

Downey Unified School District
Lewis Elementary School

School Parent Involvement Policy

Lewis Elementary recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and conduct. A parent involvement policy and program shall be an integral component of the school plan that promotes a meaningful partnership between the school and the home.

PART I. GENERAL EXPECTATIONS

Lewis Elementary agrees to implement the following statutory requirements:

- Lewis Elementary will jointly develop with parents and distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree upon.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's Home School Compact as a component of its School Parental Involvement Policy.
- The school will provide accessibility and opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students.

The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and Meaningful communication involving student academic learning and other school Activities, including ensuring-

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT COMPONENTS

1. Lewis Elementary will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

- Title I personnel will create and send out parent notices for Title I informational meetings, planning meetings, and discussion meetings throughout the school year.
- Parents will be given a current copy of the Home School Compact and Parental Involvement Policies to review and discuss changes in accordance with new needs of the students and parents at Lewis School.
- A written survey will be sent out each year that invites parents to give written input toward establishing common goals for the Title I program.
- A written needs assessment will be given at the initial Informational meeting surveying the needs for meeting times and frequency.

2. Lewis will take the following actions to distribute to parents of participating children and the local community, the School Parental Involvement Policy:

- The School Parental Involvement Policy will be sent home to all parents of participating students in the Title I Program.
- The Policy will also be available to all parents and community members in the Lewis School office.
- The Policy will also be available in the Lewis Parent Resource Room.

3. Lewis Elementary will update periodically its School Parental Involvement Policy to meet the changing needs of parents and the school:

- Lewis updates its School Parental Involvement Policy annually to reflect the changing needs of our students and parents.
4. Lewis will convene an annual meeting to inform parents of the following:
- That their child's school participates in Title I,
 - About the requirements of Title I,
 - Of their rights to be involved,
 - The results of the annual Title I review,
 - And about their school's participation in Title I:
- Lewis Elementary will invite by written invitation all parents/guardians of eligible children to attend an annual meeting in order to inform them about the school's participation in Title 1 and their right to be involved. Parents/Guardians unable to attend this meeting shall be provided with a written copy of the information in English and Spanish.
 - Informational Meeting time(s) will be set based on parent survey for convenient times.
 - Parents will be encouraged to attend and will be provided with translation and childcare.
 - Parents will also receive incentives for attending the meeting such as learning supplies and/or refreshments
5. Lewis Elementary will hold flexible number of meetings at varying times, and provide child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement:
- A needs assessment will be distributed to all parents at the Informational Meeting. Those not attending the meeting will have a needs assessment sent home. The needs assessment will offer a selection of times/days in which meetings can be held as well as options for parent education. There will be an open ended response for ideas that are not currently listed or offered.
 - Lewis School will provide childcare for all meetings.

6. Lewis will provide timely information about Title I programs to parents of participating children in a timely manner:
 - Lewis Elementary will provide channels of ongoing communication between teachers and parents/guardians, including parent-teacher conferences, progress reports, and dissemination of Renaissance STAR testing performance for participating students, Home-School connection, newsletters, reasonable access to staff including Title 1 coordinator, and opportunities to volunteer and observe classroom activities.

7. Lewis will provide to parents 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 the Informational Meeting parents will be given information about the current programs and curriculum in use at Lewis School. Assessment procedures will be reviewed and the proficiency levels will be discussed based on the California State Standards. Those parents unable to attend will receive a written copy of the information.
 - The California State Standards will be given to all parents at conference time each year. These Standard will be in a Parent Friendly format. Each teacher will discuss the standards with each parent attending the conference. Those who do not attend will have standards sent home.

8. Lewis School will provide parents of participating children if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:
 - Parents of participating students are provided with contact information for the Title I resource teacher at the annual Informational Meeting. Those who do not attend will receive the informational in writing.
 - There is an open door policy for parents of participating students who would like to come into the classroom to observe.

PART III. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

1. Lewis Elementary will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement by the following activities described below:

- The school will send letters/notices home in English and Spanish.
- The school will sponsor periodic academic workshops at the site related to student achievement.
- Lewis Elementary will have childcare available when determined appropriate.
- Lewis Elementary will have bilingual translation available at school related events.
- The school will, with the assistance of its district, provide assistance to parents of children served by the school in understanding topics such as State academic content standards, State and local assessments, and the requirements of Title 1.
- The school will use parental survey results, requests, and input to help in the formulation of the Title I Program.

2. The school will incorporate the School Parent Compact as a component of its School Parental Involvement Policy:

- The School Parent Compact will be distributed to parents during parent conferences.
- Teachers will discuss the compact with parents and all parties shall sign the compact.
- The School will use input collected at a meeting with parents regarding the compact.
- SSC will approve the compact as well as the Parent Involvement Policy

3. The school will, with the assistance of its district, provide assistance to parents of children served by the school in understanding topics such as the following, by undertaking the actions described in this paragraph—

- 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 Title I,
- how to monitor their child’s progress, and
- how to work with educators:

Teachers will distribute and explain the content standards at parent conferences. Standards will be in parent friendly language.

Teachers will explain how to monitor progress based on standardized report cards.

The Title I resource teacher will give Star Renaissance Scores to parents and explain how to monitor progress during a fall and spring progress meeting.

The requirements of Title I will be discussed with parents at the Informational meeting as well as SSC. Parents that do not attend will receive the requirements by written notice.

A spring meeting on the California State Standards will be offered to all Lewis parents. Testing requirements will be discussed as well as release test questions being provided.

4. The school will, with the assistance of its district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Lewis will provide a "Homework Helper" workshop in fall.
- Lewis will provide parent education, as appropriate, based on the needs assessment and parent requests.
- Lewis will provide supplies to parents that attend parent workshops.
- The school shall have a CST testing strategies night and provide parents with release test questions.
- Lewis will provide other parental participation opportunities: examples include, but are not limited to, "Bingo Night", "Family Fun Fridays", "Literacy Fair", "Math Game Night".

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

- Lewis Elementary will work with the Title I district level personnel as well as LACOE to receive training in the importance of parental involvement and how to best work with parents as partners in their child's education.
- School level representatives will bring back information to the staff in order to best coordinate programs with parents

6. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Lewis School has a Parent Resource Room where parents can come to check out ability appropriate materials as well as parent education materials.
- All communications from public/private preschools that are provided to the school shall be kept in the CUM folders. This will be available to teachers and resource teachers as well as the principal.

7. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon

request, and, to the extent practicable, in a language the parents can understand:

- Lewis school will provide all oral and written information regarding its programs in English and Spanish.
- All written communications will be on district letterhead with the appropriate contact information included.
- Parent friendly language and formats will be used in all written communications.

PART IV. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

Lewis will involve parents where feasible in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.

The school will pay for reasonable and necessary expenses associated with parental involvement activities, including childcare costs, to enable parents to participate in school-related meetings and training sessions

PART V. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Title 1 Parent Committee participants, Title 1 meeting minutes, parent, teacher, and administrative signatures.

This policy was adopted by Lewis on 11/20/09 and will be in effect for the period of one year. The school will distribute this policy to all parents of participating Title I, Part A children on or before 12/03/09. It will also be made available to the local community on or before 12/03/09.

(Signature of Authorized Official)

(Date)