

## Section 8. Parent and Community Involvement

### Equal Opportunity and Notification

North Clackamas School District values all families and community members as a vital part of the district, no matter their native language. The district has purposefully hired employees who speak the most common languages of our families in order to provide access to and from the communities, increase understanding, improve effectiveness and reduce cultural conflicts.

In response to the needs of our communities, we have three district Community Liaisons: Russian, Vietnamese, and Spanish speaking. The Community Liaison's purpose is to act as a cultural broker, the go-between. The cultural broker advocates on behalf of bilingual students and their families and on behalf of our district. The district has designed and sent out bilingual parent surveys about programmatic issues, conducted parent focus groups, planned for a bilingual parent advisory and planned activities to involve the different targeted groups.

North Clackamas School District has provided materials in our three most common language groups, Russian, Spanish and Vietnamese. Examples of translated materials include newsletters, enrollment forms, lunch menus, and more.

Other available resources:

- NCS D school lunch menus are sent home in Russian, Vietnamese, and Spanish each month.
- Interpreting and translation for parent-teacher conferences, IEP meetings, enrollment, ELD Parent Night, and other communication and events.
- *Passport to Language*, a telephone interpreting service, is available for short emergency calls between the school and the parents.
- *Transact*, an Internet site, has numerous generic program forms that are translated into many languages. Examples of these forms include field trip permission slips, conference notifications, medical letters, and more.
- Newcomer packets are provided for newly arrived Russian, Spanish and Vietnamese speaking families. These packets include bilingual communication cards that students use to communicate with English-speaking staff during the first week of school.
- Elementary schools may send a variety of communications home in Spanish, Vietnamese, and/or Russian, including grade level and school-wide newsletters, commercially produced parent tips, field trip letters and school supply lists. Spanish Immersion schools send all communication home in both Spanish and English.
- Secondary schools may send communications in Spanish, Vietnamese, and/or Russian including progress reports, report cards, and course syllabi.

The district publishes a multi-cultural calendar so that staff and the community could be considerate of different holidays that may be celebrated by the district's diverse population. The calendar is located on the NCS D website.

North Clackamas hosts a variety of classes and events for parents throughout the year, free of charge to district families. The goal is to empower parents to be a positive and powerful influence in their children and to become partners with schools in their child's education. Outreach efforts to English Learner families include:

- Cultural family events
- Informational parent meetings conducted in a variety of native languages specific to different language and cultural groups.

- School District announcements in Russian, Spanish and Vietnamese via twitter, the district website, automated phone system messages (SchoolConnects), fliers, newsletters, etc.
- Bilingual staff provide childcare (scholarships are available to cover fees) for family and school events.
- Interpreters are provided for meetings, conferences, and information about events and classes.
- Ready, Set, Go program for parents and pre-Kindergarten students are conducted in English and Spanish

## **District Timeline and Procedures Letter Dissemination of Placement to Parents**

Within 30 school days from the start of the school year, or within 14 calendar days after registration for those students entering mid-year, students with the influence of a language other than English must be assessed by the building ELD Specialist or other trained personnel to determine their eligibility to receive services. Additionally, a student who is of American Indian or Alaskan Native heritage may qualify for services based on an historical influence of another language if the student appears to struggle with English in reading, writing, speaking or listening and assesses as Limited English Proficient following the NCSd guidelines.

In the event of special circumstances where students do not readily demonstrate receptive or productive language, the ELD specialist collaborates with special education staff, interpreters, or other specialists to ensure identification of these students.

If there is overwhelming evidence of English proficiency (for example, exit from services in another district, meeting state standards on Oregon State Assessments, work samples showing grade-level reading/writing/speaking, and other evidence, along with an interview with the student and his/her parents), a student may be determined to be ineligible for services. (See *Ineligible Form* in Appendix C)

If the evidence of English proficiency is mixed or lacking, the building ELD Specialist or other trained staff assesses the student in all domains of English with the state approved Woodcock-Muñoz Language Survey-Revised. If a student receives a Relative Proficiency Index (RPI) score below 82 in the Oral Language Total, Reading, or Writing clusters, he/she is considered eligible for Services for English-Learners. A score of 82 RPI or above in all 3 clusters indicates a student is ineligible.

Parents are notified of the services their child will receive using the *Parent Notification Form* (See Appendix C). Parents have the right to request a change of services or to refuse services by completing the *Request for Change in ESL/Bilingual Service Form* (See Appendix C) and returning it to the school. Notification is sent home in English as well as Spanish, Russian, and Vietnamese as needed.

## **Notification to parents of the AMAOs**

Each year, the North Clackamas Services for English Learners department sends home notification of the district's achievement towards the AMAOs within 30 days of notification from ODE. A report of the district's progress also includes the progress towards AMAOs for each child's school. The report is sent home in English, as well as Spanish, Russian Vietnamese, and Chinese. An electronic record of the letter sent to parents is kept by the district in the child's electronic ELD file that is maintained on our district server.

## **Private Schools**

Each spring, North Clackamas consults with all Private schools within the North Clackamas attendance area for the following school year. This meaningful consultation

includes Title III federal program information, discussion of available services, and an opportunity to elect to participate or deny participation in the Title III and other Federal grants. The persons responsible are the Executive Director of Title III, Associate Director of Title IA, and other federal program staff. The Federal Programs Secretary sends invitations via registered mail to private schools to ensure all private schools receive timely notification of the consultation meeting. Records are kept of who attends the consultation, and records are kept for each private school regarding acceptance or refusal of participation in the Title III and other Federal grants.