

Instruction

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents and guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

(cf. 0500 - Accountability)

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how

the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

(*cf.* 3100 - Budget)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

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

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

35.104 Definitions, auxiliary aids and services

35.160 Communications Management Resources:

Management Resources: CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services

Policy Briefs, August 2006

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE Parental Involvement: Title I, Part A, April 23, 2004

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Family, School, Community Partnerships:

<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org> National PTA: <http://www.pta.org>

No Child Left Behind: <http://www.ed.gov/nclb> Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

Policy

adopted: 3/91

updated: 6/96; 8/06

WASCO UNION HIGH SCHOOL DISTRICT

Wasco, California

Instruction

District Strategies for Title I Schools

To ensure that parents/guardians of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents/guardians of participating 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 6318)

(cf. 6171 - Title I Programs)

2. Provide 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 (20 USC 6318)

3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)

The Superintendent or designee shall: (20 USC 6318)

a. Assist parents/guardians 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

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement

c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with the Migrant Program, Parent Project, and Parent Club to encourage and support parents/guardians in more fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent involvement activities as parents/guardians may request
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students
- f. Adopt and implement model approaches to improving parent involvement
- g. Establish a districtwide parent advisory council to provide advice on all matters related to parent involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities
- i. Make 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/guardians and families

(cf. 1020 - Youth Services)

- j. Provide a master calendar of district activities and district meetings
- k. Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

(cf. 1230 - School-Connected Organizations)

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- o. Regularly evaluate the effectiveness of staff development activities related to parent involvement
- p. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

- 4. Coordinate and integrate Title I parent involvement strategies with the Migrant Program, Parent Project, and Parent Club. (20 USC 6318)

(cf. 5148.3 - Preschool/Early Childhood Education)

- 5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I (20 USC 6318)

The Superintendent or designee shall:

- a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)
- b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)

c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)

6. Involve parents/guardians in the activities of schools served by Title I (20 USC 6318)

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

(cf. 5145.6 - Parental Notifications)

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
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
3. Involve parents/guardians 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 pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians 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

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5123 - Promotion/Acceleration/Retention)

c. If requested by parents/guardians, 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/guardians

5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians 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 that enables participating students to achieve the state's student academic achievement standards

b. Ways in which parents/guardians 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

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5113 - Absences and Excuses)

(cf. 6145 - Extracurricular/Cocurricular Activities)

(cf. 6154 - Homework/Makeup Work)

c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

(1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement

(2) Frequent reports to parents/guardians on their children's progress

(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/guardians for strong parent involvement by implementing the activities described in items #3a-f in the section "District Strategies for Title I Schools" above

8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Each school receiving Title I funds 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.

The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

Policy
adopted: 3/91
updated: 6/96; 8/06

WASCO UNION HIGH SCHOOL DISTRICT
Wasco, California

Appendix G: Title I Parent Involvement Plan

Wasco Union High School Title I School-Level Parental Involvement Plan

Wasco Union High School has developed a written Title I parental involvement plan with input from Title I parents. Input is received from parents at School Site Council meetings, English Learner Advisory Committee meetings, and Migrant Parent Advisory Committee meetings and is incorporated into a draft school-level plan and is presented to the School Site Council for approval. The plan is distributed annually to parents of Title I students in the Parents' Rights packet as well as in the new student enrollment packet. It is also posted on the school website at <http://www.wascohsd.org>. Wasco Union High School's plan describes the means for carrying out the following Title I parental involvement requirements. *[Title I Parental Involvement, 20 USC 6318(a)-(f)]*

Involvement of Parents in the Title I Program

Wasco Union High School does the following:

