

Plumas Charter School
Title I, NCLB Compliant Parental/Family Involvement Policy and Procedure
Board Approved: 11.19.13

Introduction

Research has shown that the attitudes, behavior and achievement of children are enhanced when parents or other caregivers are involved in their children's education. To that end, the Plumas Charter School (PCS) has adopted this parent involvement policy in order to promote learning and provide a more positive learning experience for the students of PCS.

Annual Meeting

Within 30 days of the first day of school, PCS shall convene an annual meeting to which all parents of children participating in Title I, Part A programs are invited and encouraged to attend. PCS will hold **three** additional meetings throughout PCS year to ensure the maximum parental participation, providing the same information, to be offered at flexible times, such as in the morning or evening.

The information provided at the meetings will inform parents of PCS's receipt of Title I, Part A funds and the specific requirements of Title I, Part A. Additionally, parents shall be informed of their rights to be involved in Title I, Part A programs.

Notice

Within **14** days of the beginning of school, PCS will provide (**e.g., as part of the registration packet, and via mail**) a notice to all parents, but not limited to, the following information:

- Information about Title I, Part A programs;
- An explanation of the requirements of Title I, Part A programs;
- A description of the rights parents have for participation in Title I, Part A programs;
- A description (including timing of meetings, location, etc.) of how parents can participate in the planning, review and/or improvement of the parent involvement policy and PCSwide program.
- A description and explanation of the curriculum in use at PCS, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet;
- An invitation to attend the annual meeting and additional meetings, providing information about the purpose of the meetings and the dates and times.
- A copy of the most current Parent Involvement Policy and a feedback form for parents to comment on its content.

With this notice, PCS will include a survey for parents to complete identifying whether they will require child care in order to participate in the parental involvement program of PCS. If there is sufficient need for child care at any of the parental involvement activities identified in this policy, PCS may provide such services and notify the parents of such provided services.

In addition to emailing this notice to parents of participating children, PCS will post the information on its website.

Title I, Part A Program Involvement

In order to involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I, Part A programs, the parent involvement policy and, PCSwide program plan, PCS will involve parents of participating students as follows:

- PCS will conduct **3** Family Learning Nights each year where all parents of participating children will be invited to PCS to learn about the different Title I, Part A programs, details of this policy and PCSwide program plan. These meetings will be held at flexible times.
- Parents not attending the Family Learning Nights will be contacted by a volunteer by telephone to encourage participation and inform them of future Family Learning Nights.
- PCS will publish a regular Newsletter with notification of upcoming participation opportunities.
- PCS will create a Parent Council where planning, reviewing and improving Title I, Part A programs, the parent involvement policy and PCSwide program plan. The Parent Council will meet **four times a year** at one of PCS sites and will be made up of **at least four parents representing each community in the county served**.
- Each year, PCS will hold an End of School Night, at which parents of participating children will be invited to review Title I, Part A programs, the parent involvement policy and PCSwide Program Plan and recommend any changes.
- If requested by parents of participating children, PCS will schedule regular meetings where parents are able to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. PCS will respond to such suggestions within **30 days**.

Building Capacity for Involvement

Standards, Assessments, Title I Requirements, Monitoring Progress and Improving Student Achievement

In order to ensure effective parental involvement and support a partnership among PCS, parents and the community to improve student academic achievement, PCS will provide the following programs to assist parents in understanding State/Common Core academic content standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children (collectively referred to as "Standards and Requirements"):

- PCS will regularly publish in its Newsletter, and/or on its website, descriptions and explanations of State/Common Core academic content standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children.
- Regular meetings will be held at the various School sites, to discuss how parents can work with educators to improve their child's academic achievement.
- The report cards issued by PCS for its students will be standards-based reflecting the students' performance on the State's/Common Core academic standards and assessments.

- At the beginning of each school year, PCS will develop individual learning plans for each student and review them each year with each student's parent. PCS will also review with parents each student's individual learning plan at the conclusion of each year to measure progress and success in meeting the goals.
- On PCS's website, it will provide a link to its School Accountability Report Card on the California Department of Education's website.

Helping Parents to Work with their Children

In an effort to foster parental involvement, PCS will provide materials and training to help parents to work with their children to improve their children's achievement through the following programs:

- School personnel will be regularly available to assist parents in their support of their student. Teachers will be in weekly contact with their parents, providing one on one training and discussion as needed.
- PCS will provide parents with access to literacy programs that bond families around reading and using the public library.
- PCS will provide annual seminars on parenting skills and parent-child communication.
- When appropriate, PCS's psychologist will work with parents to better understand their children and the issues facing them.
- PCS will train parents how to tutor their children in PCS.

Education on Parent Involvement

PCS will annually educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and PCS. The training shall take place each year in staff orientations, annual staff development materials and other in-service trainings held throughout PCS year.

In order to better understand what works best for the current parents of participating children attending PCS, the education will take place after the following research is done (which shall be accomplished within the first 30 days of the commencement of PCS year):

- A phone tree will be established where volunteers call all parents of participating students to solicit feedback and ideas for building ties between parents and PCS, how to best communicate with parents and how to work with parents as equal partners.
- A survey will be sent home to parents of participating students which solicits information on what skills each parent has to offer PCS and what types of parental involvement programs in which parents would most likely participate.

Coordination with Other Programs

PCS shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, 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. 20 U.S.C. § 6318(e)(4).

School-Parent Compact

At the beginning of each school year, PCS will enter in to School-Parent Compacts with parents of participating children. PCS-Parent Compact will outline how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which PCS and parents will build and develop a partnership to help children achieve the State's/Common Core high standards.

The Parent Council will annually evaluate the effectiveness of PCS-Parent Compact and provide feedback and suggestions for revision.

Involvement of Parents of Limited English Proficient Students, Disabled Parents and Parents of Migratory Children

PCS will provide full opportunities for participation for parents of limited English proficient students, disabled parents and parents of migratory children. To accomplish this goal, PCS will do the following:

- If appropriate, PCS will provide language translators at parent meetings to the extent practicable.
- If appropriate, PCS will schedule meetings to enable families to share information about culture, background, children's talents and particular needs for PCS.

Miscellaneous

PCS shall ensure that all information related to School and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

PCS will provide other reasonable support for parental involvement activities as requested by parents.