

**Los Altos Elementary School
Title I School-Level Parental Involvement Policy**

Los Altos Elementary has developed a written Title I parental involvement policy with input from Title I parents. *Presented at parent meetings and developed and updated annually at our School Site Council/Shared Decision Making group, our P.I.P. represents our school-wide Title 1 program.* We have made our policy available to all parents and stakeholders to view via our Parent-Student Handbook, on our website, and in our front office. Los Altos Elementary's policy describes the means for carrying out the following Title I parental involvement requirements. *[Title I Parental Involvement, 20 USC 6318(a)-(f)]*

Involvement of Parents in the Title I Program

Los Altos does the following:

Convenes an annual meeting to inform parents of Title I students of Title I requirements and their rights to be involved in the Title I program

Annually, two meetings are held in August to inform all parents on our Title 1 status. Parents are notified at the start of the year via phone, printed letters, our monthly newsletter, marquee, and website. Translation is available during the meeting for all in need of Spanish translation. During the meetings, our school plan is covered along with a basic overview of our budget. Parents are also given time to provide suggestions for our Title 1 program. Lastly, the Uniform Complaint Procedure is reviewed. Meetings are flexible and time suggestions are sought out at meetings the prior spring. One meeting is held in the a.m. and another in the p.m. on two separate days.

Offers a flexible number of meetings

Meetings are held monthly with the support and/or overseeing of the school administrator. Shared Decision Making/School Site Council Meetings are held the third Tuesday of the month at 2:35 p.m. In addition, English Language Advisory meetings are held bi-monthly on the third Wednesday at 2:35 p.m. Parent-Teacher Association meetings are held the first Tuesday at 8:45 a.m. We do offer weekly parent education classes for any adult covering a variety of topics. All meeting times are set by the parents. Meeting times can be changed if parents and staff feel the time is not convenient. Parents are informed via phone, printed letters, our monthly newsletter, marquee, Twitter and website.

Involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review*, and improvement of its Title I programs and the Title I parental involvement policy**

Through an active Shared Decision Making/School Site Council, our Title 1 program is reviewed monthly. Parents at our ELAC meeting and SDM/SSC are able to provide opinions. However only the SDM/SSC may make amendments to the policies and plan.

Provides parents of Title I students with timely information about Title I programs

In addition to our annual Title 1 meeting and monthly Shared Decision Making/School Site Council meetings, parents are informed three times a year through progress reports. In addition, parents receive a monthly newsletter highlighting programs and providing parents advice. We also make monthly parent contact through our Tier 2 interventions with behavior and academic. Parents are given an opportunity to also make appointments or contact staff via telephone and email. In addition, teachers do have websites and Twitter accounts to communicate with parents.

Provides parents of Title I students with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet

Updated and adopted April 2014

Annually, a meeting is held in the Fall to inform all parents of our Title 1 status. Parents are notified at the start of the year via phone, printed letters, our monthly newsletter, marquee, and website. Translation is available during the meeting for all in need of Spanish translation. During the meeting, our school plan is covered along with a basic overview of our budget. The Uniform Complaint Procedure is reviewed. In addition, parents are expected to attend conferences in the Fall and Winter. Progress is reviewed. If additional help is needed, a Teacher-Parent meeting is held and students are monitored monthly to see if improvement has been seen.

Provides parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children

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**It may be helpful to include the policy review in the annual review of the Single Plan for Student Achievement.*

***The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318(c)(3)]*

Parent-School Compact

Los Altos Elementary has jointly developed with and distributed to parents of all students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The school-parent compact describes the following items in addition to items added by parents of Title I students:

- The school's responsibility to provide high-quality curriculum and instruction
- The parents' responsibility to support their children's learning
- The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program

Los Altos's SDM/SSC annually reviews the Parent-School Compact. Our staff and Associated Student Body officers review the compact. Suggested changes are brought to SDM/SSC. Changes are made and the new compact voted upon by the group.