- **Convenes an annual meeting to inform parents of Title I students of Title I requirements and their rights to be involved in the Title I program.**
An annual Title I Parent Meeting is conducted at the beginning of each school year in conjunction with Back to School Night. The Title I Parent Meeting includes information about Title I programs and activities, as well as information about all programs offered at the school.
- **Offers a flexible number of meetings.**
When requested by parents, Wasco Union High School provides multiple opportunities and flexible meeting times for parents of Title I students.
- **Involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review*, and improvement of its Title I programs and the Title I parental involvement policy**.**
The Wasco Union High School District Parent Involvement Policy is reviewed annually and updated as necessary by parents of Title I students at School Site Council (SSC) meetings. The changes, if any, are presented to the Board of Trustees for approval. The School Level Parent Involvement Plan was developed by the School Site Council with input from all parent advisory groups as well as from the Principal's Advisory group. The Single School Plan for Student Achievement is reviewed and/or revised annually as well. Data pertaining to achievement, attendance, and discipline is presented to the SSC throughout the school year in preparation for the development or revision of the school plan for the next school year. Council members are strongly encouraged to gather feedback from the stakeholders they represent and share information at School Site Council Meetings. The School Level Parent Involvement Plan is an addendum to the Single School Plan for Student Achievement and is approved by the Board of Trustees.
- **Provides parents of Title I students with timely information about Title I programs.**
Title I Program information is included in quarterly newsletters, in the parent handbook, on the school website, and discussed at meetings where parents participate such as School Site Council, English Learner Advisory Committee, and the Migrant Parent Advisory Committee. Information about Title I programs is also published in the local newspaper.
- **Provides parents of Title I students with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet.**
Parent education sessions which are tailored to specific needs and groups of parents and may include training on parent access to our web-based student information system, understanding English Learner reclassification procedures, the English Learner Program,

high school graduation requirements, and the California High School Exit Exam (CAHSEE) are offered. Additionally, counselors at Wasco Union High School conduct small-group counseling sessions in the spring of each year with parents of ninth graders for the purpose of developing a four-year plan which includes information on curriculum, assessments, and expected proficiency levels. Counselors also travel to the community of Lost Hills to meet with parents to develop four-year plans. Counselors provide outreach services to the parents of students at our feeder schools by participating in activities such as Parent Night and by sponsoring activities and other events designed to foster positive home to school relationships.

- **Provides parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children.** If meetings are requested they are scheduled at convenient times so that parents can participate in decisions relating to the education of their children.

**It may be helpful to include the policy review in the annual review of the Single Plan for Student Achievement.*

***The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318(c)(3)]*

School-Parent Compact

Wasco Union High School has jointly developed with, and distributed to, parents of Title I students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The school-parent compact describes the following items in addition to items added by parents of Title I students:

- The school's responsibility to provide high-quality curriculum and instruction.
- The parents' responsibility to support their children's learning.
- The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program.

The School Parent Compact is reviewed and updated annually by parents of Title I students at School Site Council (SSC) meetings. The compact is included in annual registration packets and new student enrollment packets. Also, information for parents on how they may participate and observe the education program is included in the packets.

Building Capacity for Involvement

Wasco Union High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school does the following:

- **Assists Title I parents in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children.**
- **Provides materials and training to help Title I parents work with their children to improve their children's achievement.**

Trainings are offered throughout the school year including structured programs such as "Parent Empowerment", "Parent Project", and "*Niños Bien Educados*." Other parent

education topics tailored to specific needs and groups of parents may include training on parent access to our web-based student information system, understanding English Learner reclassification procedures, the English Learner Program, high school graduation requirements, and the California High School Exit Exam. (CAHSEE) Materials for the workshops may be provided through Title I or other categorical programs. Individual parent education is provided by phone or through home visits by the community liaison for parents of at-risk students who demonstrate behaviors such as poor attendance and/or frequent tardies. Parents are either referred to the appropriate parent education session or outside agency and/or are counseled on the importance of regular student attendance and its correlation with student achievement.

- **Educates staff, with the assistance of Title I parents, in the value of parent contributions and how to work with parents as equal partners.**

At least four times throughout the school year the community liaison contacts a random sampling of parents to gather input on how staff can work better with parents. The survey results are presented at staff meetings and reviewed by departments.

- **Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.**

The principal holds an annual President's Advisory meeting where presidents of all advisory committees, councils, and booster clubs as well as athletic coaches, the community liaison, and other community stakeholders discuss how each organization may help to support parents to fully participate in the education of their children, to include strategies on how to increase parent involvement and to improve student achievement.

- **Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.**

All school correspondence is distributed in English and Spanish. A translator is scheduled to be at parent meetings as well as parent conferences.

- **Provides support for parental involvement activities requested by Title I parents.**

A community liaison coordinates parent meetings and parent participation. The liaison maintains current contact lists of all advisory committees, councils, and booster clubs.

Accessibility

Wasco Union High School provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand. All school correspondence is distributed in English and Spanish. A translator is scheduled at parent meetings as well as for parent conferences. When necessary, English and Spanish parent education sessions are offered simultaneously, or delivered in Spanish and translated to English. The student information system supports a web-based portal that provides access for parents to their student's records and attendance. The school also uses an auto-dialer system to report absences to parents and announce activities, events, and programs at the school.