



Parent and Family Engagement Policy

New Designs Charter Schools

Policy

Introduction:

The Board of Directors of New Designs Charter School (NDCS) recognize that when schools and parents form strong partnerships, the potential for educational success improves significantly for students. The California Education Code, applicable laws and requirements of 20 USC 6318 Section 1116, guide and form the basis and development of this parent involvement policy. The written policy is jointly developed and agreed upon with parents and upon completion, is distributed to all Title I students and their families. The policy is also maintained in the schools' main office and on the school's website and will be updated periodically to meet the changing needs of parents and the school.

General Expectations:

1. NDCS will ensure parents and family members are notified of their rights: (1) to be informed about their children's education; (2) to participate in their children's educational process; and, (3) to have opportunities for parent involvement.
2. NDCS will develop programs, activities and procedures for the involvement of parents and family members, consistent with section 1116 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
3. Consistent with section 1116, NDCS will ensure that parent and family engagement policies meet the requirements of section 1116(d) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1116(d) of the ESEA, and how funds reserved for parental engagement are spent.
4. NDCS will incorporate a school wide parent engagement policy into its plan developed under section 1116 of the ESEA.
5. In carrying out the Title I, Part A parental engagement requirements, to the extent practicable, NDCS will provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, parents and family members of students with disabilities and parents and family members of migrant and foster children including providing information and school reports required under section 1111 of the ESEA, in an understandable and uniform format, including alternative formats upon request and to the extent practicable, in a language parents and family members understand.
6. NDCS will work with staff and parents to develop meaningful opportunities at all grade levels, for parents to be engaged in school activities, advisory, decision-making, and advocacy roles, and in activities to support learning at home.
7. Consistent with the purposes and goals of Education Code 11502, 11503, 11504, 11506, NDCS will work to:
 - a. To engage parents and family members positively in their children's education by helping them to develop skills to use at home, which support their children's academic efforts at school and their children's development as responsible future members of our society.
 - b. To inform parents and family members that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success, and to assist their children in learning at home.

- c. To build consistent and effective communication between the home and the school, so that parents and family members may know when and how to assist their children in support of classroom learning activities.
- d. To train teachers and administrators to communicate effectively with parents and family members.
- e. To integrate parent engagement programs into the school's master plan for academic accountability.

Policy Involvement and Capacity Building:

To ensure that all parents of students participating in Title I programs are provided with opportunities to be involved in their children's education, the school will:

1. Involve parents of Title I students in the joint development of the Title I Local Educational Agency (LEA) Plan, pursuant to 20 USC 6312, and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6316) through the following:
 - a. Establishing a School Site Council to give input, review and comment on the LEA Plan in accordance to an established review schedule.
 - b. Communicating with parents and family members through newsletters, the school web site, or other methods regarding the LEA Plan, and the opportunity to provide input.
 - c. Providing parents access to working drafts of the LEA Plan, in an understandable and uniform format, and to the extent practicable, in a language the parents and family members can understand.
 - d. Ensuring that there is an opportunity at a public board meeting for public comment on the LEA Plan, prior to the Board's approval of the plan or revisions to the plan.
 - e. Ensuring that school-level policies on parent and family members involvement address the role of School Site Councils and other parents, as appropriate, in the development and review of the Single Plan for Student Achievement.

2. Consistent with 20 USC 6318 (a)(2)(B) NDCS will provide coordination, technical assistance, and other support necessary to assist in planning and implementing effective parent involvement activities, to improve student academic achievement and school performance through the following:
 - a. Assigning person(s) to serve as a liaison in the school regarding Title I parent involvement issues.
 - b. Providing training for the principal or a designee of school on Title I requirements for parent involvement, leadership strategies, and communication skills, to assist him/her in facilitating the planning and implementation of parent involvement activities.
 - c. Providing ongoing workshops to assist school staff and parents in planning and implementing improvement strategies and seek input from parents in developing the workshops.
 - d. Providing information to the school about the indicators and assessment tools that will be used to monitor progress.

