

GARDEN GROVE UNIFIED SCHOOL DISTRICT
JORDAN INTERMEDIATE

**School Parental Involvement Policy
2013-2015**

All Schools

Part I: General Expectations

Jordan Intermediate School agrees to implement the following statutory requirements:

- The school will jointly develop with parents, and distribute to parents, a School Parental Involvement Policy that the school and parents 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 ensure accessibility and opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- 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 the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring –

- (A) that parents play an integral role in assisting in 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.*

Part II: Required School Parental Involvement Policy Components

1. Jordan Intermediate 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 Plan for Student Achievement (SPSA) in an organized, ongoing, and timely way. Jordan Intermediate School will submit to the district any parent comments if the School Plan for Student Achievement is not satisfactory to parents.

Action:	Description:
Recruitment of Parents	
Teacher/staff recommendations:	Collect recommendations for parents from each teacher that will be personally invited to participate in the joint development of the school policy. Phone calls will be made by the principal, teacher, and/or school community liaison.
Invite actively involved parents:	Invite a demographically diverse group of parents from existing parent involvement committees (e.g., SSC, ELAC, 10 Education Commandments, parent-teacher organizations, etc.)
Promotion:	Promote opportunities for parent involvement and the development of the School Parental Involvement Policy and SPSA in a variety of ways (e.g., school newsletters, school website, flyers, etc.) Provide all information in the school's major home languages.
Joint Development and Joint Agreement	
*Language:	Ensure that School Parental Involvement Policy and SPSA documents are available in a format and language that parents can understand.
Group Meetings:	Encourage all parents to work collaboratively in the process of developing and/or reviewing School Parental Involvement Policy and SPSA to build a strong parent involvement group. Translation and interpretation will be provided as necessary.
Organized, Ongoing, and Timely Action	
*Parent committee:	Establish a parent committee (or create a subcommittee within an existing committee) with the duty to review and evaluate the current School Parental Involvement Policy and SPSA. Any interested parents are invited to participate on this committee.
Other parent meetings:	Distribute and review School Parental Involvement Policy and SPSA along with district goals at various parent meetings, as part of an ongoing effort to inform parents of school policy and practices.
Procedures for Submitting Parent Comments to the District	
*Parent Comments:	Inform parents about procedures for submitting input to the district regarding the School Plan for Student Achievement (SPSA). Parent input may be provided in written form or verbally, and will be sent to K-12 Educational Services. A copy of the comments will be kept in the school office. School community liaisons will assist in communicating with parents. K-12 Educational Services will coordinate a meeting between the parent(s) and school principals to discuss concerns

2. Jordan Intermediate School will update periodically its School Parental Involvement Policy to meet the changing needs of parents and the school.

Action:	Description:
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Frequency	
Schedule meetings:	Establish a schedule of meetings with the specific purpose of reviewing the School Parental Involvement Policy and SPSA (e.g., biannually, quarterly, etc.).
Periodic Updates of the School Parent Involvement Policy	
*Ongoing planning, review, and improvement:	Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvements of school programs and the Parental Involvement Policy. The review of school programs will be done in conjunction with the review and evaluation of the School Plan for Student Achievement (SPSA) during SSC meetings. Invite all parents to the Program Parent Meeting, using various forms of communication (e.g., letter, flyer, SchoolMessenger, e-mail, website, marquee, school newsletter, etc.). Invite actively involved parents to make personal phone calls to recruit other parents. Recruit parents from different cultural/language groups to share the message of involvement opportunities in a language in which the parents prefer to communicate.
Ongoing meetings:	Distribute and review policy along with district goals at various parent meetings, as part of an ongoing effort to inform parents of school parental involvement policy and practices.
District website:	Maintain an updated School Parental Involvement Policy and additional resources for parents on the school website.

3. Jordan Intermediate School will take the following actions to convene an annual meeting to inform and distribute to parents and the local community, the School Parental Involvement Policy and information about school programs, including: their child's and/or school's participation in school programs (e.g., Title I, SLI, EIA, EL, Special Education, GATE, etc.); the requirements of the school programs; and the parents' rights to be involved (list of rights could include Parent Notices, School-Parent Compact, District Parent Involvement Policy, School Parent Involvement Policy).

