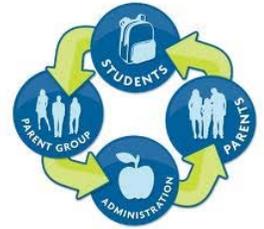




## Sierra Vista Elementary, Clovis Unified School District

2016-2017

### Parental Involvement Policy



At Sierra Vista School, we recognize that parental involvement is a critical dimension of effective schooling. The school and the home cannot be looked at in isolation from one another; families and schools need to collaborate to help children adjust to the responsibilities of being successful students. Research has shown that parental involvement contributes greatly to student achievement and conduct. The Clovis Unified School District's Parent Involvement Policy is outlined in CUSD Board Policy #9203. Each CUSD School creates a School Parent Involvement Policy in collaboration with the different parent groups and committees that is tailored to the needs of their school and learning community.

Sierra Vista School is committed to establishing a true partnership with all facets of the Clovis Learning Community. We value feedback and input. Parents continue to make positive differences in the lives of the children we all support. We know from research that participation in your child's education will not only bring success to your child but other children in the school. Our parents truly make a difference in the lives of Clovis Kids!

The staff at Sierra Vista School believes that we should help parents develop skills to meet the basic obligations of family life and foster conditions at home which emphasize the importance of education and learning. Two-way communication about school programs and students' progress is promoted due to the belief that education is a responsibility shared with parents. Parents are also invited to actively participate in school decision making and to develop their leadership skills in governance and advocacy. By joining the school councils and advisory committees, the parents are able to be involved in the planning, review, provide input and improvement of overall school programs. Parents are asked to participate in an annual survey asking for input into all aspects of the school's program.

Through conferences, school web page and letters, parents are provided with timely information about curriculum, assessments, and expected proficiency levels for student achievement. Parents are invited to attend appropriate trainings at both the school and district level to help the school and the students reach stated goals, objectives, and standards. This will ensure that the school remains focused on our primary responsibility to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet academic expectations set forth in the California State Standards and successfully transition into the newly developed Common Core Standards.

At Sierra Vista School, we believe that the parents have the responsibility and opportunity to work with the school in a mutually supportive and respectful partnership with the goal of helping their children succeed in school. We are committed to increasing parental involvement, which will ultimately improve student achievement.

## **PART I: GENERAL EXPECTATIONS**

The Clovis Unified School District agrees to implement the following statutory requirements at are outlined in CUSD Board Policy #9203:

- The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will annually review, revise and approve the School Parental Involvement Policy to meet the changing needs of parents and the school. The School's Parent Involvement Policy becomes part of the School Plan for Student Achievement (SPSA) that is presented to the SSC and approved by the CUSD Governing Board.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.
- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means open communication with parents in order to establish a high quality school program and academic achievement, including ensuring--

- (A) that parents plan an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) The carrying out of other activities, such as those described in section 1118 of the ESEA.

Our school encourage all parents and guardians to become involved with their child's education, at the classroom level, the school-wide level as well as the district level. Each school's Single Plan for Student Achievement (SPSA) describes the school's basic educational program and the categorical supplementary programs/services that are designed to support student achievement of each and every student. Parental involvement is a necessary and vital part of developing the SPSA a well as our overall program. At the district level parent committees provide input into each site's SPSA and to the District's Local Education Agency Plan (LEAP). If you would like additional information on any of the District Parent Council or Committee, please call your child's school.

## **PART II: DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Sierra Vista School will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:
  - Continue parent/school committees such as School Site Council, School Advisory Committee, English Learner Advisory Committee, Parent Teacher Club, School Assessment and Review Team, and Parent Involvement Exchange.
  - Revise the School-Parent Compact.
  - Continue to send out notices from the school in English, Spanish, and Hmong.
  - Continue our evening meeting schedule of Back to School Night in the Fall, Annual Title 1 Meeting in November, Book Fairs, School Carnival, Open House in the spring, Winter Program in December, Spring Concerts, and Block programs.
  
2. The Sierra Vista School will take the following actions to distribute to parents of participating children and the local community, the School Parental involvement Policy:
  - Send the School-Parent Compact home on parent – teacher conference day
  - Send home notices/agendas, post on school web site and home calls to the parents of the School Site Council (SSC) which serves as a school advisory committee meeting both in English, Spanish, and Hmong. The agenda will state clearly that the School Parental Involvement Policy will be discussed and reviewed.
  - School Parental Involvement Policy will be discussed and reviewed during
  - Provide instructional aides and translations at all meetings
  - Sierra Vista’s Annual Title 1 meeting, during ELAC, SART and IDAC.
  
3. The Sierra Vista School will annually review and update its School Parental Involvement Policy to meet the changing needs of parents and the school.
  - The district and school site will annually review the School Parent Involvement Policy for any issues to include, but not limited to, restructuring the school, safety needs, and any program needs.
  
4. The Sierra Vista School will convene an annual meeting to inform parents of the following:
  - Their child’s school participates in Title I,
  - Requirements of Title I,
  - Of their rights to be involved,
  - About their school’s participation in Title I:
  - A flyer (meeting notification) will be sent home in English, Spanish, and Hmong days before the date. The meeting will also be posted in the Administration Building window, on the Sierra Vista marquee, in the “VikingVoice Week at a Glance”, school web page and in weekly Teacher/Classroom newsletters. This meeting will take place in November. Parents are encouraged to come because the meeting will take place the same night as Sierra Vista’s annual book fair. At the meeting, the Title I resource teacher will review the curriculum, assessment tools, ideas to help the children at home, and the Individual Learning Program forms.

