



Stanford Middle School Family Involvement Guidelines

As a school that receives Title I, Part A (Title I) funds, Stanford Middle School has developed jointly with the members of School Site Council and distributed to families of participating children, school Family Involvement Guidelines, that contains information required by section 1118(b) of the Elementary and Secondary Education Act (ESEA). The Guidelines establish Stanford's expectations for family involvement and describe how the school will implement a number of specific family involvement activities. The Home-School Compact is incorporated into the School Family Involvement Guidelines.

PART I

Stanford Middle School agrees to implement the following requirements:

- jointly develop with and distribute to families of participating children, School Family Involvement Guidelines that the school and families of participating children agree on.
- notify families about the School Family Involvement Guidelines in an understandable and uniform format and, to the extent practicable, will distribute these Guidelines to families in a language the family can understand.
- make the School Family Involvement Guidelines available to the local community.
- periodically update the School Family Involvement Guidelines to meet the changing needs of families and the school.
- adopt the school's home-school compact as a component of its School Family Involvement Guidelines.
- agrees to be governed by the following statutory definition of family involvement, and will carry out programs, activities and procedures in accordance with this definition:

PART II

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL FAMILY INVOLVEMENT GUIDELINES COMPONENTS

1. Stanford Middle School will take the following actions to involve families in the joint development and joint agreement of its School Family Involvement Guidelines and its schoolwide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:
 - Attendance at one of the district trainings or school site parent meeting. Topics include:
 - i. Responsibilities & Roles of SSC and its members
 - ii. Composition of SSCs
 - iii. Single Plan for Student Achievement
 - iv. Role of ELAC and other advisory committees
 - v. Oral and written translations be made available for Spanish and Khmer families to allow for discussions upon request
 - Plan meeting with SSC & ELAC members to review previous year's guidelines and family involvement activities outlined in the Single Plan for Student Achievement
 - i. Invite other families and stakeholders to attend the meeting
 - ii. Advertise in Title I Newsletter, at Back-to-School night, through school messenger, and/or on the school website, etc.
 - At School Site Council Meeting

- i. Review Single Plan for Student Achievement, and as a group, note changes and make adjustments (deletions or additions) as necessary
 - ii. Write or update the Family Involvement Guidelines & Home-School Compacts
 - iii. Budgetary considerations
 - iv. Oral and written translations be made available for Spanish and Khmer families to allow for discussions upon request
2. Stanford Middle School will take the following actions to distribute to families and the local community, the school's Family Involvement Guidelines:
 - At a SSC &/or ELAC meeting
 - Monthly Newsletter
 - Annual Title I Meeting
 - School Website
 - Posted in the office
 - Copy available upon request
3. Stanford Middle School will periodically update its Family Involvement Guidelines to meet the changing needs of families and the school:
 - At SSC meetings at least once a year
 - Family information meetings as needed
 - School site council must vote to approve the guidelines
4. Stanford Middle School will convene an Annual Title I Public Meeting to inform families of the following:
 - The requirements of Title I, how Title I funds are used at this school, and families' right to be involved
 - Hold a flexible number of meetings at varying times
 - Notifications/fliers sent home, offered in a language families can understand upon request
 - Announcement made on school marquée, website, through SchoolMessenger and/or Canvas
5. Stanford Middle School will provide updated information to families about Title I programs throughout the school year:
 - Quarterly Newsletter
 - Posted in Main Office
 - At SSC, ELAC meetings and other family meetings as needed
6. Stanford Middle School will provide to families 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. Stanford Middle School will also provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children:
 - Family surveys
 - Principal chats such as coffee with the principal
 - Monthly newsletters
 - Back-to-School night
 - At SSC & ELAC
7. Stanford Middle School will submit to the district any family comments if the schoolwide plan under section (1114) (b) (2) is not satisfactory to families of participating children:
 - At School site council meetings

PART III

SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

1. Stanford Middle School will build the schools' and families' capacity for strong family involvement, in order to ensure effective involvement of families and to support a partnership among the school involved, families, and the community to improve student academic achievement, through the following activities specifically described below:
 - District trainings offered for families and staff as advertised at lbschools.net
 - Family education workshops on site such as Parenting Partners
 - Family-Teacher Conferences upon request, as needed
 - DCAC, DELAC and other district family forums/meetings
 - District website resources: click "P" for Parent University
2. Stanford Middle School will incorporate the Home-School Compact as a component of its School Family Involvement Guidelines:
 - Outlines shared responsibility of home, school and student in academic achievement
 - Developed, discussed and reviewed at first SSC and ELAC meetings
 - School site council must vote to approve compact
 - This will be posted on the website and emailed to parents.
3. Stanford Middle School will, with the assistance of its district, provide assistance to families of children served by the school in understanding topics such as the following
 - the state's academic content standards
 - the state and local academic assessments including alternate assessments
 - information posted on the website
4. Stanford Middle School will, with the assistance of the district, provide materials and training to help families work with their children to improve their children's academic achievement, as appropriate, to foster family involvement, by:
 - ELAC and other parent meetings
 - Providing directions on the website and Canvas
 - Parent meetings such as coffee with the principal
5. Stanford Middle School will, with the assistance of the district and families, educate its teachers and other staff, in how to reach out to, communicate with, and work with families as equal partners, by:
 - Teacher/Staff In-services
 - District Training
6. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and family programs, meetings, and other activities, is sent to the families of participating children in an understandable format and in a language the families can understand:
 - District Translation services, school messenger
 - Amie Chikami, using Google Translate, will be doing the translations of written materials/notifications that are sent to families

PART IV

DISCRETIONARY SCHOOL FAMILY INVOLVEMENT GUIDELINES COMPONENTS

The School Family Involvement Guidelines may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its families, chooses to undertake to build families' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:


- involving families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for families from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;

- paying reasonable and necessary expenses associated with family involvement activities, including transportation and child care costs, to enable families to participate in school-related meetings and training sessions;
- training families to enhance the involvement of other families;
- in order to maximize family involvement and participation in their children’s education, arranging school meetings at a variety of times, or conducting in-home conferences with those who work directly with participating children, with families who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving family involvement;
- establishing a district wide family advisory council (DCAC) to provide advice on all matters related to family involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family involvement activities; and
- providing other reasonable support for family involvement activities under section 1118 as families may request.

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PART V
ADOPTION

Stanford Middle School’s Family Involvement Guidelines have been developed jointly with, and agreed upon by, families and teachers of children participating in Title I, Part A programs. The Guidelines were adopted by the site’s School Site Council members on 10/23/2024 and will be in effect for the period of one school year. The school will distribute the Guidelines to all families on or before 11/4/2024. Stanford Middle School, when feasible, will provide a copy of these Guidelines to families in a language the family can understand.



 Signature of Principal
 Lester “Dow” Lawson

 10 / 23 / 24
 Date