Action:	Description:
Distribution of Policy and Program Information to Parents	
*Annual meeting and Timely information:	Provides parents with timely information about the school's participation and the requirements of programs such as, Title I, School Library Improvement (SLI), Economic Impact Aid (EIA), English Learners (EL), Special Education, Gifted and Talented Education, and the LEA plan. The school will organize an annual Program Parent Meeting at the beginning of the school year. Information regarding the school's programs and their rights to be involved will be distributed to parents at the beginning of the school year.
Parent e-mail addresses:	Request parent e-mail addresses during registration to provide an opportunity to receive electronic correspondences and information regarding the School Parental Involvement Policy.
SchoolMessenger:	Use SchoolMessenger to inform parents of: 1) the availability of parent involvement opportunities, and 2) distribution of the School Parental Involvement Policy and School-Parent Compact. School community liaisons or other school personnel will record broadcasts in different languages.
At schoolwide meetings:	Distribute the School Parental Involvement Policy and School-Parent Compact at major school-wide events (e.g., Back-to-School Night, high school freshman orientation, parent-teacher conferences, etc.).

At separate meetings:	Schedule a separate meeting with the specific purpose of distributing and explaining the major components of the School Parental Involvement Policy and School-Parent Compact.
Distribution of School Parental Involvement Policy to Local Community	
*District website:	Post information and copies of the School Parental Involvement Policy in multiple languages on the district website.
School office:	Have copies of the School Parental Involvement Policy and related parent involvement information available in the school office (e.g., display case, front desk, parent resource center, etc.).

4. Jordan Intermediate School will provide parents, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. Jordan Intermediate 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 or other funding as long as these services relate to parental involvement.

Action:	Description:
Opportunities for Regular Meetings and Responding to Suggestions	
Timeline for resolution:	Provide parents with an expected timeline for resolution of a problem or complaint.
SSC public input:	Present suggestions from parents at SSC meetings as an item of public input and discuss actions that need to be taken.
Responding:	Respond to parent suggestions (e.g., via phone call, letter, invitation to SSC, etc.).
Assessing Parent Needs	
*Flexible number of Meetings and Schedule:	Based on a parent needs assessment, and with the assistance of the district, the principal will plan the schedule and topics for meetings. The school will offer a flexible number of meetings, as practicable. Offer multiple options for scheduling parent meetings. Use a parent needs assessment or parent survey to determine the optimal scheduling of meetings
Meeting Reminders:	Provide parents with meeting reminders that give a brief summary regarding the purpose and what parents can expect to learn from the meeting.
*District Parent Survey:	Administer the annual district School Parent Survey. Determine the need for regular meetings to evaluate school practices based on the results.
*Invitation:	Send an invitation to parents, in multiple languages as needed, with details regarding the content and usefulness of the scheduled parent involvement meetings.
*Arrangements for child care, translation/ interpretation, transportation.	Arrange for child care, translation/interpretation, and transportation as needed. Provide parents with information regarding these services with each invitation to special events, meetings, and trainings.
Funding of Parental Involvement Expenses	
Title I schools:	Use Title I funding to support costs related to parent involvement. These funds may be used to pay for transportation, translation/interpretation personnel, child care personnel, other personnel (presenters, facilitators, etc.), light refreshments, and materials.

5. Jordan Intermediate 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 in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that parents can understand. Jordan Intermediate School will ensure the accessibility and opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students.

Action:	Description:
Providing Information to the Parents	
*Language and format:	Ensure that all communication to parents is available in a language and format that parents can understand. The school will provide all correspondence in the major languages of the school community.
*Interpretation/ Translation:	Provide parents with interpretation/translation services, as needed, at all school programs, events, activities, and conferences.
*School community liaison:	Introduce parents to the services provided by the school community liaison (e.g., interpretation/translation services, phone calls and written correspondence, point of contact for the community, etc.).
Providing Accessibility and Opportunities	
*Limited English proficiency:	Ensure that all communication to parents is available in a language and format that parents can understand. The school will provide all correspondence in the major languages of the school community. Provide parents with interpretation/translation services, as needed, at all school programs, events, activities, and conferences.
*Parents with disabilities:	Offer referrals to community-based support services. Accommodate special needs of parents with disabilities at school events and meetings, as feasible.
*Parents of migratory students:	Plan meetings that will support parents in efforts to build community cohesiveness and support. Administer needs assessment to determine needs of parents and students.

