



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM



Alberto M. Carvalho
SUPERINTENDENT OF SCHOOLS

Dr. David Baca
REGION NORTH SUPERINTENDENT

Jeffrey Daniel
PRINCIPAL

Tomia Mitchell-Haas
ASSISTANT PRINCIPAL-EIS

"It's great to be a Tiger!"

TOLUCA LAKE ELEMENTARY

Title I School-Level Parent and Family Engagement Policy 2022-2023

Toluca Lake Elementary has developed a written Title I parent and family engagement policy with input from Title I parents and agreed upon by Title I parents. This policy was developed jointly and approved by parents, teachers, and administration and distributed to all stakeholders through a variety of methods, such as: bulletin board and website postings. This policy is updated annually in collaboration with parents, teachers, and administration in a language comprehensible to parents.

Our Vision Statement

To create and maintain an atmosphere where the School, Parents, and the Community are working together with open communication, enthusiasm and mutual respect. Develop confidence and pride within our School and families.

This policy describes the means for carrying out the following Title I parent and family requirements:

Section I: Involvement of Parents in the Title I Program

To involve parents in the Title I program at Toluca Lake Elementary, the following practices have been established:

- Toluca Lake convenes an annual meeting, at a convenient time, inviting all parents and family members of Title I students, informing them about Title I requirements, the school's involvement in the program, and about the right of parents to be involved in the Title I program. The presentation, which is translated for our Spanish-speaking parents, is then posted on the school website and made available for all parents and stakeholders.
- Meetings for Title I parents are held in the morning during school hours as well as after school.
- Parental input is incorporated and submitted in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's
- Title I programs, including the planning, review, and improvement of the Title I parent and family engagement policy and the joint development of the School Plan for Student Achievement. Decisions are made by consensus at council meetings.
- Parents of Title I students are provided with timely information about Title I programs. Topics such as academic achievement and assessments are revisited throughout the year in a timely manner to ensure successful implementation.
- Information is made available to parents describing various curriculum and academic assessments, such as Smarter Balance Assessment Consortium (SBAC), Common Core State Standards (CCSS), ELPAC results, ELD data, and how teachers use results to drive the instructional program.
- Opportunities are made available to parents for regular meetings to formulate suggestions and participate in decisions regarding the education of their children, and to respond to any such suggestions as soon as possible.
 - Parents are encouraged to participate in meetings and take leadership positions in the School Site Council (SSC), Local School Leadership Council (LSLC), and English Learners Advisory Committee (ELAC).
 - Parents, teachers and administrators work jointly to set the monthly meeting agenda.
- If the School Plan for Student Achievement is not satisfactory to Title I Parents, parent feedback, concerns, and comments can be submitted on the plan through the school website by completing a Google form that the principal can access or by contacting the principal directly through email or phone call.

("Parents" refers to parents and/or guardians)

LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

Section II: Building Capacity for Involvement

Toluca Lake Elementary engages Title I parents and family members in meaningful interactions with the school to ensure effective involvement of parents and to support a partnership among the school to improve student achievement. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- Assistance is provided to parents to help understand topics including: content standards, student academic achievement, state and local academic assessment, and how to work with their child's teacher to monitor their child's progress. Parents are also provided with assistance to access the Parent Portal where they are able to retrieve assessment data and monitor their child's progress.
- Workshops and materials are provided to assist parents in developing a better understanding of academic content standards, state assessments, as well as workshops that focus on students' attendance and social-emotional well-being to help parents work with their children to improve their children's achievement, paying special attention to support for foster parents. Handouts and presentations at all workshops are translated into Spanish.
- With the assistance of Title I parents, each year all staff members are trained on ways to include parents as equal partners in the educational process during professional development. Faculty time is devoted to discussions addressing the link between parent involvement and student achievement. Teachers frequently discuss the value and utility of the contributions of parents and family members and ways to build ties between parents and the school and work on creating rich meaningful parent conferences
- Toluca Lake coordinates and integrates the Title I parent and family engagement program with other programs, and conducts other activities to encourage and support parents in more fully participating in the education of their children.
 - Parents have multiple opportunities to participate in programs that promote student achievement. For example, Toluca Lake has successfully hosted Family Literacy Nights, Math and Science nights (including the Star Party) where parents and community members bring students back to school in the evening to engage in hands-on academic projects.
 - In addition, Open House and Back to School events are well attended and offer parents another opportunity to take part in their child's education.
- All communication and information related to school and parent programs, meetings, and other activities is distributed to parents in English and Spanish. Notices of parent meetings, conferences and bulletins are sent/posted in a timely manner, so that all parents have the opportunity to participate.
- Translation support is made available for parents to attend meetings and to communicate with their child's teacher during parent conferences throughout the year.

