



Ellwood P. Cubberley K-8 School

Home of the Cubs

A California Distinguished School

A National Blue Ribbon School

3200 Monogram Avenue Long Beach, CA 90808

www.lbcubberley.schoolloop.com



2023-2024

Parental Involvement Guidelines

The mission of Cubberley School is to meet the educational needs of a diverse population by providing an academic program that reflects high expectations, community and parental involvement, cultural awareness and pride, and responsible citizenship. We recognize that a quality program requires a shared responsibility of students, parents/guardians, and community and school staff. Cubberley School believes this shared effort will enable each student to achieve his or her maximum potential and become a responsible, productive citizen.

As a school that receives Categorical funds, Cubberley School has developed jointly with, agrees with, and distributes to parents/guardians of participating children, School Parental Involvement Guidelines, that contains information required by section 1118(b) of the Elementary and Secondary Education Act (ESEA). The Guidelines establish Cubberley School's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities. The Home/School Compact is incorporated into the School Parental Involvement Guidelines.

PART I

Cubberley School agrees to implement the following:

- To jointly develop with parents/guardians, School Parental Involvement Guidelines that the school and parents/guardians of participating children agree on.
- To notify parents/guardians about the School Parental Involvement Guidelines in an understandable and uniform format and distribute these Guidelines to parents/guardians in a language that both parents/guardians and participating children can understand.
- To make the School Parental Involvement Guidelines available to the local community.
- To periodically update the School Parental Involvement Guidelines to meet the changing needs of parents/guardians and the school.
- To adopt the Home/School Compact as a component of School Parental Involvement Guidelines.
- To agree to be governed by the statutory definition of parental involvement as indicated in Part II of this document, and to carry out programs, activities and procedures in accordance with this definition.

PART II

1. Cubberley School will take the following actions to involve parents/guardians in the development and joint agreement of its School Parental Involvement Guidelines and its school wide plan, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:
 - *School Site trainings for School Site Council parents/guardians. Topics included:*
 - i. *Responsibilities & Role of SSC and its members*
 - ii. *Composition of SSCs*
 - iii. *Budgetary considerations*
 - iv. *Single Plans for Student Achievement*
 - *Plan Meeting with SSC members to review Single Plan for Student Achievement and previous year's Parental Involvement Guidelines*
 - i. *Invite other parents/guardians and stakeholders to attend the meeting*
 - ii. *Meeting date and location posted on the Cubberley Connection On-Line Newsletter and the Cubberley website*
 - iii. *Meeting date and location posted in the office*
 - *At Meeting*
 - i. *Review School Plan & previous year's Guidelines and Home School Compact. As a group, note changes and make adjustments (deletions or additions) as necessary*
 - ii. *Re-write or update the Parent Involvement Guidelines & Home School Compacts*
 - iii. *Oral and written translations available for Spanish parents/guardians to allow for discussions, as applicable*
2. Cubberley School will take the following actions to distribute School Parental Involvement Guidelines:
 - *Publish in the Cubberley Connection On-Line Newsletter, and Cubberley website*
 - *Available at the Main Office Counter*
 - *Distributed and signed by parents/guardians at Parent Teacher Conferences*
3. Cubberley School will update periodically its School Parental Involvement Guidelines to meet the changing needs of parents/guardians and the school:
 - *Supplemental services*
 - *Interventions*
 - *At SSC meetings*
 - *PTA and Parent information meetings*
4. Cubberley School will hold a flexible number of meetings at varying times, and provide transportation, child care, and/or home visits, as services relate to parental involvement:
 - *Notifications via fliers/marquee- School newsletters, Businesses in Community*

- *Announcements/fliers sent home with each child in appropriate language, as applicable*
 - *District Parent Resource Center Family Nights*
5. Cubberley School will provide timely information about Categorical programs to parents/guardians of participating children:
- *Through the Cubberley Connection On-line Newsletter, school website and Canvas*
 - *On Main Office Counter*
 - *At SSC meetings and other Parent meetings*
 - *At Parent Teacher Conferences*
 - *Post District Parent Resource Centers' monthly Calendars of workshops*
 - *On District Parent Education website*
6. Cubberley School will provide to parents/guardians of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet:
- At various meetings, such as:*
- *Back to School Night*
 - *Parent Teacher Conferences*
 - *Parent Resource Center Workshops*
7. Cubberley School will provide parents/guardians of participating children, if requested, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:
- *Parents'/guardians' suggestions/topics from*
 - *Principal's Chats*
 - *Parent surveys*
 - *Parent Meetings*
8. Cubberley School will submit to the district any parent comments if the school wide plan under section (1114) (b) (2) is not satisfactory to parents/guardians of participating children.

PART III

1. Cubberley School will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents/guardians and to support a partnership among the school, parents/guardians, and the community to improve student academic achievement.

