throughout the school year.

- In order to better understand what works best for the current parents of participating children attending CCS, the education will take place after the following research is done (which shall be accomplished within the first 90 days of the school year.)

7. Coordination with Other Programs: CCS shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state and local programs. CCS will coordinate and integrate parent involvement programs and activities with these programs as follows:

- Requiring that the school conduct meetings involving parents with students in all grade levels, to discuss the developmental and other needs of individual children

8. Annual Evaluation: CCS, with the involvement of parents, shall conduct an annual evaluation of the content and effectiveness of this family involvement policy in improving the academic quality of the schools served under Title I, Part A, including identifying barriers to greater participation by parents in activities under federal law. CCS will pay particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. CCS will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, this family involvement policy. The Parent Involvement Policy Evaluation will take place with an end of the year survey, and also within meetings throughout the year.

9. School-Parent Compact: At the beginning of each school year, the School will enter in to School-Parent Compacts with parents of participating children. The School-Parent Compact will outline 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 State's high standards. The Parent Council will annually evaluate the effectiveness of the School-Parent Compact and provide feedback and suggestions for revision. During learning period meetings, teachers will collaborate with parents on an ongoing discussion with student's academic progress. The teachers will ensure regular two-way, meaningful communication occurs between the teacher and the school. To the extent practicable, in a language that family members can understand.

10. Involvement of Parents of English Learners, Disabled Parents and Parents of Migratory Children: CCS shall implement an effective means of outreach to parents and family members of limited English proficient students to inform them regarding how they can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects and meet challenging State academic achievement standards and State academic content standards expected of all students. To accomplish this goal, CCS will do the following:

- CCS will hold regular meetings, and send notice of these meetings, for the purpose of formulating and responding to recommendations from parents of participating children.
- CCS will provide language translators at parent meetings to the extent practicable.
- CCS will schedule meetings to enable families to share information about culture, background, children's talents and particular needs for the schools.

CCS will provide full opportunities for participation of parents with disabilities and parents of migratory children. To accomplish this goal, the CCS will do the following: provide opportunities for the groups to participate by sharing experiences, providing input, and share needs through surveys. Connecting the parents with others who share similar experiences will provide opportunities for reflection and education.

11. Notices: In accordance with federal law, CCS will provide the following notices to parents of children attending Title I, Part A schools:

- Annual report card
- A notice regarding the parent's right to request information regarding the following:
 - Professional qualifications of the student's homeschool teachers;
 - The level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments and timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
 - Information regarding any State or CCS policy regarding student participation in any assessments mandated by federal law and by the State and CCS, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable.
 - The notice regarding language instruction programs.
 - Any other notices required by law.

12. Miscellaneous:

CCS shall ensure that all information related to CCS and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

CCS will provide other reasonable support for parental involvement activities as requested by parents.