

# *Hillcrest Elementary School and Music Magnet*

## **SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY**

### **2017-2018**

#### **Part I. General Expectations**

Hillcrest Elementary School and Music Magnet agrees to implement the following statutory requirements:

- The school will jointly develop with parents, distribute to parents and participating children, a School Parent and Family Engagement Policy that the school and parent of participating children agree on.
- The school will notify parents about the School Parent and Family Engagement in an understandable and uniform format and to the extent practicable, will distribute this policy to parents in a language the parents understand.
- The school will make the School Parent and Family Engagement Policy available to the local community.
- The school will periodically update the School Parent and Family Engagement Policy to meet the changing needs of parents and the school.
- The school will adopt the School Parent Compact as a component of its School Parental Involvement Policy.
- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out the 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 that:*

- A. Parents play an integral role in assisting their child's learning.*
- B. Parents are encouraged to be actively involved in their child's education at school.*
- C. 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. Carrying out of other activities, such as those described in section 1118 of the Elementary and Secondary Education Act (ESEA).*

## **Part II. Description of How the School Will Implement Required School Parent and Family Engagement Policy Components**

1. Hillcrest Elementary School and Music Magnet will take the following actions to involve parents in the joint development and joint agreement of its School Parent and Family Engagement Policy and its school wide plan, if applicable, in an organized, on-going, and timely way under section 1118 of the ESEA:
  - Gather and disseminate to parents for review the following materials:
    - a. District wide School Parental Involvement Policy
    - b. School's Parent and Family Engagement The Home School Compact
    - c. Parent notices
2. Hillcrest Elementary School and Music Magnet will take the following actions to distribute to parents of participating children and local community, the School Parent and Family Engagement Policy:
  - a. Have School Parent and Family Engagement Policy available at Parent Conferences, Open House and other major school functions.
  - b. Have additional copies available in the main office at all times in a language the parents can understand.
  - c. Have School Parent and Family Engagement Policy uploaded to the school's website.
3. Hillcrest Elementary School and Music Magnet will update yearly its School Parent and Family Engagement Policy to meet the changing needs of parents and the school by:
  - a. Reviewing the needs assessment completed by Title I annually.
  - b. Evaluating parent concerns and feedback.
  - c. Receiving input from English Language Advisory Council (ELAC) and School Site Council (SSC).
4. Hillcrest Elementary School and Music Magnet will convene an annual meeting to inform parents of the following:
  - a. An explanation of Title I.
  - b. Parent's rights at a Title I school.
5. Hillcrest Elementary School and Music Magnet will hold a flexible number of meetings at varying times, provide transportation, and/or child care, paid for with Title I funding (if allowed) as long as these services relate to parental involvement.
6. Hillcrest Elementary School and Music Magnet will provide timely information about Title I programs to parents of participating children in a timely manner.
7. Hillcrest Elementary School and Music Magnet will provide parents, if requested, opportunities for regular meetings to formulate suggestions and to participate as appropriate, in decisions relating to the education of their children. Hillcrest Elementary School and Music Magnet will respond to any such suggestions as soon as practically possible by:
  - a. Providing a district copy of grade level standards no later than November 30<sup>th</sup>
  - b. Providing a copy for grade level expectations from teachers no later than November 30<sup>th</sup>.

- c. Providing parents with information on how and when children will be assessed for district and state testing and what they can do to support their children before, during and after these assessments are given.
8. Hillcrest Elementary School and Music Magnet will submit to the district any parents' comments if the school wide plan under section 1114(b)(2) is not satisfactory to parents of participating children.

### **Part III. Shared Responsibilities for High School Academic Achievement**

1. Hillcrest Elementary School and Music Magnet 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's academic achievement through the following activities specifically described below:
  - Provide multiple opportunities for parents to be involved and/or volunteer at the site.
  - Inform parents in a timely manner of school activities.
  - Provide training for parents to help support their children in targeted curriculum areas.
2. Hillcrest Elementary School and Music Magnet will incorporate the school-parent compact as a component of its School Parent and Family Engagement Policy by distributing it to parents no later than November 30<sup>th</sup> and having 100% participation no later than December 1<sup>st</sup>. The school will, with the assistance of the District, provide assistance to parents in understanding topics such as the following:
  - School Attendance
  - Common Core State Standards
  - Support with Homework
3. Hillcrest Elementary School and Music Magnet will, with the assistance of the District, provide materials and trainings to help parents work with their children to improve their children's academic achievement, such as:
  - Providing Literacy workshops
  - Providing Math workshops
  - Providing ESL for twenty (20) or more committed parents.
  - Parent University Workshops
4. Hillcrest Elementary School and Music Magnet will, with the assistance of the 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. Specifically, emphasis will be given to the value and utility of and contributions by parents on how to implement and coordinate

parent programs and build ties between parents and school. This will be done by attending professional development and conferences designed specifically for building connections between parents, school and community.