6. Jordan Intermediate School will provide to parents 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. Jordan Intermediate School will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following: a) the State’s academic content standards; b) the State’s student academic achievement standards, c) the State and local academic assessments including alternate assessments; d) the requirements of Title I (if applicable); e) how to monitor their child’s progress; and f) how to work with educators.

Action:	Description:
Scheduling	
*Schedule and Topics:	Schedule parent meetings or school events to review topics, including school curriculum, assessment data (e.g., attendance, truancy, suspension, etc.), proficiency levels, and standards. The topics and the schedule of meetings will be determined using results from a parent needs assessment or parent survey.

Activities/ Information Provided to Parents	
*Explanation of curriculum, assessments, and proficiency levels:	Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvements of school programs and the Parental Involvement Policy. The review of school programs will be done in conjunction with the review and evaluation of the School Plan for Student Achievement (SPSA) during SSC meetings. Invite all parents to the parent meeting, using various forms of communication (e.g., letter, flyer, SchoolMessenger, e-mail, website, marquee, school newsletter, etc.). Invite actively involved parents to make personal phone calls to recruit other parents. Recruit parents from different cultural/language groups to share the message of involvement opportunities in a language in which the parents prefer to communicate.
*Curriculum and programs:	Provide descriptions of curriculum and information regarding student coursework These may include topics such as Parent Handbook (K-6), Course of Study (7-12), A-G requirements, program information (e.g., AVID, special education), school or teacher website, topic specific trainings, 10 Education Commandments, Family Nights, etc.
At conferences:	Explain and review curriculum, assessments, and proficiency levels during conferences and/or meetings with school personnel (e.g., fall and spring parent-teacher conferences, conferences as requested by teacher or parent, other school organized events, etc.). Conferences by request will occur in a timely manner.
During meetings/trainings:	Inform parents about school curriculum, assessments, and proficiency levels at formal parent meetings and/or trainings (e.g., 10 Educational Commandments, SSC, ELAC, etc.). Provide parents with classroom strategies that can be used at home to support student learning (e.g., behavioral goals, Individualized Education Plan (IEP) goals).
Recommendations for supporting learning at home:	Provide parents with information and recommendations about how they can support their child(ren)'s learning at home (e.g., appropriate reading books, practice books for math skills, etc.).
Achievement data:	Discuss and share school-wide achievement data and provide parents information regarding state and district level assessments. Discuss and share specific child achievement data with parents.
Progress monitoring and communication:	Utilize the technology of online progress monitoring and communication regarding student achievement, assessment results, etc. (e.g., District website, SchoolMessenger, etc.).
District Goals #1 and #2:	Familiarize all parents with District Goals #1 and #2. Review the District Goals, when appropriate, at school-wide meetings and events.

Part III: Shared Responsibilities for High Student Academic Achievement

7. Jordan Intermediate School will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents, and to support a partnership among the school involved, parents and the community to improve student academic achievement, through the following activities specifically described below:

