

PARENT INVOLVEMENT

In order to assure collaborative partnerships among Pasadena Unified School District's schools (including Title I schools), parents, and the community, the Governing Board, working through the administration, is committed to:

1. Involving parents/guardians in the joint development of the Title I local educational agency (LEA) plan, and the process of school review and improvement.

The District will provide opportunities for parental involvement through:

- a. District-level committee including parent/guardian representatives from school sites to review and comment on the LEA plan in accordance with the review schedule established by the Governing Board (including the annual review).
- b. Invite input on the LEA plan from other parent committees, such as the African-American Parent Council (AAPC), Community Advisory Committee (CAC), District Advisory Council (DAC), District English Learner Advisory Committee (DELAC), Gifted and Talented Education (GATE), Parent Teacher Association (PTAP), and other school level parent/guardian leadership committees.
- c. Communicate with parents/guardians through all communication avenues available, such as telephone, internet and other methods with information regarding the LEA plan and the opportunity to provide input.
- d. Ensure that the Single Plan for Student Achievement (SPSA) of schools include parental involvement goal(s) utilizing the Epstein framework, established in consultation with parents/guardians and parent committees of the schools, for example, SAC, ELAC and PTA.
- e. Ensure that Site Councils, English Learner Advisory Committees (ELACs) and School Advisory Councils (SACs) meet on a monthly basis at each school site in the district, as required. The district will monitor the funding of these committees.

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- f. Provide an opportunity for all parent groups to give a meaningful input in the process of school review and improvement, as related to the Single Plan for Student Achievement.
 - g. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation and child care may be provided as such services relate to parent involvement.
 - h. Recommend that meetings are scheduled in consultation with schools' master calendars to avoid potential conflicts and provide parents with two weeks advance notice, when feasible.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

The District will:

- a. Continue to support and encourage all recognized district level parent groups, including, but not limited to African-American Parent Council (AAPC), Community Advisory Committee (CAC), District Advisory Council (DAC), District English Learner Advisory Committee (DELAC), Gifted and Talented Education (GATE), and Parent Teacher Association (PTA)] and other school level parent/guardian leadership committees.
- b. Involve parents in the decisions regarding how Title I funds reserved for parental involvement will be budgeted for parental involvement activities at the District level. Ensure that schools also involve parents in the process for spending Title I parental involvement funds at the school level.
 - Assign Parent and Community Resource Center liaison(s) to the schools regarding parent involvement issues (including Title I parent involvement requirements) and coordinate the Community Assistants and school site volunteer/partnership coordinators (CF.0520.2, Title I).

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- c. Provide centralized training for School Site Councils through the department responsible for Title I oversight.
 - d. Provide centralized training for English Learner Advisory Committee through the Language Assessment and Development Department.
 - e. Provide parent/community partnership training through the Epstein framework, facilitated by the Parent/Community Resource Center.
 - f. Provide training and material for the Principal/designee, School Community Assistant, school volunteer/partnership coordinator and appropriate site and District staff regarding parent involvement (including Title I requirements) and communication skills to assist them in facilitating the planning, implementation and review of parent involvement activities.
 - g. Encourage schools to have functioning parent rooms or space for parents to meet and work.
3. Building the schools' and parents' capacity for strong parental involvement.

The District will:

- a. Assist all parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic/alternative 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 by:
 - Offering school site appropriate and District-wide parent workshops on these topics through the Parent/Community Resource Center.
 - Providing training for School Site Council members through the department responsible for Title I oversight.

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- Assisting schools to ensure that all parents are given the above topics annually, in written and oral form, if necessary.
 - Encouraging and supporting parents/guardians to attend local, state and national conferences to increase their knowledge, with the expectation that participating parents/guardians shall share their acquired information with other parents/guardians.
 - Developing on-line parent access to student data.
- b. Assist and encourage parents/guardians by providing materials and training to work with their children to improve their achievement, such as:
- Literacy training, parent participatory homework assignments and using technology, as appropriate, to foster parent involvement.
 - School site appropriate and district-wide parent workshops on these topics through the Parent/Community Resource Center and the Regional Occupational Program.
- 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 and schools.
- The District's designated department responsible for parental involvement will offer a recognized certification program such as, the California Parent Center's Parent Liaison Certification training to School Community Assistants.
 - Develop a module to train teachers, student services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents/guardians as equal partners.

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- d. Coordinate and integrate parent involvement programs and activities with District and other programs, and conduct other activities that encourage and support parents/guardians in more fully participating in their children's education.
 - The District's designated department responsible for parental involvement will work with all parent involvement advisory groups (AAPC, CAC, DAC, DELAC, GATE and PTA) to support a cross-functional team that collaborates on parent involvement programs and activities, such as special trainings targeting middle/high school parents, District's annual Parents Training Parents Conference, DELAC Officers' training, School Site Council trainings, etc.
- e. Ensure that information related to school and parent/guardian programs, meetings and other activities is sent to the parent/guardians in a format and, to the extent practicable, in a language the parents/guardians can understand.
 - Consistent with Governing Board's Translation Policy, following California EC Section 48985, which requires that parental notifications be translated for any group of students who speak a primary language other than English and constitute 15 percent or more of a school's total enrollment.
- 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 (PIRCs), *www.calpirc.org*, in the state that provide training, information, and support to parents/guardians.
 - The Parent/Community Resource Center will collaborate with California's approved Parent Information Resource Centers to enhance services to parents/guardians. [California's Parent Information Resource Centers (PIRCs) are established to provide training, information, and support to parents and individuals who work with local parents, local educational agencies, and schools receiving assistance under Title I].

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4. Coordinating and integrating Title I parent involvement strategies with Special Education, Gifted and Talented Education, English Learners, Early Childhood and other parent involvement programs.
 - The District’s designated department responsible for parental involvement (including Title I parent involvement activities) will collaborate with all student programs, including Special Education, Gifted and Talented Education, English Learners, Early Childhood and provide parent resources, workshops, trainings and conferences.

5. Conduct, with the involvement of parents/guardians, including actual Title I parents, an annual evaluation of the content and effectiveness of the Parent Involvement Policy in improving the academic quality of all schools, including:
 - a. In the Spring of each year, convene a ~~special~~ District-level committee, including a broad-based diverse group of parents, to review the findings from such methods as focus groups, surveys, and workshops to:
 - Evaluate the satisfaction of parents/guardians and staff with the quality and frequency of District communication and the parent involvement policy.
 - 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.
 - The District will regularly convene a council whose function is to assist in planning, implementing and evaluating the parent and community engagement objectives and programs for the District.
 - This council will consist of parent and community members to jointly develop best practices for the District.

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- Identifying barriers to greater participation by parents in activities authorized by No Child Left Behind (NCLB) Act of 2001, Title I, Part A, Section 1118 (with particular attention to parents who are economically disadvantaged, parents of migratory students, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)
 - b. Provide oral translation services as needed at these committee meetings.
 - c. The findings of such evaluation will be used to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies described in this section.
6. Involving parents in the activities of all schools, including Title I schools.

The district will:

- a. Communicate with parents/guardians through all communication avenues available, such as telephone, internet and other methods with information regarding school activities and create an inventory of forms of communication utilized by sites and District.
- b. Assist schools with translation services or other accommodations needed to encourage participation of parents/guardians with special needs. (Presently, Spanish translation is required at every school in PUSD, and Armenian translation at Webster Elementary).