Building Capacity for Involvement

Los Altos Elementary engages Title I 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 does the following:

- **Assists Title I parents in understanding academic content standards, assessments, and how to**

Adapted from Sample Title I School-level Parental Involvement Policy

monitor and improve the achievement of their children

Staff will communicate with parents on ways in which they can help their children at home. Workshops will be offered teaching strategies to use with their children at home.

- **Provides materials and training to help Title I parents work with their children to improve their children's achievement**
Workshops will be offered to assist with parenting skills, discipline, and the development and understanding of the school system.
- **Educates staff, with the assistance of Title I parents, in the value of parent contributions and how to work with parents as equal partners**
Teachers will be educated in the importance of parents at school. Parents will be treated as equal partners in the classroom. All staff members will have training on techniques to promote a safe, positive school.
- **Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children**
Staff and parents will work closely with the community and offer referrals to various agencies and business providing services. Community members including our own district's Adult Education Department and Instructional Services Center Personnel will be invited to provide workshops and informational meetings for parents.
- **Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand**
Parents will be notified and encouraged to participate in various committees and parent groups to assist in making school decisions, governance and advocacy.
- **Provides support for parental involvement activities requested by Title I parents**
Volunteers are actively recruited annually. Parents will be advised of the need for TB test and fingerprinting if they decide to work in the classroom. There will also be opportunities to volunteer outside of the classroom such as working in the parent center (when developed) or at school functions. See list on page 1 in section labeled Flexible Meetings.

Accessibility

Los Altos Elementary provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand.

- Annual ELL/Title 1 meetings
- Bi-monthly ELAC meetings
- Targeted parent trainings on student achievement
- Parent/Teacher conferences
- Communication via phone, website, newsletter, forms, marquee, Twitter, and etc.

Los Altos Elementary Parent Involvement Matrix

Type of Parent Involvement	When/Where	How
Parent Classroom Volunteers	Daily	Work to support classroom teacher through volunteering with small groups
Shared Decision Making	Monthly	Work with staff members to make decisions regarding categorical budgets
English Language Advisory	Bi-Monthly	English Language Learner parents advise school on attendance and English Language Learner Program
Parent Teacher Association	Monthly Meetings and events	Parents coordinate family events, raise funds for school, room parents, and additional assistance including safety committee
Parent Education	Monthly	Adult Education classes for parents on various topics
Science Olympiad	Weekly Meetings/Annual Event	Assist students competing in events for February event
Parent Conferences	Two times a year	Discuss progress with parents
Website	On-going	Posts set to parents
Parking Lot	Daily	Principal and staff in the morning and afternoons in the parking lot for parent-staff contact
Twitter	On-going	Tweets sent out to parents regarding updates
School Messenger	On-going	Messages sent to homes regarding updates and events

Parent Information and Resource Centers (PIRCs)

PIRCs are funded by the US Department of Education. They provide both local and statewide services. California has two PIRC: PIRC1, Project Inspire at the California Association of Bilingual Education, Covina, CA and PIRC2, Cal-PIRC at Cambridge Academies, Modesto, CA.

<http://www.nationalpirc.org/directory/CA-7.html>

PIRC1, Project Inspire is the result of a partnership among the California Association for Bilingual Education, the San Bernardino County Superintendent of Schools, and the Alameda County Office of Education. Project Inspire provides parent training workshops and will be funded through 2011. A list of workshop topics and a brochure in English and Spanish that describes services are available at

http://www.bilingualeducation.org/programs_parent.php. Workshops are available in multiple languages.

PIRC2, Cal-PIRC has established three Parent Information and Resource Center hubs in Northern and Central California. CalPIRC provides direct services to parents and schools in selected communities within Merced and Stanislaus Counties, and West Sacramento areas. It also provides support throughout the state through conferences, workshops, and a Web site. Cal-PIRC will be funded through 2011. Whenever available, resources are posted in English, Spanish, Russian, Chinese, Arabic, and Hmong. <http://www.calpirc.org/>

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