Section III: Accessibility

Toluca Lake Elementary provides opportunities, to the extent practicable, for the participation of all Title I parents and family members, including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students. Information and school reports are provided in a format and language that parents understand.

- Parents of ALL students are provided the same opportunities to participate meaningfully in parent meetings, conferences, and the various educational events. Toluca Lake also accommodates parents who are wheelchair bound by means of wheelchair ramps throughout the school campus and wheelchair accessible restrooms.
- Information and school reports are provided in a format and language that parents understand and is disseminated in a timely manner.

("Parents" refers to parents and/or guardians)

Section IV: Shared Responsibilities for High Student Academic Achievement

Toluca Lake Elementary distributes to parents of Title I students a School-Parent Compact. **It is attached to this policy.** The Compact, which has been jointly developed with parents and approved by them, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. Parents, staff, and students annually review the School-Parent Compact that outlines the responsibilities for improved student academic achievement. The School-Parent Compact was signed and approved by the School Site on January 17, 2023 and distributed to all stakeholders via mail and website postings, in a language comprehensible to parents. The Compact describes specific ways the school and families will build and develop a partnership to help children achieve California's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- Toluca Lake Elementary will set high standards in reading, math, and all academic areas by providing a challenging and high quality curriculum. Teachers will provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet California's academic standards.
- Toluca Lake Elementary creates educational partnerships with environmental organizations and museums. These partnerships strengthen students' academic and career interests.
- Parents are encouraged to volunteer in the classroom and/or the Parent Center. They are also encouraged to observe lessons in classrooms.
- Toluca Lake Elementary collaborates with PTA to offer free enrichment classes for students during school hours and after school to keep our students engaged and interested in learning.
- Parents are supported with workshops and guidance on how they can support their child's learning at home.
- Parents are encouraged to participate in the school's School Site Council and English Learners Advisory Committee.
- Parents will see that children attend school regularly and are punctual. Parents will also help children establish a quiet time and place for homework and will review homework regularly.
- Toluca Lake Elementary will provide an environment that allows for positive communication between the teacher, parent, and student through email, Schoology, Parent Portal, written documents, communication apps, and phone calls, on an ongoing basis, at a minimum for the following:
 - bi-annual parent-teacher conferences in elementary schools during which the compact shall be discussed as the compact relates to the individual child's achievement
 - frequent reports to parents on student progress
 - reasonable access to staff
 - communication regarding opportunities for parents to volunteer and participate in their child's class and opportunities to observe classroom activities
 - ensuring regular, meaningful communication between family members and school staff, and, to the extent possible, in a language that family members can understand.

This policy and compact was adopted by Toluca Lake Elementary_School in January and will be in effect for the entire school year. This policy can be amended each year when SSC reviews, recommends, and approves changes. It has been distributed and posted to all parents on January 18, 2023 and is made available to the local community by mail and website postings. This policy is a companion document to the School Plan for Student Achievement. If there are concerns about the School Plan for Student Achievement, parents can submit the concerns to the principal, *Mr. Jeffrey Daniel*. The school principal will submit the comments with the School Plan to the Federal and State Education Programs Office for submission to the state.

Lastly, there is a LAUSD Title I Parent and Family Engagement Policy that is sent to parents each year and applies to all parents at Title I schools. It is amended periodically to meet the requirements of the Elementary and Secondary Education Act.

("Parents" refers to parents and/or guardians)

