

## Lawndale High School Parent Involvement Plan

**The Mission of Lawndale High School is:**

Lawndale High School's mission is to graduate all students with high levels of critical thinking and interpersonal skills. Through diverse, culturally-relevant, and research-based instructional practices graduates will be empowered to take ownership of their environment, be positive contributors and global citizens.

**To Fulfill our Mission:**

We are committed to a quality educational program that values parental involvement. We recognize that parents play a very important role in their children’s education and take every opportunity to foster the relationship between school, parent, and child. Lawndale High School prides itself in our dedication to our students, families, community, and to lifelong learning.

**Lawndale High School recognizes that:**

- A child’s education is a responsibility shared by the school and family during the entire time the child spends in school.
- To support the goal of the school to educate all students effectively, the school and parents must work as knowledgeable partners.
- Although parents are diverse in culture, language, and needs, they are an integral component of a school’s ability to provide for the educational success of their children.
- Engaging parents is essential to improving student achievement.
- The school shall foster and support active parental involvement.

**PART I. SCHOOL PARENT INVOLVEMENT PLAN REQUIRED COMPONENTS**

A. Lawndale High School shall jointly develop/revise with parents the school parent involvement plan and distribute it to parents of participating children and make available the parent involvement plan to the local community.

Activity	Date Due	Contact person
Distribute draft plan to parent involvement committee and staff		P. Rodas (or F. Sanders)
Parent involvement meeting to review draft		P. Rodas
Final draft		P. Rodas/F. Sanders
Adopt final draft		P. Rodas
Include final plan in school newsletter, school website, information packets		P. Rodas
Submit final plan to District office		P. Rodas/F. Sanders

B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

Activity	Date Due	Contact person
Back to School Night – (informational introduction only)	First month of each school year	E. Kwong
Title I Public Meetings		P. Rodas/E. Kwong

C. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

Activity	Date Due	Contact person
Title 1 Informational Packets send home with students	August (summer mailer)	Ms. Preciado (child welfare and attendance) E. Kwong/ M. Becerra (Principal's secretary)
Written policies included in the student handbook	August (summer mailer)	Ms. Preciado/E. Kwong/M. Becerra
Information distributed during BTSN	September each school year	K. Peterson
Follow up with parents who do not attend the conference	October 1-31 each school year	E. Kwong/M. Becerra
Attendance sheets maintained	October each school year	M. Becerra
PTO Meetings	Monthly	PTO president
Academy Parent Nights		Academy Coordinators

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan.

Activity	Date Due	Contact person
Parent Involvement meeting to review and revise plan		P. Rodas/E. Kwong
SSC Meetings		P. Rodas/SSC Chair

E. Provide parents of participating children –

- a. timely information about programs under this part.
- b. 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.
- c. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

Activity	Date Due	Contact person
Back to School Night	First month of each school year	E. Kwong
On-Going Website News and Information	Bi-monthly	E. Kwong
Parent Information/packets distributed (contains contact info., web page addresses, tips on how to be involved in your child's education, curriculum information)	August registration	E. Kwong
Membership drive for PTO	First month of each school year	PTO President
Volunteer surveys sent to parents	August-October each school year	E. Kwong/C. Klein (activities director and statistics teacher)
Volunteer log maintained and distributed to teachers		E. Kwong

F. If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. Using Google Form for parents and students to submit comments posted on school website on the School Site Council page.

Activity	Date Due	Contact person
Final plan posted to public and available for parent comments		E. Kwong

**PART II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the school-level parent involvement plan, Lawndale High School shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct Back to School Night Presentations annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child’s achievement.
- Provide frequent reports to parents on their children’s progress.
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child’s class and observation of classroom activities.

Activity	Date Due	Contact person
BTSN and Open House	September and April of each school year	K. Peterson
Sign in sheets to file	September and April of each school year	E. Kwong
School parent compact signed	By 10/01 of each school year	All
Contact all parents that did not attend conferences to sign school parent compact	By October 31 <sup>st</sup> of each school year	E. Kwong/ M. Becerra
School parent compact available in handbook	August registration	H. Ho /E. Kwong/M. Becerra
Access to grades using Powerschool	All year	All
5 week progress reports	8 times per year	All
Teacher contact info is published on school website	First week of school	E. Kwong
Chaperone field trips	All year	All
PTO membership drive	First month of school	PTO President
Volunteer surveys distributed	Back to School Night	E. Kwong
Volunteer list distributed to teachers	By 10/1 each school year	E. Kwong
Serve on committees as needed	On-going	All

**BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part –

- a. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children.

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Curriculum information sent home in summer packet	Registration through first week of school	Dr. Rodas
5-week progress reports	Every 5 weeks	All
Back to School Night	September	K. Peterson
Open House	Spring Semester	K. Peterson
Parent Education Workshops	On-going as needed	K. Peterson/V. Hernandez/R. Gudino
Powerschool	Daily	E. Kwong/R. Gudino
Parent teacher conferences	On-going	All Staff

b. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
School news posted on school website	Bi-monthly	A. Mejia
Powerschool training	Once per semester	R. Gudino/V. Hernandez
ELAC Parent Workshops	Monthly	E. Kwong/R. Munoz (EL coordinator)
EL services	Daily	V. Hernandez
Title I meeting	Spring Semester	E. Kwong/P. Rodas/R. Gudino

c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Parent Involvement Professional Development	Fall semester	E. Kwong/V. Hernandez
Website containing parent involvement information	Monthly	E. Kwong/R. Gudino

d. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand.

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Notice regarding specific events sent home using Blackboard	As needed	E. Kwong/V. Hernandez
Translations of text	As needed	E. Kwong/V. Hernandez
School website	As needed	E. Kwong/V. Hernandez

f. Shall provide such other reasonable support for parental involvement activities under this as parents may request.

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Blackboard	As needed	E. Kwong /R. Gudino
Powerschool	As needed	A. Mejia/R. Gudino
Website	As needed	A. Mejia

g. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

- h. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
- i. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- j. May train parents to enhance the involvement of other parents.
- k. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
- l. May adopt and implement model approaches to improving parental involvement.
- m. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.
- n. May develop appropriate roles for community-based organizations and businesses in parent involvement activities.

**PART III ACCESSIBILITY REQUIREMENTS**

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

<b>Activity</b>	<b>Date Due</b>	<b>Contact person</b>
Translators at conferences and meetings	As needed	P. Rodas
Transportation arrangements	As needed	P. Rodas/SSC Chair
Home language survey	Included in Registration process in August of each year	E. Kwong

**PART IV ADOPTION**

This Lawndale High School Parental Involvement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent Involvement Plan was updated and approved by Lawndale High School SSC on 12/13/2017 and will be in effect for the period of one school year. The school will distribute this Parent Involvement Plan to all parents of participating Title I children and make it available to the community on or before 1/30/18.