

INSTRUCTION

Parent Involvement

San Joaquin County Office of Education Strategies for Title I Schools

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, SJCOE shall:

1. Involve parents/guardians and family members in the joint development of a SJCOE plan that meets the requirements of 20 USC 6312 and the development of school support and improvement plans pursuant to 20 USC 6311.

The Superintendent or designee may:

- a. In accordance with Education Code 52063, establish an SJCOE-level parent advisory committee to review and comment on the plan in accordance with the review schedule established and posted/shared with families;
 - b. Invite input on the plan from other SJCOE committees and school site councils;
 - c. Communicate with parents/guardians through newsletters, web site, or other methods regarding the plan and the opportunity to provide input;
 - d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand;
 - e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the County Board of Education's approval of the plan or revisions to the plan; and
 - f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans.
2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education.

The Superintendent or designee shall:

- a. Assist parents/guardians in understanding such topics as the challenging state 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;
- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help work with their children to improve their children's achievement;
- c. With the assistance of parents/guardians, teachers, specialized instructional support personnel, site administrators and other school leaders, and other staff, 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;
- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with federal, state, and local programs, including public preschool, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in 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/guardian involvement activities as parents/guardians may request; and
- 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. Adopt and implement model approaches to improving parent/guardian engagement;
- b. Develop appropriate roles for community-based organizations and businesses in parent/guardian engagement activities;
- c. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families;
- d. Provide a master calendar of SJCOE activities and SJCOE meetings;
- e. Provide information about opportunities for parent/guardian and family engagement through newsletters, web site, or other written or electronic means;
- f. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed;
- g. Provide training and information to members of SJCOE and school site councils and advisory committees to help them fulfill their functions;
- h. Provide ongoing SJCOE-level workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies;

- i. Provide training for the site administrators or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of related activities;
 - j. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement;
 - k. Assign person(s) at SJCOE to serve as a liaison to the schools regarding Title I parent engagement issues; and
 - l. Provide information to schools about the indicators and assessment tools that will be used to monitor progress.
3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws.

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements;
 - b. Involve SJCOE and school site representatives from other programs to assist in identifying specific population needs;
 - c. Schedule joint meetings with representatives from related programs and share data and information across programs; and
 - d. Develop a cohesive, coordinated plan focused on student needs and shared goals.
4. Conduct, with meaningful engagement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of:
- a. Barriers to participation in parent/guardian and family engagement 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;
 - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers; and
 - c. Strategies to support successful school and family interactions.

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request.

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of SJCOE communications;
 - b. Gather and monitor data regarding the number of parents/guardians and family members participating in SJCOE activities and the types of activities in which they are engaged; and
6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory committee comprised of a sufficient number and representative group of parents/guardians or family members served by SJCOE to adequately represent the needs of the population served by SJCOE for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy.

The Superintendent or designee may:

- a. Include information about school activities in SJCOE communications to parents/guardians and family members;
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members; and
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children.

The SJCOE's superintendent policy and administrative regulation containing parent engagement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs.

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. Such policy shall describe the means by which the school will:

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 engagement.
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/guardian and family engagement 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 achievement levels of the challenging state academic standards; and
 - 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 SJCOE.
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, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time; and
- 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; and

- (4) Regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that family members can understand.
7. Build the capacity of the school and parents/guardians for strong parent engagement by implementing the required activities described in items #2 in the section "SJCOE Strategies for Title I Schools" above.
8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members 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 engagement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements.

Each school's parent/guardian and family engagement policy shall be made available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand.

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school's plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school.

San Joaquin County Office of Education Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society.

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education;

- b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter; and
 - c. Provide parents/guardians with information about students' class assignments and homework assignments.
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home.

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits;
 - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing; and
 - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees.
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities.

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students;
 - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom;
 - c. Provide information about parent/guardian and family engagement opportunities through SJCOE, school, and/or class newsletters, the SJCOE's web site, and other written or electronic communications;
 - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand;
 - e. Develop mechanisms to encourage parent/guardian input on SJCOE and school issues;
 - f. Identify barriers to parent/guardian participation in school activities, including parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; and
 - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or childcare.
4. Train teachers and administrators to communicate effectively with parents/guardians

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy; and
 - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications.
5. Integrate parent/guardian and family engagement programs into school plans for academic accountability.

The Superintendent or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives; and
- b. Involve parents/guardians and family members in school planning processes.

(10/17)