3. Consistent with 20 USC 6318 (a)(2)(B) NDCS will build the school and parent capacity to foster strong parent involvement through the following:
 - a. Assisting parent in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children.
 - b. Providing materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.
 - c. Educating teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents, in the value and utility of parent contributions and in how to: (1) reach out to, communicate with, and work with parents as equal partners; (2) implement and coordinate parent programs; and, (3) build ties between parents and the school. This also includes integrating parent involvement programs into the school's Single Plan for Student Achievement.
 - d. Ensuring that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
 - e. Providing other such reasonable support for parent involvement activities as parents may request.
 - f. Informing parents and parent organizations of the existence and purpose of parent information and resource centers within the state, which provide training, information, and support to parents of participating students.
 - g. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
 - h. Providing necessary literacy training, using Title I funds for such training if all other reasonably available sources are exhausted.
 - i. Paying reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
 - j. Training parents to enhance the involvement of other parents.
 - k. Arranging school meetings at a variety of times between parents and teachers or other educators who work directly with participating students.
 - l. Adopting and implementing model approaches to improving parent involvement.
 - m. Developing appropriate roles for community-based organizations and businesses in parent involvement activities.
 - n. Making referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents and families.
 - o. Providing information about opportunities for parent involvement through the school newsletter, web site, or other written or electronic means.

- p. Engaging parent-teacher organizations to actively seek out and involve parents through regular communication updates and information sessions.
 - q. To the extent practicable, providing translation services at the school and at meetings involving parents.
 - r. Providing training and information to members of the School Site Council (SSC) and SSC advisory committee to help them fulfill their functions.
 - s. Regularly evaluating the effectiveness of staff development activities related to parent involvement.
 - t. Including expectations for parent outreach and involvement in staff job descriptions and evaluations.
4. Consistent with 20 USC 6318 (a)(2)(D)-(E) NDCS will conduct an annual evaluation of the content and effectiveness of the school's parent involvement policy as it pertains to improving the academic quality, with the involvement of parents through the following.
- a. Ensuring that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.
 - b. Using the evaluation results to design strategies for more effective parent involvement, and if necessary, recommend changes in the school's parent involvement policy.
 - c. Assessing the school's progress in meeting annual objectives for the parent involvement program, notifying parents of this review and assessment through regular school communication mechanisms, and providing a copy to parents upon their request. (Education Code 11503)
 - d. Using a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents and staff with the quality and frequency of school communications.
 - e. Gathering and monitoring data regarding the number of parents participating in school activities, and the types of activities in which they are engaged.
 - f. Recommending to the Board, measures to evaluate the impact of the school's parent involvement efforts on student achievement.
5. Consistent with 20 USC 6318 (a)(2)(F) requiring schools served by Title I to involve parents and family members in school activities, NDCS will:
- a. Include information about school activities in communications to parents.
 - b. To the extent practicable, assist with translation services or other accommodations needed to encourage participation of parents with special needs.
 - c. Establish processes to encourage parent input regarding their expectations and concerns for their children.
6. The Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA Plan and distributed to parents of students served in the Title I program.

A written policy on parent involvement is required for a school receiving Title I funds (6318 (a)(2)(A). Such a policy shall be developed jointly and agreed upon by parents of participating students. Such policy shall describe the means by which the school will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating students shall be invited and encouraged to attend, in order to inform parents of their school's participation in Title I, and to explain Title I requirements and the right of parents to be involved (6318 (c)(1).
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent involvement (6318 (c)(2).
3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for schoolwide programs (6318 (c)(3). The school may use an existing process for involving parents in the joint planning and design of the school's programs, provided that the process includes adequate representation of parents of participating students.
4. Provide the parents of participating students all of the following:
 - a. Timely information about Title I programs
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - c. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents.
5. If the schoolwide program plan is not satisfactory to the parents of participating students, submit any parent comments when the school makes the plan available to the board.
6. Jointly develop with the parents of participating students a school-parent compact that outlines how parents, the entire school staff, and students will share responsibility for improved student academic achievement, and the means by which the school and parents will build a partnership to help students achieve state standards.

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, which enables participating students to achieve the state's student academic achievement standards.
- b. Ways in which parents will be responsible for supporting their children's learning, such as: monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time.

- c. The importance of communication between teachers and parents on an ongoing basis through, at a minimum: (1) parent-teacher conferences, at least annually, during which the compact shall be discussed as it relates to the student's achievement; (2) frequent reports to parents on their children's progress; and, (3) reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities.
- 7. Build the capacity of the school and parents for strong parent involvement, by implementing the activities.
- 8. To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migrant children, including providing information and school reports in a format and language such parents can understand.
- 9. The parent involvement policy shall be made available to the local community and distributed to parents of participating students in an understandable and uniform format, and to the extent practicable provided in a language the parents can understand.
- 10. The school shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the school's Single Plan for Student Achievement, in accordance with Education Code 64001.
- 11. The principal or designee, jointly with parents of participating students, shall periodically update the school's policy to meet the changing needs of parents and the school.

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single Plan for Student Achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20 Section 1116

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications for all