



Local District West Parent and Community Engagement Spring Newsletter

May 2016

Greetings Best In The West. . .

"It always seems impossible until it's done." - Nelson Mandela

Formed Councils Conducted School Survey Developed SPSA
 Completed Budget Engaged Parents & Community Mandated Workshops

As the school year comes to a close, pat yourselves on the back for all of the seemingly **impossible** things that you have **done!**

Hats off to the following principals and their school teams for being Local District West recipients of the Phase IV Parent and Family Bond Program!

Stephen Salva, Cheremoya ES	Dana Rivers, Cimarron ES
Pamela Gray, Lawson ES	Gonzalo Bayardo, Manhattan Place ES
Christian Perez, Raymond ES	Linda Kaye-Crowder, Rosewood ES
Peter Benefiel, Webster MS	Jacqueline Hughes, Westport Heights ES

We know you are anxiously awaiting the results of the School Experience Survey. Unfortunately, there has been a vendor delay with the survey results. The Office of Data and Accountability anticipates publishing the official data in June. We hope to have the Parent Participation Rates by our May Principal's Meeting. If so, our Superintendent, Cheryl Hildreth will announce the winners of the computer carts.

Hopefully you will find the links, information and resources in this newsletter useful as you close out this school year and prepare for 2016-2017. The Phase V Parent and Family Center Bond Program information can be found here: [application](#), [overview](#). Applications are due **June 24th**.

We look forward to our continued partnership with you as we collectively commit to *Building Capacity, Eliminating Inequities, and Cultivating Positive School Cultures* in Local District West. Remember that we are just a phone call away.

Keep Calm and Principal On!

Traci L. Calhoun

Inside this issue:

Greetings from Traci L. Calhoun, PACE Administrator	1
Cultivating Positive School Culture by Creating a Welcoming Environment	1
Parent and Family Center Improvement Program	2
Volunteer Corner	2
Springing Forward to a Good Fall Start	3
Keep Calm and Schedule Workshops	4
Partnership Action Teams and Eliminating Inequities	5
Parent Academies and Building Capacity	5
Title I Corner	6
Bilingual Corner	6
PACE Team Contact Information	7

Cultivating Positive School Cultures by Creating Welcoming Environments

Often first impressions are not determined by what you say but, how you say it. What people hear and how you make them feel means a lot more than the words you say. School Administrative Assistants were provided training on the importance of customer service etiquette and providing a welcoming environment for all stakeholders. A few reminders are:

- Use magic phrases: Thank You, May I Help You, Please, and You Are Welcome
- Smile (including when answering the phone)
- Meet the parent or visitor at the counter (please get up from your desk)
- Treat everyone like a VIP (Very Important Person)!
- If you don't have the answer, research it, and remember to always get back to the person



A Welcoming Environment creates a positive student-centered school climate. Parents become stronger partners when they are involved both at the school and helping their children at home. When a school has a Welcoming Environment, parents and community feel a sense of belonging. They become loyal members of the school community. Research studies support that trusting relationships among staff and families lead to improved student outcomes.

Contact our office if you need support with training on Welcoming Environment.

Please see the following article and tips for administrators.

- ["Does Your School's Atmosphere Shout 'Welcome'?" \(Education World\)](#)
- ["Creating A Welcoming Environment: 4 Key Tips for Administrators" \(CDE\)](#)
- [Welcoming Environment](#)
- [Five Star Customer Service Etiquette Poster](#)

Parent & Family Center Improvement Grant

The Parent and Family Center Improvement Program equips schools with a space conducive to robust parent engagement activities that lead to improved student academic achievement. The program makes key facility improvements and equipment investments to enhance a school site’s ability to develop and deliver parent education classes and activities that enhance and deepen the parents’ and families’ capacity to support student learning at home and school.

Typical investments and upgrades include:

- Technology package—computers to support parent education classes
- Training package—LCD projector, screen, document reader, etc.
- Parent and Family Center Signage—exterior and interior signage multi-purpose training furniture—tables, chairs, storage and bookshelves
- Children’s area —as space permits, supports participation of families with non-school age children
- Maintenance and Operations improvements—floor repair, paint, etc. as needed

Program applications are can also be found in the May Principal’s Instructional Brief. Phase V deadline to apply is Friday, June 24th. Please contact our office if you have any additional questions

<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Ribbon Cutting</u>
52nd Street ES	La Salle ES	Alta Loma ES	June 8th
Cienega ES	Los Angeles HS	Dorsey HS	May 20th
Grand View ES	Mann MS	Selma ES	May 27th
University HS	Marina del Rey	Virginia Road ES	May 24th
Western ES	Mark Twain MS		
	Muir MS		
	YES Academy ES		

Volunteer Corner

Volunteers are a vital resource for our schools. Volunteers bring much needed assistance, experience and knowledge to our school communities. Our Volunteer Program is a school based program that strengthens home-school partnerships by connecting the expertise and wisdom of parents and community members directly to student learning and academic improvement.

