

Mendoza Elementary School

School Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

Mendoza Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's 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.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will 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 MENDOZA SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Mendoza School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
 - *School Site Council will discuss, provide input, and approve the policy.*
2. Mendoza School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - *School Site Council will review the policy and make changes as appropriate.*
3. Mendoza School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
 - *Holding an annual meeting for parents in the first 20 instructional days of the school year.*
 - *Holding an annual meeting after traditional work hours for parents who work*
 - *Ensuring that at least one meeting is held in Spanish for Spanish speaking parents.*

4. Mendoza School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
 - *Sharing curriculum and grade level expectations at Back to School Night which occurs the first 2-3 weeks of the school year.*
 - *Holding Parent/Teacher conferences at the start of the school year.*
 - *Distributing CA Standards brochures and information that is available on the site and District website.*

5. Mendoza School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
 - *Holding regular School Site Council and ELAC meetings. All parents are welcome to attend and make suggestions.*
 - *Monthly Pastries with the Principal meetings*
 - *Responding to individual suggestions from parents via e-mail or phone calls from school leadership and/or office staff.*

6. Mendoza School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
 - *SBAC report sent by state to student's house via US Mail*
 - *Reading levels will be communicated trimesterly via report cards and through on-going communication with parents.*

7. Mendoza School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
 - *Sending a letter to parents on school letterhead regarding highly qualified teachers if appropriate. The letter also states the plan to have a HQT in place.*
 - *Stay in constant communication with parents regarding class process if a HQT is not in place.*




8. Mendoza School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described--
Holding meetings in which the following topics may be addressed:
 - *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 Part A,*
 - *how to monitor their child's progress, and*
 - *how to work with educators*
9. Mendoza School will 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:
- *Providing regular parent workshops and including academic topics at SSC and ELAC meetings.*
10. Mendoza School will, with the assistance of its 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:
- *Coordinating services via the Community Volunteer Coordinator (CVC).*
 - *Invite local representatives for local partnerships to PTA events.*
11. Mendoza School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities in all outreach and partnerships. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- *Providing information regarding the District Reach Out Center and other local agencies.*
12. Mendoza School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to 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:
- *Sending all parent communication in both English and Spanish.*
 - *Provide translation during parent/teacher conferences if needed.*

PART III. 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 I Parent Meeting Agenda and Minutes from Mendoza Elementary School.

This policy was adopted by the School Site Council on May 10th, 2016 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 May 24th, 2016.

 <hr/> <i>(Signature of Site Administrator)</i>	 <hr/> <i>(date)</i>
 <hr/> <i>(Signature of SSC Chair)</i>	 <hr/> <i>(date)</i>