

Kimbark Elementary School
Title I Parental Involvement Policy (Action Plan)
2012-2013

The staff at Kimbark School is dedicated to giving your children the best education possible and to making our school a safe and caring place. We have implemented a plan to accomplish these goals but in order to carry out our goals we need to work together with the students and the families. The Parent Involvement Policy is developed to promote two-way (home to school and school to home) communication about school programs, support parents in their goals for the best education possible for their child, provide parents with strategies for assisting their children in learning the standards, prepare parent to participate in school decision making and develop their leadership skills, and provide parents with skills to access community and support services that will strengthen their families.

The School agrees to implement the following statutory requirements:

- Jointly develop with parents, distribute to parent a school Parental Involvement policy that all parties agree on.
- Notify parents about the School Parental Involvement Policy in an understanding and, to the extent possible, put in a uniform format and distribute to parents in a language the parents can understand.
- Make the School Parental Involvement Policy available to the local community.
- Periodically update the policy to meet the changing needs of parent and the school.
- Adopt the school's Home/Parent compact as a component of its School Parental Involvement Policy.

How the school will promote two-way communication from home to school and school to home

1. Kimbark School will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its schoolwide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

School Parental Involvement Policy

- A parent survey will be administered on an annual basis in order to obtain parent input regarding the School Parental Involvement Policy.
- A School Site Council and ELAC, consisting of Title I parents and the principal and/or principal's designee, will be established.
- SSC, ELAC will analyze parent perception data gathered by the survey and consider revisions to the School Parental Involvement Policy.
- The SSC and ELAC will develop the School Parental Involvement Policy, making periodic revisions as needed.
- The School Site Council and ELAC will comment on the School Parental Involvement Policy.

Schoolwide Plan

- Parents will participate in the annual Title I/State Compensatory Education program evaluation.
- SSC and ELAC will advise and make recommendations regarding the Schoolwide Plan (SPSA).
- SSC will adopt the Schoolwide Plan before it is adopted by the Board of Education.

2. The School will take the following actions to distribute to parents and the local community, the School Parental Involvement Policy:
 - The School Parental Involvement Policy will be sent home with every student.
3. The School will update periodically its School Parental Involvement Policy to meet the changing needs of parents and the school:
 - Periodic School Parental Involvement Policy review will take place prompted by substantive changes in the school parent population, academic achievement,

program improvement status, and/or other events as suggested by parents.

4. The School will convene an annual meeting to inform parents of the following:
 - That the school receives Title I funds,
 - About the requirements of Title I,
 - Of their rights to be involved,
 - (list of rights may include Parent Notices in Table B of the Title I, Part A Parental Involvement Non-Regulatory Guidance, April 23, 2004 (page 45), a copy of Section 1118; a copy of the school's school-parent compact along with the template from Appendix C, page 51 of the Title I, Part A Parental Involvement Non-Regulatory Guidance, April 23, 2004; a copy of the district's districtwide parental involvement policy and a copy of the school's parental involvement policy), and
5. Parents will be invited to the meeting by auto-caller, written invitations in English and Spanish, and team/classroom incentives for parent attendance.
6. The School will hold a flexible number of meetings at varying times, and provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement:
 - Parents determined to be "hard to reach" will receive home visits, explaining information that is given at school parent involvement activities.
7. The School will provide timely information about Title I programs to parents of participating children in a timely manner:
 - These programs include tutoring opportunities, supplemental curricular opportunities, and parent involvement opportunities.

How the school will provide parents with strategies for assisting their children in learning the standards

1. The School will provide 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 in the following activities and notices:
 - Open House
 - Family Nights
 - Parent/Teacher Conferences scheduled twice a year
 - Individual Parent Conferences as Scheduled by Parents or Teachers
 - School Accountability Report Card
 - Annual Report to Parents
 - School and Teacher Newsletters
2. The School will provide 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 practicably possible:
 - SSC meetings will be held regularly each year
 - ELAC meetings will be held
 - DAC and DELAC representatives will attend DAC and DELAC and report back to parents.
3. The school will take the following actions to ensure that information related to the school and parent activities is sent to the parents in an understandable and uniform format, including to the extent practicable, in a language the parents can understand:
 - Translate written home/school communication,
 - Provide bilingual staff to schedule and translate parent conferences,
 - Provide bilingual staff to translate schoolwide and team events.
4. The School will submit to the district any parent comments if the schoolwide plan under section (1114)(b)(2) is not satisfactory to parents of participating children:
Parents will be notified of their right to submit comments of dissatisfaction to the Board of Education before the annual SPSA adoption and before any material changes to the SPSA

are sent to board.