Purpose of the School/Office Volunteer Program

- Assist in classrooms, thereby allowing teachers to attend to students in need of extra help
- Support school personnel in meeting the needs of students more effectively
- Strengthen school/home/community relations by engaging parents and community as school volunteers
- Provide adult role models for students through tutoring and mentoring opportunities that broaden their educational experience
- Provide enriching intergenerational experiences for students and senior citizens that enriches students' lives.

Are you looking for new volunteers? Have you tried capturing interested people by supplying interest forms at:



- | | |
|--------------------------|----------------------------------|
| Kindergarten Orientation | First Day of School |
| 6th Grade Articulation | Enrollment Days |
| 9th Grade Articulation | Enrollment and Emergency Packets |
| Back to School Night | |

July 1st is the first day to input volunteers into the management system for the 2016-2017 school year. Previous volunteers can be rolled over; click the roll over button in the system. Remember to update their information under the 2016-2017 tab. Input the TB Clearance date that is on file, if it’s within the last 4 years. Check the Megan’s Law database to see if the volunteer is listed. If not, update the new clearance date in the system.

Please review [Volunteer Toolkit \(Local District West\)](#) for additional information.

Springing Forward to a Good Fall Start . . .

As we close out another year, we have listed items below to help jumpstart your 2016-2017 Planning.

Title I Compliance Requirements for Parental Engagement

Below are the Title I School requirements for Parent Engagement. For more detailed information, refer to:

[MEM 6335.0](#) which explains the Federal Title I Parent Involvement Mandates.

[BUL 6336.0](#) which explains the District Title I Parent Involvement Policy

THINGS YOU
NEED TO KNOW

Annual Title I Meeting

All Title I schools must distribute the LAUSD Title I Parent Involvement Policy to parents of Title I students and share it with the School Site Council (SSC), mandated advisory committees, teachers, and support staff. In addition, each Title I School must host a Title I Annual Meeting to discuss the LAUSD Parent Involvement Policy contents.

The one page LAUSD Title I Parent Involvement Policy can be found in [BUL 6336.0](#), attachments C1 (English) and C2 (Spanish)

Sample Title I Meeting Notification Letters can be found in [MEM 6335.0](#), attachments A (Target Assistance School) and B (Schoolwide Program). If translations of Spanish, Armenian, Chinese, Korean, Russian, and Vietnamese are needed, copies may be downloaded from the Federal and State Education Programs Branch (FSEP) website at <http://achieve.lausd.net/fsep> under the Title I tab.

Submission of Title I Annual Meeting documentation is required. Upload to the Principal's Portal as verification of the Title I Meeting

- a copy of the attendance roster,
- meeting announcement,
- agenda

Parent Involvement Policy and Compact

Each Title I school is required to have its own Parent Involvement Policy and Compact. These serve as the framework, goals, and definition for effective parent engagement. They also strengthen the capacity of parents and educators to engage as equal partners to support children's learning and achievement.

The District Policy and School Goals for Parent Engagement found in [BUL 6336.0](#), attachment D guides the development of the school's Title I Parent Involvement Policy and plan of action for parent engagement. The PIP and Compact should be jointly developed and revised, reviewed, and approved annually by parents of Title I students.

SSC and ELAC Certification and Delegation of Authority

Information about SSC and ELAC Certification and Delegation of Authority can be found in the Tools for Schools Section of the Parent Community Student Services Office website, <http://achieve.lausd.net/Page/8517>.

Submission of SSC and ELAC Certification Forms are required. Upload the forms to the Principal's Portal. If you wish to utilize Delegation of Authority, please contact your Parent Coach for more information.

Parental Involvement/Workshops Information

Parent Involvement goals are best accomplished when schools:

- 1) Ensure parents are knowledgeable about
 - Parents Bill of Rights and Responsibilities
 - Student and School Performance Data
 - Options, Magnets, CORE Waiver, Zones of Choice, etc.
 - Policies (Visitation, Attendance, Homework, etc.)
- 2) Involve parents in the activities of Title I schools.
- 3) Ensure effective parent involvement at schools by growing school's capacity to
 - Communicate with parents
 - Create welcoming, respectful environments for all parents
 - Provide learning opportunities for parents that grow their ability to support classroom learning and particularly in math and reading, homework completion, and attendance.



We have included a list of most of the parent workshops that we can facilitate for your school on the Stay Calm and Schedule Workshops on the next page.

Keep Calm and Schedule Workshops . . .