School-Based Event	Description	Outcomes
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Club and Activity Night/ Title I Parent meeting held before Back-to-School Night and/or Open House	The night begins with a “Club Rush” in which parents can learn more about school activities that students and parents can become a participant. Title I Parent meetings will take place before each Back-to-School Night and/or Open House. During Back-to-School Night and/or Open House, parents will learn about each of the four content areas: ELA, Math, Science, and Social Science as well as other classes for their child. Events will work to strengthen partnerships between families and school.	Parents attend evening events and learn skills to support their children at home.
10 Educational Commandments	Parents are presented with information organized into 10 modules intended to assist parents in supporting their children’s education. Parents are encouraged to become actively involved in the education of their children. Childcare provided.	Parents attend classes and become actively involved in school.
40 Developmental Assets	Parents are presented with information about the building blocks: 40 behaviors, attitudes, and values that have been associated in the research with student success. Childcare provided. Classes available in English, Spanish, and Vietnamese.	Parents attend classes and become more actively aware of assets to promote positive behaviors and attitudes to help protect students.
Pastries with Parents	Presented by the principal and guest speakers. Topics focus on student achievement, working with children at home, and other various based on parent input and needs assessment. Questions and answer session with the principal. Interpreters available.	Parents attend meetings to learn about ways they can support their children’s learning.
Transition Meeting- Jordan’s 6th Grade Parent Orientation	Parents and students will attend meetings to learn about the transition between grade levels and/or from one grade span to the next (e.g., elementary to intermediate to high school).	Parents and students attend to gather information that will help them prepare for the next grade level and understand transitions.
Cultural Appreciation Events	The school will plan ways to celebrate various cultural holidays and events.	Parents can assist in the development of school events.
School Site Council (SSC)	The process for the formation of the SSC and its responsibilities are described in the SSC Handbook and is part of the SPSA. Public is invited to provide input.	Committee members by the parents and staff. The parents on the committee fulfill the duties of the SSC.
English Learner Advisory Committee (ELAC)	The process for the formation of the ELAC and its responsibilities are described in the ELAC Handbook and is part of the SPSA. Information is provided in multiple languages. Public is invited to provide input.	Committee members by the parents of English learners. The parents on the committee fulfill the duties of the ELAC.
Parent Teacher Organization	Parents will initialize a PTO to help support the schools in various methods and build the relationships between school and home and support the school’s focus.	Parents and staff meet to coordinate a PTO and establish board members.
Family Night	To build a community of parents, students, and school a Family Night event (such as games or a movie event) will take place as an activity at school	Parents and students will join in with staff to enjoy activities to continue building communal events.
Parent Portal Training	To assist parents in learning about the grading policies of classrooms and allow parents to monitor student progress, trainings will be offered to parents to set up a parent portal account followed by training on maneuvering throughout the gradebook.	Parents will attend a meeting(s) to learn how to access.
AVID Parent Night	AVID presents two parent education workshops. The first is for AVID parents only to learn about the expectations and curriculum in the AVID program. The	Through written and verbal conversations, AVID teachers communicate with parents

	second night is for all Jordan parents to learn about high school and college requirements.	about the support available to the student.
8th Grade Awards Night	Awards Night occurs in June of each school year. The goal is to recognize student achievement in classes and overall at school.	Invited students, parents, and staff participate in this recognition program.

8. Jordan Intermediate 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:

District Event	Description	Outcomes
College Information Nights	Parents will hear district counselors present information that will help families prepare their children for a future in college, such as: application process, A-G requirements, other admission requirements, costs, financial aid, programs, and student activities. Interpreters available. Childcare available.	Parents attend to gather information that will help prepare their children for college.
College Fair	College Fair: Parents and students can meet with college representatives and gather information.	Parents attend to support their children in looking at the various options available at the postsecondary level of schooling.
Options after High School: A Presentation for Special Education Students and Parents	Special presentation for parents of students in special education programs. Childcare available.	Parents attend to support their children in looking at the various options available at the postsecondary level of schooling.
Community Outreach Meetings	Parents will be encouraged to attend these meetings to gather information related to supporting student success. These meetings will be offered throughout the year in various languages. Various representatives from the district and community organizations will present information. Topics vary based on parent input and needs assessment.	Parents gain information to assist and share with others. Parents will be able to bring information learned back to parent groups such as ELAC and SSC.
Community Fair	Local community resources and organizations will be available to answer questions and distribute information for families.	Parents attending the event will gather resources.
District English Learners Advisory Committee (DELAC)	Parents from school site ELAC committees will receive information that will then be reported to the members of the school site ELAC. Interpretation equipment will be in use.	The school’s ELAC will elect a parent DELAC representative who will attend all district meetings. This parent will present information at each ELAC meeting
Parent Task Force	Representatives from each school discuss parent involvement policies, district programs and services, district goals, and district funding.	Parents provide input on various district programs.

