

**Pasadena Unified School District**  
Washington STEAM Multilingual Academy  
Parent Involvement Policy

This policy and the related implementation procedures were jointly developed with and agreed upon by parents of participating children in the Student Support Programs at Washington STEAM Multilingual Academy.

**Policy Involvement**

**Annual Meeting:** September 9, 2020

The purpose of the annual meeting is to inform parents of their school's participation in Student Support Programs to explain what the program is about, its requirements, and the right of parents to be involved. The annual meeting includes a description of the Student Support Programs services and how the services are delivered.

**Scheduling and Special Support for Parent Involvement Meetings:**

- Parent meetings are scheduled predominantly in the morning in order for the majority of the parents to be able to participate in the decisions relating to the education of their children. We schedule repeat meetings in the evening when necessary.
- Childcare is provided for Parent Involvement meetings such as SSC, ELAC, and Grade Level Parent Meetings when requested.
- The school's ELAC meetings are scheduled on the first Thursday of the month at 8:00 am.
- The School Site Council meetings are scheduled on the Second Tuesday of the month starting at 2:30pm.

**Planning, Review and Improvement of the Student Support Programs:**

- Parents will be presented with the plans and design of the Student Support Programs according to the District's funding timeline on September 9, 2020. (The information is repeated at subsequent Parent Involvement meetings.)
- The school has an ELAC (English Learners Advisory Committee) and SSC (School Site Council). All parents are encouraged to join these parent advisory committees. Nominations and elections are held in September.
- The District Uniform Complaint Procedure is available in the school office (BP 1312.3) and parents have been informed on how to contact the district with complaints.

**Maintaining Two-Way Communication with Parents:**

- Washington STEAM Multilingual Academy provides a calendar for parents to ensure that they are informed about parent meetings and school events to be held during the year.
- Washington STEAM Multilingual Academy events are posted on the marquee in front of

the school building in Spanish and English.

- Washington STEAM Multilingual Academy maintains a parent bulletin board next to the Main Office. All notices and agendas for parent meetings are posted 24 hours prior to the meetings around the campus. A schedule of meetings is posted on a bulletin board within the main entrance of the school.
- Washington STEAM Multilingual Academy sends weekly bilingual messages about meetings and school information through the district's School Messenger phone system.
- Washington STEAM Multilingual Academy informed parents about:
  - School performance through the School Accountability Report Card
  - Individual student assessment results and what they mean through district mailed test information and October Teacher/Parent Conferences and Individual Learning Plans
  - Description and explanation of the curriculum, assessments used to measure student progress and expectations for student performance was presented at Back-To-School Night on September 9, 2020.
  - The Student Study Team (SST) process is used when there is a concern about a student that needs to be communicated to the parents. Additional support for the student through cooperation between the home and school is discussed at an SST meeting. All parties brainstorm possible interventions available during and after school.

Parents formulated suggestions and participated in decisions relating to the school plan and other concerns during the open forum portion of the meetings: ELAC and SSC.

### **Shared Responsibilities to High Student Performance**

**School/ Parent Compact:** The Washington STEAM Multilingual Academy Parent Compact outlines how parents, the entire school staff, and students share the responsibility for improved student achievement and the means by which the school and parents build and develop a partnership to help children achieve the states Common Core Standards. Parents had input into the development of the Parent/School Compact throughout the 2020 - 2021 school year. Parents, teachers and students will review and sign the compact during the month of September 2020.

### **Building Capacity for Involvement**

#### **Parent Education Opportunities and Topics:**

- Washington STEAM Multilingual Academy provided information at the Back-To-School Night about programs such as Common Core English Language and Math, STEAM Integration lab, English Language Development and After School Programs.
- Information about the GATE Program will be provided during designated School Site Council meetings, GATE parent meetings and weekly phone blasts.
- Understanding standards, expectations, assessments and supplemental programs at

- parent meetings, workshops, newsletters, and conferences.
- o Monitoring a child's progress and working with the teacher to improve student performance at the October parent conferences, SST meetings, and when creating Individual Learning Plans.
- o Participation in decisions relating to the education of our children.
- o Skills and strategies for improving the child's success.
- o Washington STEAM Multilingual Academy coordinated with other resources:
  - a) LACOE for training to assist parents in helping their children
  - b) PEN for additional training to assist parents in helping their children.
  - c) Parenting Classes coordinated by our Healthy Start Office.

### **Training for Teachers, Principals and Other Staff**

Washington STEAM Multilingual Academy provided training to staff in regards to:

- The use of volunteers in the classroom
- The value, benefits and purpose of contributions of parents
- Communication, reaching out and working with parents as partners
- Building ties between home and school
- Implementing and coordinating parent programs

Washington STEAM Multilingual Academy coordinated with Nutrition Network, Kaiser Permanente, and Planned Parenthood in providing opportunities for parents to learn about child development and child rearing issues.

### **Accessibility**

Washington STEAM Multilingual Academy makes every effort to increase opportunities for the participation of parents with limited English proficiency or with disabilities, through translation of all information and school profiles in a language and form that all parents understand.

This policy was read and agreed to by the Washington STEAM Multilingual Academy School Site Council and the English Learners Advisory Committee and will be presented at the beginning of each school year for approval and changes to all school committees.