Cubberley School will incorporate the Home/School Compact as a component of its School Parental Involvement Guidelines:

- *The Compact is revised, discussed and reviewed at SSC meetings*
 - *Distributed and signed by parent/guardian at Parent Teacher Conferences*
2. Cubberley School will, with the assistance of its district, provide assistance to parents/guardians of children served by the school in understanding topics such as the following:

- *the State's academic content standards*
- *the State's student academic achievement standards*
- *the State and local academic assessments including alternate assessments*
- *the requirements of categorical funding*
- *how to monitor their child's progress*
- *how to work with educators*

By undertaking the following actions:

- *Distributing Parent Resource Center Parent Workshop Calendars*
- *District Parent Leadership Conference*
- *Annual District Parent Summit Conference*
- *Annual LACOE Parent Conference*
- *DCAC and ELAC meetings*
- *District Website: Parent Involvement*

3. Cubberley School will, with the assistance of its district, provide materials and training to help parents/guardians work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental/guardian involvement, by:

- *Parent Resource Center Parent Workshops*
- *Parent Leadership Conference*
- *LACOE's 'Home School Connection' & 'Parents as Learning Partners'*

4. Cubberley School will, with the assistance of its district and parents/guardians, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents/guardians as equal partners, in the value and utility of contributions of parents/guardians, and in how to implement and coordinate parent programs and build ties between parents/guardians and schools, by:

- *Teacher/Staff In-services*
 - *Parents/Guardians as Teachers Partners*
 - *Positive communication with Parents/Guardians*
 - *Understanding & Teaching Students of Different Cultures*
 - *Reaching the 'Hard-to-Reach' Parents/Guardians*
- *District monthly subscriptions/ publications*

5. Cubberley School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, and other programs, and conduct other activities, such as parent resource centers, that

encourage and support parents/guardians in more fully participating in the education of their children, by:

- *Parent Resource Center Calendars, offerings*
 - *Getting Ready for Kindergarten*
 - *Kindergarten Readiness & PACT (Parent and Child Together) classes*
 - *Promotion of District's Kindergarten Festival*
6. Cubberley school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent/guardian programs, meetings, and other activities, is sent to the parents/guardians of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents/guardians can comprehend:
- *The counselor's clerk will coordinate the translations of written materials/notifications that are sent to parents/guardians*
 - *Cubberley Connection On-Line Newsletter, school website and Canvas*

PART IV

Cubberley School provides parents/guardians with the knowledge and strategies to assist their children in learning at home, in the community and at school.

- *Families participate in the Science Fair*
- *Families attend parent/guardian trainings provided by the District*
- *Parents/guardians receive standards and class syllabi at Back-to-School Night*

Cubberley School supports the efforts of parents/guardians to work with their children to understand and attain the instructional objective of the school.

- *Voice mail – home to school connection. Teachers and other staff will record homework, special projects and events and other general school information for parent access through various sources such as Voice mail, Canvas, School Messenger or other communication tools. Parents/guardians will be able to leave messages for the child's teacher*
- *Email - Parents/guardians can email teachers at any time throughout the day or evening*
- *The Cubberley Connection newsletter and the Cubberley website will inform parents/guardians of pertinent school information*

Cubberley School encourages parents/guardians to assume school and district leadership roles in governance, advisory and advocacy decision-making processes.

- *Parents/guardians will be encouraged to serve on district parent committees. DCAC (District Community Advisory Committee) and DELAC (District English Learner Advisory Committee).*
- *Parent/Guardian members of the School Site Council and English Learners Advisory Committee will attend the District's Parent Leadership Training.*

- *Cubberley PTA*
- *Cubberley Foundation*

Cubberley School parents/guardians acquire needed services through identified school district and community resources.

- *The Student Support Team meets with staff, parents/guardians and community support agencies to discuss students and families in need and recommend interventions that will support these needs. Possible interventions may include:*
 1. *Adjustments of assignments*
 2. *Referral to a specialist for additional service*
 3. *Referral to the district attorney’s truancy program*
 4. *Referral to a dental clinic*
 5. *Referral for on-site counseling provided by a school counselor, psychologist or speech therapist*
 6. *Additional resources available through the Long Beach Area Guide to Community Resources*

Cubberley School will consult on an ongoing basis with parents/guardians concerning the manner in which the school and parents/guardians can work together to plan, design, implement and evaluate school programs to ensure student academic progress.

- *The School Site Council and English Learners Advisory Committee will assist in monitoring and implementing the improvement activities listed in the school’s written plan.*

PART V

This School Parental Involvement Guidelines has been developed jointly with, and agreed on with, parents/guardians of children participating in categorical programs, as evidenced by Abigail Kuebert and Sarah Malec, SSC Co-Chairs. These Parent Involvement Guidelines were adopted by the Cubberley School on October 23, 2023 and will be in effect for the period of one year. The school will publish the Guidelines to all parents/guardians of participating children on or before November 17, 2023. It will be made available to the local community, with hard copies available in the office, on or before Friday, November 17, 2023. Cubberley School’s notification to parents/guardians of the Guidelines will be in an understandable and uniform format, and in language parents/guardians can comprehend.

(Signature of Authorized Official)

(Signature of Authorized Official)

(Date)

(Date)