5. Hillcrest Elementary School and Music Magnet will, to the extent feasible and appropriate, ensure that information related to the school and parent programs, meetings and other activities, are sent to the parents in an understandable and uniform format. This shall include alternative formats upon request, and, to the extent practicable, in language the parents can understand.

#### **Part IV. Discretionary School Parent and Family Engagement Components**

Hillcrest Elementary School and Music Magnet will engage in the following activities, per section 1118(e) of the ESEA, to build parents' capacity for involvement in the school to support their children's academic achievement:

- Involve parents in development of training for teachers, principals and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents for Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and children costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the involvement of other parents.
- Arrange school meetings at a variety of times, conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school in order to maximize parental involvement participation in their children's education.
- Adopt and implement model approaches to improving parental involvement.
- Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

#### **Part V. Adoption**

This School Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the School Site Council (SSC).

This policy was adopted by Hillcrest Elementary School and Music Magnet December 11, 2017 and will be in effect for the period of December 2017-November 2018. The school will distribute this policy to all parents of participating Title I, Part A, children as soon as possible. It will be made available to the local community immediately. Hillcrest Elementary School and Music Magnet's

notification to parents of this policy will be understandable and in a uniform format. To the extent practicable, Hillcrest Elementary School and Music Magnet will provide a copy of this policy to parents in a language the parents can understand.

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*Principal* *Anthony C. Jackson*

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*Date*

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*SSC Chairperson* *Sonia Martin-Solis*

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*Date*



**Los Angeles Unified School District**  
**Title I Parent Involvement Policy**

1. LAUSD will involve parents in the joint development of the LAUSD Program Improvement Plan by inviting parents of Title I students to participate in Title I Parent Study Groups at each Educational Service Center (ESC), in the District's Title I Focus Group, and in school level activities related to the LAUSD Program Improvement Plan, including budget and program development for all categorical programs. The District will also invite parents to participate in special training to support their understanding of the LAUSD Program Improvement Plan and the Single Plan for Student Achievement (SPSA).
2. LAUSD, through the Parent Community Student Services Branch (PCSB) and the Parent and Community Engagement (PACE) staff at each ESC, will provide the coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. Staff from PACE and PCSB will develop tools and curriculum and will provide training to school staff in the following areas:
  - School Goals for Parent Engagement
  - Capacity-building programs
  - Teams School Volunteer Program
  - Special assistance to targeted schools
  - Partnership Action
3. LAUSD will build the schools' and parents' capacity for strong parental involvement by providing the training and tools necessary for schools to operate effective parent engagement programs from pre-school to 12<sup>th</sup> grade. Through PCSB and ESC PACE staff, the LAUSD will support school capacity-building initiatives through the following:
  - Training for parents on District academic initiatives
  - Parent and Family Center Improvement Program
  - Training for school staff on how to support parent engagement
4. LAUSD will coordinate and integrate the parental involvement strategies described in this policy with parental involvement strategies under other programs, including those managed by other LAUSD departments and units:
  - Multilingual and Multicultural Education
  - Early Childhood Education
  - Information Technology Division
  - Beyond the Bell
  - Choice Office of Data and Accountability
  - Division of Special Education
  - Federal and State Education Programs
  - Office of the Chief Operating Officer
  - Student Integration and School
5. LAUSD will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of Title I schools, including identifying barriers to greater parent participation in Title I 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). LAUSD will use the findings of such evaluation to design strategies for more effective parental involvement and to revise as needed, the District Title I Parent Involvement Policy. The District will utilize ESC Title I Parent Study Groups to examine the effectiveness of the parent engagement strategies and programs on student achievement at Title I schools.
6. LAUSD will involve parents in the activities of Title I schools, will ensure schools communicate effectively with parents, welcome them as partners, and provide opportunities to help them support their children's learning and achievement. LAUSD will ensure that parents are knowledgeable about student and school performance data, their rights and responsibilities, including their right to choose a school for their children, and how to support their children's education.