5. The Sierra Vista 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:
  - There will be babysitting available at the meetings.
  - Oral translation will be available at the meetings in Spanish and Hmong.
  - The meetings will be planned in conjunction with other events at school.
  
6. The Sierra Vista School will provide timely information about Title I programs to parents of participating children in a timely manner:
  - At the beginning of each school year the Title I Students receive an Individual Program Learning form called the Teacher Grade Level Estimate (TGLE). The TGLE is completed by the classroom teacher. This form has three parts to it. The first is the diagnostic data score identified through the state assessment results. The second part is the objectives, which are written for an individual student. The third section is the Instructional Program. This states who will provide services to their child. Some examples are the <instructional assistant, bilingual instructional assistant, extended day teacher, targeted interventions, RTi, the resource teacher, and the classroom teacher.> The parents, staff, and administration sign the bottom of the form giving permission for their child to receive services or declining the services.
  
7. The Sierra Vista School will provide to parents of participating children 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:
  - The teacher will review the curriculum used, assessment tools, ideas to help their children at home, and the Individual Learning Program forms.
  
8. The Sierra Vista School will provide parents of participating children if requested by 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:
  - In addition to the evening meeting, the parents are invited to their child's Parent Conferences, which are held in November. During the Parent Conference, the teacher, student, and parent discuss the child's progress. The Promotion/Retention forms are reviewed and the parents receive an overview of how the child is doing in academics, behavior, and socialization.
  
9. The Sierra Vista School will submit to the district any parent comments if the school wide plan under section (1114) (b) (2) is not satisfactory to parents of participating children.
  - Parents will be directed to write a letter to the Superintendent of Clovis Unified School District with their concerns.
  
10. Sierra Vista School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parent of migratory students including providing information and school reports required under 20 U.S. C. Section 63111. This will be provided to parents in a language that is understood by the parents and/or other accommodations as needed.

### **PART III: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

1. The Sierra Vista School will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - The Superintendent will incorporate the School-Parent Compact as a component of its School Parent Involvement Policy.
2. The Sierra Vista School will incorporate the school-parent compact as a component of its School Parental Involvement Policy:
  - The School-Parent Compact will be discussed by all the stakeholders and become a part of the School Parent Involvement Policy
3. Sierra Vista will, with the assistance of its district, provide assistance to parents of children served by the school.
  - The State's academic content standards,
  - The State's student academic achievements 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:
  - The Adult School offers "Distance Learning" classes on campus for any second language adults to learn English. The classes are held once a week
4. The Sierra Vista 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:
  - The school offers the School Site Council (SSC) members training on the roles and responsibilities of council members. The SSC has been approved to service as the school advisory committee (SAC).
  - The school offers the English Learner Advisory Committee (ELAC) members training on the roles and responsibilities of committee members.
  - Parents are provided with materials and training through numerous committees and parent groups.
5. The Sierra Vista School will, with the assistance of its district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and 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:

- When conducting annual meeting, continue to invite non-English speaking parents to come and visit the school. The Principal provides an overview of all campus programs and facilities and translators are provided.
  - Encourage parents to visit classrooms.
  - Continue Healthy Start Conference where the community comes together to learn valuable resources and build stronger ties between parents and school. Babysitting, translation, and food are provided.
6. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Continue to host the Annual Healthy Start Conference with Sierra Vista School
  - Head Start and State Funded Pre-school information is available at registration and school events. They are encouraged to attend Back to School Night, Parent/Teacher Conference Day, Open House, various parent committees, and the school's winter program.
  - Kindergarten teachers host workshops for parents of preschoolers in the spring to rain parents on pre-K skills.
7. The Sierra Vista School will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- School programs, activities, meetings, and policies are communicated to parents through the school web page and/or Student-Parent Handbook each year. Weekly school calendars and school communication flyers are sent home in three languages when appropriate.
  - In addition to school-wide publications, the staff works to inform and refine communication through classroom newsletters, parent letters, and numerous parent contacts both by telephone and in person.
  - Progress reports are sent home to parents in order to help address student needs before final quarter/semester grades are posted.
  - Our Bilingual Instructional Assistants make personal phone calls to inform parents of student progress, expectations, Sierra Vista offers after-school programs and also to invite families to attend special events.
8. The Sierra Vista School administers an annual survey, School Attendance and Review Team (SART). The survey solicits information on various aspects if the overall school program. All data and results are used to evaluate school programs areas of weakness and growth. In addition, an annual Title I Survey is completed providing information on the status of the school's Title I Program.

<b>PART IV: DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS</b>
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The Sierra Vista School and Clovis Unified School District is committed, where practical and to the extent that the District resources provides, to the following:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents;
- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

#### **PART IV: 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 4<sup>th</sup> quarter SSC Meeting, 4<sup>th</sup> quarter ELAC Meeting. The Parent Involvement Policy will be a component of the Sierra Vista Single Plan for Student Achievement (SPSA) that is approved annually by the SSC and the Clovis USD Governing Board in January. The SSC has been approved to service as the school advisory committee (SAC).

This policy was adopted by the Sierra Vista School on May 15, 2017 and will be in effect for the period of 2016-2017 school year. The school will distribute this policy to all parents and made available to the local school community as school opens. The Sierra Vista 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. It will be available on our School Web Page as well as upon request.

CUSD Board Policy and Administrative Regulation #9203: Parent Involvement is attached and part of the School's SPSA.

***“Children Are Our Most Precious Resource”***