We at your Local District West Parent and Community Engagement Unit are available to present Workshops at your school. Workshop Topics and Descriptions are listed below. Contact us to schedule a Workshop today!

40 Developmental Assets

In this workshop, we will review the 40 Developmental Assets from the Search Institute. We will review the building blocks of development that help young people grow up healthy, caring, and responsible.

A Parents' Guide to DIBELS (Grades K2)

This workshop involves parents in training and classroom observations to understand: what DIBELS is, what DIBELS measures, and why this assessment is important and how parents can help their children succeed.

College and Career Readiness

This highly interactive workshop will provide valuable information about what families of students K-12 can do to cultivate a college-going culture. Participants will receive information regarding high school graduation requirements, college admission requirements, ways in which students can boost their grade point average and much more.

Bullying: What Parents Should Know

At this workshop we will explore the different types of bullying, identify the warning signs of bullying, and learn strategies & resources for preventing and responding to bullying.

EL Master Plan for Parents Part I

Parents will learn about the identification, assessment process and the instructional program option for English learners.

EL Master Plan for Parents Part II

Parents will learn the new reclassification requirements, the reclassification criteria by grade levels, and how the District supports reclassified students, English Learners (EL) and Long Term English Learners (LTELs) and monitors their process.

Elementary and Middle School Graduation Requirement Toolkit

Parents will learn how the elementary and middle school academic subjects connect to the A-G Requirements.

English Language Development and the California ELD Standards

Parents will learn the English Language Development (ELD) and the California ELD Standards (CA ELD Standards) and how to support children's language development both in their home language and in English.

It's All About Behavior

Join us to gain an awareness of District and school policies in School-Wide Positive Behavior Support. Identify your roles as parents, how to work with school staff regarding student behavior, behavioral supports, and interventions for students with and without disabilities.

Math Practices

Parents will learn how they can promote positive attitudes about math and help their children think like mathematicians.

Navigating Through the IEP

This workshop assists parents who are new to our special education process and help develop parents to be equal partners with the school in their child's education.

Parents as Leaders

Participants in this workshop will build and enhance their parent leadership skills in order to participate in: District Validation Review (DVR) Teams, School Site and Central District Advisory Committees, and learn how to advocate effectively for their child and/or other children.

School Volunteer

Reviews district policy for volunteers along with the do's and don'ts of volunteering.

Smarter Balanced Assessment

Parents will find out about the features of Smarter Balanced Assessment (SBAC), learn how to access the Smarter Balanced Practice Tests, and have an opportunity to practice a few test questions.

Technology Boot Camp

Parents will learn how to utilize technology, hardware, software, and apps to enhance their student's academic learning.

Welcoming Environment

This workshop will the importance of a Welcoming Environment by all stakeholders, customer service etiquette, and review best practices.



Partnership Action Teams (PATs) and Eliminating Inequities

LAUSD has joined John Hopkins University's National Network of Partnership Schools (NNPS) which assists schools in using research-based approaches to organize and sustain excellent programs of family and community involvement that will increase student success in school.

Each LAUSD Partnership Action Team (PAT) School will strengthen its family and involvement program with an Action Team. The Action Team will use Epstein's Six Types of Involvement to accomplish their parent engagement goals.

Welcome with us the following schools that will be participating in the first round of Local District West's PAT School Program:



42nd Street Elementary

59th Street Elementary

Raymond Avenue Elementary

Wilshire Park Elementary

Woodcrest Elementary

THE KEYS TO SUCCESSFUL SCHOOL-FAMILY-COMMUNITY PARTNERSHIPS

EPSTEIN'S SIX TYPES OF INVOLVEMENT

- Type 1 PARENTING:** Assist families in understanding child and adolescent development, and in setting home conditions that support children as students at each age and grade level. Assist schools in understanding families.
- Type 2 COMMUNICATING:** Communicate with families about school programs and student progress through effective school-to-home and home-to-school communications.
- Type 3 VOLUNTEERING:** Improve recruitment, training, work, and schedules to involve families as volunteers and audiences at school or in other locations to support students and school programs.
- Type 4 LEARNING AT HOME:** Involve families with their children in learning activities at home, including homework, other curriculum-related activities, and individual course and program decisions.
- Type 5 DECISION MAKING:** Include families as participants in school decisions, governance, and advocacy through PTA/PTO, school councils, committees, action teams, and other parent organizations.
- Type 6 COLLABORATING WITH COMMUNITY:** Coordinate resources and services for students, families, and the school with businesses, agencies, and other groups, and provide services to the community.

Contact our office, if you would like to participate in PAT.



Parent Academies and Building Capacity

Your PACE team held Parent Academies throughout Local District West. We partnered with Foster Youth Achievement Program, Pupil Service and Attendance, and Parent, Community, Student Services.

