

**Parental Involvement - All HCOE Instructional Programs**

To ensure that parents/guardians of students are provided with opportunities to be involved in their children's education, the instructional administrative staff and/or teachers in county office sponsored programs are encouraged to:

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.
2. 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.
3. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter.
4. Provide parents/guardians with information about students' class assignments and homework assignments, as applicable.
5. Provide parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits.
6. Encourage parents/guardians to monitor their children's school attendance, homework completion, television viewing and video gaming.
7. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees such as site council.

Additionally, the Superintendent or designee shall work with staff to:

1. 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.
2. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom.
3. Provide information about parent involvement opportunities through district, school, and/or newsletters, the Office of Education's website, and other verbal, written or electronic communications.
4. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand.

5. Develop mechanisms to encourage parent/guardian input on district and school issues.
6. 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.
7. 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 child care.
8. 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.

**Parental Input Regarding Instructional Plans and Use of Instructional Resources Required by State and/or Federal Law**

Parents are key stakeholders in the development of all instructional planning processes. While exempt from Title I requirements, the Glen Paul School Principal shall be responsible for ensuring effective communication and dialogue with parents when developing Individual Educational Plans (IEPs) in accordance with the Individuals with Disabilities Education Act (IDEA).

The Court/Community School Principal shall be responsible for ensuring effective communication and dialogue with parents when developing the Local Control Accountability Plan (LCAP), Title I LEA Plan, and any required student IEPs.

Furthermore, the Court/Community School Principal shall ensure that the parent involvement outreach efforts comport to federal law 20 USC 6318 as follows:

1. Parent/guardians of participating students shall be involved 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 (290 USC 6318).
2. Parents/guardians shall receive communication through the court/community school program's newsletters, web site, or other methods regarding the LEA plan and the opportunity to provide input.
3. Copies of working drafts of the LEA plan shall be provided to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.

4. Public comment shall be agendized on the LEA plan prior to the Board's approval of instructional plans or revisions to any plans.
5. School-level policies on parent involvement shall address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans.
6. Parents/guardians shall be informed regarding 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.
7. Materials and training will be provided 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.
8. Teachers, student services personnel, and other staff, with the assistance of parents/guardians, will be informed about 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.
9. To the extent feasible and appropriate, parent involvement programs and activities will be coordinated and integrated with Probation, Tribes, Social Services and Child Welfare and other programs that encourage and support parents/guardians in more fully participating in their children's education.
10. Information related to school and parent/guardian programs, meetings, and other activities shall be sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand.
11. Reasonable support for parent involvement activities as parents/guardians may request shall be provided.
12. Parents/guardians and parent organizations will be informed 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 furtherance of any program to increase parental involvement and participation, the Superintendent or designee may:

## **INSTRUCTION**

## **Administrative Regulation 6020(d)**

1. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
2. Provide necessary literacy training using Title I funds if the office has exhausted all other reasonably available sources of funding for such training.
3. 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.
4. Train parents/guardians to enhance the involvement of other parents/guardians.
5. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conference between parents/guardians and teachers or other educators who work directly with participating students.
6. Adopt and implement model approaches to improving parent involvement.
7. 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.
8. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed.
9. Provide training and information to members of school site councils and advisory committees to help them fulfill their functions.
10. Regularly evaluate the effectiveness of staff development activities related to parent involvement.

### **Annual Evaluation of Parent Involvement Policies**

The Superintendent or designee shall:

1. 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. Such evaluation may be conducted during the process of reviewing the school's Single Plan for Student Achievement in accordance with Education Code 64001.

## **INSTRUCTION**

## **Administrative Regulation 6020(e)**

2. Ensure that the evaluation includes 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.
3. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy.
4. 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.
5. Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged.
6. Incorporate the Office's board policy and administrative regulation containing parent involvement strategies into the LEA plan and distribute said policies/regulations to parents/guardians of students participating in Title I programs

### **School-Level Policies for Title I Schools**

The Superintendent or designee shall develop a written policy on parent involvement jointly with and agreed upon by parents/guardians of participating students at each school receiving Title I funds. 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 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.

**INSTRUCTION****Administrative Regulation 6020(f)**

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.
  - 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 office.

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.