*This is a summary of the LAUSD Title I Parent Involvement Policy passed in December of 2012.  
A hard copy of the entire policy may be requested at each school.*



**Distrito Escolar Unificado de Los Angeles**  
**Política para la Inclusión de los Padres de Familia Título I**

1. EL LAUSD incluirá a los padres en la elaboración conjunta del Plan de Mejora de Programas del LAUSD por medio de invitar a los padres de alumnos en Título I a participar en los grupos de estudio de Título I en cada Centro de Servicios Educativos (ESC, por sus siglas en inglés), en el grupo de enfoque de Título I del Distrito y en actividades a nivel escolar relacionadas con el Plan de Mejora del LAUSD, el cual incluye la elaboración de presupuestos y programas de fondos categóricos. El Distrito también invitará a los padres a participar en capacitaciones especiales con fin de apoyar a los padres en su conocimiento del Plan de Mejora de Programas del LAUSD y del Plan Único para el Aprovechamiento Estudiantil (SPSA, por sus siglas en inglés).

2. El LAUSD, por medio de la Oficina de Servicios a Padres y a la Comunidad (PCSB, por sus siglas en inglés) y el Personal para la Participación de Padres y la Comunidad en cada ESC, proveerán la coordinación, ayuda técnica y otros apoyos necesarios a las escuelas de Título I para la planificación y puesta en marcha de actividades eficaces para la inclusión de los padres, con el fin de mejorar el aprovechamiento académico de los alumnos y el rendimiento escolar. El personal de PCSB y de la Oficina para la Participación de los Padres y la Comunidad en cada ESC, elaborarán las herramientas y el currículo y proveerán capacitación al personal escolar en los siguientes ámbitos:

Metas escolares para la inclusión de los padres para incrementar capacidad voluntarios escolares

Ayuda específica para escuelas identificadas Programas Comités para toma de decisiones para la Programa de inclusión de los padres.

3. El LAUSD incrementará la capacidad de las escuelas y los padres para que exista una inclusión de padres duradera, por medio de proveer a las escuelas la capacitación y las herramientas necesarias para que efectúen programas eficaces para la inclusión de los padres, desde la escuela preescolar hasta el 12º grado. A través de PCSB y el personal ESC, PACE, el LAUSD apoyará las iniciativas para mejorar la capacidad de las escuelas por medio de lo siguiente:

Capacitación para padres referente a iniciativas académicas del Distrito Programa de Mejora de los Centros de Padres y Familias

Capacitación para el personal escolar referente a cómo apoyar la inclusión de los padres

4. El LAUSD, coordinará e integrará las estrategias para la participación de los padres descritas en esta política, con las estrategias para la participación de los padres en otros programas, los cuales incluyen aquellos dirigidos por otras oficinas y departamentos del LAUSD:

Educación Multilingüe y Multicultural  
 Oficina para Datos y Acatamiento  
 Oficina del Director General de Operaciones  
 Oficina del Programa *Beyond the Bell*  
 Federales y Estatales de Educación

Oficina de Educación Especial  
 Educación Preescolar  
 Oficina de Informática  
 Integración Estudiantil y Opción Programas

5. El LAUSD llevará a cabo, con la participación de los padres, una evaluación anual del contenido y eficacia de la política para la inclusión de los padres para mejorar la calidad académica en las escuelas de Título I, lo cual incluye identificar los obstáculos para tener mayor participación de padres en las actividades Título I (con atención específica a los padres de bajos recursos, con discapacidades, con dominio limitado del idioma inglés, dominio limitado de lectoescritura o que pertenezcan a alguna etnia o minoría racial). El LAUSD utilizará las conclusiones de dicha evaluación para diseñar estrategias para una participación de padres más eficaz, la Política Título I para la Inclusión de los Padres de Familia del LAUSD se revisará según sea necesario. El Distrito utilizará los Grupos de Estudio Título I establecidos en cada ESC para examinar la eficacia de las estrategias para la inclusión de padres y los programas de aprovechamiento estudiantil en las escuelas Título I.

6. El LAUSD involucrará a los padres en las actividades de las escuelas de Título I, para asegurarse que las escuelas se comuniquen de forma eficaz con los padres, les den la bienvenida como socios iguales y les proveen oportunidades para apoyar el aprendizaje y aprovechamiento de sus hijos. El LAUSD se asegurará que los padres tengan conocimiento acerca de los datos de rendimiento estudiantil y escolar, acerca de sus derechos y responsabilidades, los cuales incluyen su derecho de escoger una escuela para sus hijos y acerca de cómo apoyar la educación de sus hijos.

*Este es un resumen de la Política para la Inclusión de los Padres Título I del LAUSD aprobada en diciembre de 2012. Usted puede solicitar una copia en papel de la política en general en cada escuela.*