Our Academy topics ranged from Attendance to Bullying to EL Reclassification to College and Career Readiness. Most of the topics presented are listed in the Keep Calm and Schedule Workshop section of this newsletter.

Parents loved the opportunity to engage with their school on topics that helped them support their students. They also



told us they want more workshops like these in their community, especially since they weren't able to attend all of the presentations.

Join us in thanking the following schools for hosting the Parent Academies this year:

95th Street Elementary

Kingsley Elementary

Woodcrest Elementary

Contact our office if you are interested in hosting a Parent Academy next year, 2016-2017.



Title I Corner

Title I Study Group

We want to acknowledge and celebrate the hours parents of Local District West dedicated to the Title I Study Group. Their feedback on LAUSD's Parent Involvement Policy and suggestions for improving school-home communications are key to our students' academic success. These parents have been invited to continue being part of the Title I Study Groups in 2016-2017. We will be sending more information about nominating parents from your school in the fall.



Nicole Cater, 42nd Street ES
Lucia Lopez, 61st Street ES
Hector Juarez, 61 Street ES
Leticia Alvarez, 95th Street ES
Amelia De Leon, 95th Street ES
Jeannette Fabian, Angeles Mesa ES
Terri Tucker, Audubon Middle
Paulette Hurd, Baldwin Hills ES
Iyashema Washington, Beethoven ES
Carlos Avellar, Broadway ES
Dora Flores, Budlong Avenue ES
Maria del la Garza, Burroughs MS

Maritza Reed, Burroughs MS
Elizabeth Velasco, Castle Heights ES
Isabel Hernandez, Cienega ES
Aitha Stephens, Cimmaron ES
Valencia Caldwell, Crenshaw HS
Jonathan Jones, Dorsey HS
Cindy Jones, Dorsey HS
Tomiko Lynn White, Hillcrest ES
Julia Venegas, Hollywood HS
Dina Jaimes, Hollywood HS
Susan Yamasaki, LACES
Elizabeth Glenn, LACES
Gabriela Solorzano, LACES

Antonia Scharf, LACES
Nidia Arita, Los Angeles HS
Geo Cable, Marina del Rey MS
Alexis Song, Mid City Prescott ES
Irma Tamayo, Phoenix HS
Carlos Enriquez, Ramona ES
Alice Williams, Shenandoah ES
Al King, Van Ness ES
Ana Guzman, West Athens ES

Many Thanks . . .

Thank you to all of the schools that hosted our Spring Professional Development Cohorts and Meetings. You made it easier for us to deliver professional development this year to our Parent Center Directors.

54th Street ES, Haywood Thompson
74th Street ES, Cherise Roper
95th Street ES, Manuel Nava
Alta Loma ES, Sean Leyva
Bernstein HS, Andre Spicer
Cheremoya ES, Stephen Salva
Cienega ES, Kimberly Wright
Cochran MS, Gilberto Samuel

Crenshaw HS, Lenalda Corley
Dorsey HS, Reginald Sample
Grant ES, Christopher Ikeanyi
Harvard ES, Mark Paz
Hillcrest ES, Anthony Jackson
Kingsley ES, Karina Salazar
LACES, Harold Boger
La Salle ES, Arleta Parket Taylor

Pio Pico MS, Miranda Conston-Raof
Raymond ES, Guillermo George
Saturn ES, Tracie Bryant
Stoner ES, James Stapleton
University HS, Eric Davidson
Wilshire Park ES, Leighanne Creary

Bilingual Corner

The Difference Between Translation and Interpretation



TRANSLATION is the conversion of written text from one language into another.

*If you are working with **written** documents, you need a **TRANSLATOR**.*

INTERPRETATION is the conversion of spoken or sign language into a different spoken or sign language.

*If you want to interact with people in a foreign language, "on the spot," you need an **INTERPRETER**.*

Local District West Parent and Community Engagement (PACE) Team

Traci L. Calhoun

Administrator

tlc4182@lausd.net

(310) 914-2124

Marisol Castro

Parent Educator Coach

marisol.castro@lausd.net

310-914-2109

Gloria Aristizábal

Interpreter and Translator

gloria.aristizabal@lausd.net

310-914-2133

Christina Guzy

Parent Educator Coach

cmg6518@lausd.net

310-914-2168

Elsa Barragan

Parent Educator Coach

elsa.barragan@lausd.net

310-914-2161

Edith Perez

Parent Educator Coach

exp8291@lausd.net

310-914-2143

Sharnell Blevins

Community Representative

sharnell.blevins@lausd.net

310-914-2142

Local District West

Parent and Community Engagement

11380 West Graham Place

Los Angeles, CA 90064

Phone: (310) 914-2124

Fax: (310) 473-8119

