

**TOLUCA LAKE ELEMENTARY**  
**PARENT INVOLVEMENT POLICY**  
Parent and Community Involvement



The School-Parent Involvement 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 comprehensive 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.**

**A. Policy Involvement**

- At the beginning of each school year, Toluca Lake parents are invited to an Annual Title 1 Meeting to explain all Title 1 policies. The presentation, which is translated into Spanish for our Spanish speaking parents, is then posted on the school website available for all parents and stakeholders.
- The school offers a flexible number of parent meetings. Currently, monthly parent council meetings are held in the morning.
- Toluca Lake involves parents in planning, review, and evaluation, on an annual basis, of the school Parental Involvement Policy, Single Plan for Student Achievement, and School-Parent Compact. Parental input is incorporated and submitted.
- The school will make available to parents timely information:
  - Describing various curriculum and academic assessments, such as Smarter Balance Assessment Consortium (SBAC), Common Core State Standards (CCSS), CELDT results, Language Arts, Math and Science Periodic Assessment results, ELD data, and how teachers use the results to drive the instructional program. Information will be shared at the monthly council meetings.
  - Concerning the opportunity for regular meetings to formulate suggestions and participate in decisions regarding the education of their children.

- Relating to the active involvement in various parent groups:
  - 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 agendas.

## **B. Shared Responsibilities for High Student Academic Achievement**

- Toluca Lake parents, staff, and students shall review annually the School-Parent Compact that outlines the responsibilities for improved student academic achievement and is signed every year by the principal, teacher, student, and parent.
  - Toluca Lake will set high standards in reading, math, and all academic areas by providing a challenging and high quality curriculum. Teachers will provide high quality instruction through the usage of CCSS.
  - The school will provide an environment that allows for positive communication between the teacher, parent, and student through email, written documents, and phone calls.
  - Parents shall establish a quiet time and place for homework, review homework regularly, and monitor television watching.
  - Parents will see that children attend school regularly and are punctual.
  - Students agree to come to school each day with pens, pencils, paper and other necessary tools for learning, and work to the best of their ability.
  - Parents and teachers hold bi-annual conferences to discuss the academic progress; and communicate frequently through notes, phone calls, and conversations. Progress reports are sent home on a recurring basis.
  - Parents are encouraged to volunteer and observe lessons in classrooms. The Parent Center has a volunteer program, and Koreh LA regularly sends volunteers to work with and mentor students in all academic areas.
  - Parents are regularly made aware of upcoming academic assessments.

## **C. Building Capacity for Involvement**

- Assistance is provided to parents so that they may understand topics including: content standards, student academic achievement, local academic assessment, and how to monitor their child's progress
- Topics, such as academic achievement and assessment, are revisited in a timely manner to insure successful implementation, and decisions are made by consensus at council meetings.
- Parents have multiple opportunities to participate in programs that promote student achievement. For example, Toluca Lake has successful 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.
- 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, and teachers frequently discuss ways of creating rich meaningful parent conferences.
  - Workshops are held during council meetings which assist parents in developing a better understanding of state academic and content standards and state and local assessments. Handouts are provided at all workshops, translated into Spanish.
  - The Toluca Lake Pre-School program has a parent-child component that incorporates visits and volunteering within the daily curriculum to ensure that pre-school parents learn the value of the home-school connection.
  - All communication to parents is sent in English and any language where 15% or more of the home language is other than English. Notices of parent meetings, conferences and bulletins are sent in a timely manner, so that all parents have the opportunity to participate.
  - 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.

#### **D. Accessibility**

- Parents who have: limited English proficiency, a disability, or migratory children, are provided the same opportunities as all Toluca Lake parents to meaningfully participate 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 shared or sent home to parents translated, in an understandable language, and in a timely manner.

### **Approval**

This Parent Involvement Policy and Parent Compact has been reviewed and approved by the School Site Council and is referred to at every meeting throughout the year.

This Parent Involvement Policy was again reviewed by our School Site Council on March 25, 2014 and unanimously approved.