How the school will support Parents in their goals to provide the best education possible for their child(ren)

1. The School will build the school's and parent's capacity for strong parental involvement, by ensuring effective activities that will support a partnership between the school and home through the following activities:
 - Parent trainings
 - Parent/Teacher Conferences as Requested
 - SSC, ELAC, GATE, School Site Council (SSC) training
 - District Advisory Council (DAC) and District English Learner Advisory Committee (DELAC) meetings
2. The school will incorporate the school-parent compact as a component of its School Parental Involvement Policy:
 - The School Parent Compact will be submitted, along with the School Level Parental Involvement Policy to the board on an annual basis.
 - The School Parent Compact will be periodically reviewed for possible update by parents of Title I students.
 - The School Parent Compact will be distributed to all students and parents for signature.
3. The school, with the assistance of the district, will provide assistance to parents in understanding the following topics,
 - the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Title I,
 - how to monitor their child's progress, and
 - how to work with educators:

Information will be provided in Parent conferences, open house, family nights, teacher-parent phone calls, teacher-parent emails, Annual Report To Parents distribution, School Accountability Report Card distribution, DAC, DELAC, and SSC meetings.

4. The school will, with the assistance of its district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - Parent classes,
 - SSC, ELAC, AAPAC
 - Parent Information Center
 - Home School Information and Progress Monitoring with an agenda that goes back and forth daily with student.
5. The school will educate teachers, principals and staff, in how to reach out to communicate with, work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
 - Professional development activities that emphasize cultural competency, discussions about how to reach out to families through Collaboration-Day and Professional Learning Community format

How the school will provide transition activities from preschool to kindergarten and elementary to middle school

1. The school will coordinate and integrate parental involvement programs and activities that will assist with the transition from preschool to kindergarten and elementary school to middle school by:
 - Maintaining a Site-level Parent Information Center
 - Promotion of the District Family Resource Center.
 - (List specific activities for these transitions, such as kindergarten or middle school orientation, visiting kindergarten classroom,
 - Pre school Reading Time
 - Kindergarten. Parent Screening and Orientation
 - Middle School Orientations
 - Elementary School Promotion Ceremony

How the school will prepare parents to participate in school decision making and develop their leadership skills

The School will provide 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 practicably possible:

- Create and maintain functioning parent advisory councils such as, SSC, SAC, African American Parent Committee and ELAC that serve as a community link between parents and school.
- SSC meetings will be held regularly each year.
- ELAC meetings will be held regularly each year.
- DAC and DELAC representatives will attend DAC and DELAC and report back to parents.
- Provide 1% of site Title 1 allocation for parent involvement (Title 1)
- Provide information or workshops regarding how parents can foster learning at home and assisting students in making grade level standards. (Title 1)
- Survey parents regarding their interests, talents, and availability and then coordinate the parent resources that exist within the school.
- The SSC will analyze perception data gathered from surveys.
- Ensure that volunteer activities are meaningful to school, students and volunteers.
- Establish a Booster Club to encourage parent volunteers in other school activities.

Accessibility

The School will build the schools' and parent's capacity for strong parental involvement provide opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students.

Translation will be provided. Every effort will be made to accommodate special needs parents including parents with disabilities, parents of homeless students and parents of migratory students.

ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by survey data and committee minutes.

This policy was adopted by Kimbark School on Wednesday, November 9, 2011 and will be in effect until it is determined to be in need of revision. The school will distribute this policy to all parents of participating Title I, Part A children. It will be made available to the local community. Kimbar School's notification to parents of this policy will be in an understandable and uniform format and, to the extent practicable, provide a copy of this policy to parents in a language the parents can understand.

Signature of Principal *Date*

Signature of SSC Chair *Date*