9. Jordan Intermediate School will, with the assistance of the district and parents, educate its teachers, administration, and other personnel, in how to reach out to, communicate with, and work with parents as equal partners, concerning the value of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools. Jordan Intermediate School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other programs, including preschool, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Action:	Description:
Educating School Personnel in How to Work with Parents as Partners	
*Educating school personnel:	Educate teachers, administration, and other personnel regarding best practices for working with parents as equal partners. Topics for training may include: a) Reaching out to parents and addressing barriers to parent involvement (such as the need for childcare during meetings); b) Supporting students through ongoing, meaningful two-way communication with parents; c) Utilizing parents effectively in the school and classroom; d) Valuing the contribution of parents in the classroom; e) Understanding the importance of parent programs; and f) Understanding implications of working with families from specific cultures represented in the school's community.
Training Facilitators for Parent Education	
Training new parent education facilitators:	Train select school personnel to become facilitators of parent training programs and/or parent education classes. The purpose of the parent training programs and/or parent education classes is to provide parents with information to support their child(ren)'s education (e.g., navigating school system supporting their child(ren) in their education, and developing literacy, etc.).
Supporting Student Achievement through Coordination of District Programs	
Coordination:	Inform parents of school and districtwide programs, trainings, and events that support student achievement. These may include:• Grade level specific meetings• Student Designation meetings (based on proficiency levels)• Retention Meetings 3rd / 6th grade• Open House and Back to School Night / Fundrasing Dinner• Parent-teacher conferences• Pre-School – “Backpack” Meeting; Kindergarten Round-Up• Orientation meetings and Transition meetings• Community Outreach Meetings• College Information Nights and College Fair• Parent internet resources• Parent resource centers• Formal parent committees (e.g., ELAC, SSC, DELAC)• 10 Education Commandments; Project Inspire• Referrals to community agencies and services
Parent Resources	
*Availability of parent resources:	Invite parents to utilize the resources provided by the school site parent resource center or within the school office.
*Referrals:	Invite parents to learn about resources offered through referrals by school personnel.
*District website:	Inform parents of the availability of resources on the GGUSD District Website (www.ggusd.us).
Family Center:	Provide a place for parents to meet that is equipped with resources and information for families.

10. Jordan Intermediate School will incorporate the school-parent compact as a component of its School Parent Involvement Policy.

Action:	Description:
Jointly Developing the School-Parent Compact	
*Parent committee:	Develop a parent committee that will work collaboratively with school personnel to create/review the School-Parent Compact.
*Multiple languages:	Ensure that the School-Parent Compact is translated and provided to parents in a language they can understand.
E-mail addresses:	Request parent e-mail addresses during registration to provide an opportunity to receive electronic correspondences and information regarding the School-Parent Compact.
Informing Parents about the School-Parent Compact	
*Collecting signatures:	Inform parents, students, and teachers of the purpose of the School-Parent Compact. Signatures of the parent, student, and teacher are optional {or are required, based on school-site decision} on the School-Parent Compact.
SchoolMessenger:	Use SchoolMessenger to inform parents of the availability of parent involvement policy and School-Parent Compact documents. School community liaisons or other school personnel can record broadcasts in different languages.
Distributing the School-Parent Compact	
*To every family:	Provide a copy of the signed School-Parent Compact to every family.
Timing:	Distribute the School-Parent Compact. Consider optimal timing: along with the school newsletters, in the student take-home folder, as part of the school registration packet, etc.
School-wide events:	Distribute the School-Parent Compact at a major school-wide event (e.g., Back-to-School Night, seventh grade orientation, high school freshman orientation, etc.).

NOTE: The School Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities:

- 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;
- 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;
- 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;

- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities;
- providing other reasonable support for parental involvement activities as parents may request.

Part V: Adoption

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by:

On September 19, 2013, the English Language Advisory Committee met. At this meeting, the purpose of how ELAC meetings should be carried out was discussed. On the same night, a School-wide Title I Parent meeting followed by Back-to-School Night occurred in which parents were also provided information about parent meetings, parent involvement, and parent input on the needs of the school.

During the ELAC meeting on November 14, 2013, parents were provided information and reciprocated by providing input about priorities for parent meetings. At this meeting, the ELAC team agreed to the Parental Involvement Policy priorities for the 2013-2014 school year.

On November 20, 2013, the SSC met, reviewed, and revised the Parental Involvement Policy for the 2013-2014 year. On December 17, 2013 the School Parental Leadership Team/SSC met. The Team and SSC agreed to the Policy priorities for the 2013-2014 school year. The Policy will be made available to parents via the Jordan Website and hardcopies will be available in the school office on an ongoing basis. The SPIP will also be shared at upcoming parent meetings and at Open House on April 24, 2014.

This policy was adopted by Jordan Intermediate School on December 17, 2013 and will be in effect for the period of 2013-2014. The school will distribute this policy to all parents on or before December 18, 2013. It will be made available to the local community on or before December 18, 2013 in the office. Jordan Intermediate 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 that parents can understand.

Signature of Administrator _____

Date _____

Signature of ELAC Chairperson _____

Date _____

Signature of SSC Chairperson _____

Date _____

SSC Approval Date _____

ELAC Approval Date _____

Board Approval Date _____