

Burbank Boulevard Elementary & Gifted Global Learning Magnet

Parent Involvement Policy

Burbank Boulevard Elementary & Gifted Global Learning Magnet recognizes the importance of parent involvement as a necessary component for student achievement. Research has shown that involvement by parents as partners in their children's education contributes greatly to student achievement and conduct. As a result, we focus on building a relationship based on trust and collaboration amongst teachers, families, and community members, embracing the philosophy of partnership where power and responsibility are shared, and providing substantial parent education opportunities for a deeper understanding of school policies and to increase the support of students learning at home.

Parent Involvement Policy

Parent involvement as described in this policy, has been developed with the assistance of parents, agreed to by parents and incorporated in the Burbank Elementary Single Plan for Student Achievement (SPSA). The policy is reviewed and updated annually by parents, and is made available to the local community.

Regularly scheduled meetings to which all parents are invited and encouraged to attend shall be held monthly, to accommodate all parents. The written notice (in English and Spanish) shall be sent home to parents and will encourage parents to exercise their rights as parents to be actively involved in supporting their children's academic achievement. Parents will also receive a description of the services provided to children participating in the School-Wide Title I Program. This information is also shared with parents during our Annual Title I Meeting at the beginning of each school year.

Each year the parents of Burbank Elementary school students shall be invited to attend a minimum of at least 6 regularly scheduled meetings. Meetings will be held at flexible times (mornings and evenings) to accommodate parents. Parents will be kept informed regarding the progress that their child is making in the core academic subjects, through Parent/Teacher conferences, progress reports, and assessment data results. In addition, parents will receive specific information about the Title I Programs. Through these meetings, parents will be involved on an ongoing basis in the planning, review, and improvement of programs, including parent involvement policy and school plans.

The principal and school staff at Burbank Elementary will provide timely information about curriculum, local and state assessment results, clear student expectations, and school-wide academic achievement goals. Parents are informed regarding student support programs, classroom activities, and school events. The parents provide suggestions through the use of a Needs Assessment Survey for parent workshops/education classes offered at the school.

Shared Responsibility for High Student Academic Achievement

The Burbank Elementary & Gifted Global Learning Magnet staff and parents have jointly developed a school-parent compact that explains how parents, students, and school staff will share the responsibility for improved student academic achievement. The compact shall be reviewed annually and modified as needed. The compact shall:

- Be signed by all parties—parents, students, teachers, and the principal. A copy will be given to the parents and students. The responsibility of each party will be discussed at Orientation meetings,

Back-to School Night, and parent/teacher conferences. In addition, parents may request conferences with his/her teacher throughout the school year. Conferences may be requested via email, phone message, letter in writing, or posting on the teacher's blogs.

- Burbank Elementary school staff is responsible for providing a rigorous, high quality instructional program that meets the individual needs of all students in a safe, positive healthy environment.
- Parents are responsible for supporting their child's learning by monitoring attendance, homework completion, and participating in decisions relating to their child's education.
- Students will take ownership/responsibility of their learning by coming to school every day on time prepared to learn.

Building Capacity for Involvement

To ensure effective involvement of parents and to support the collaboration among the school, parents, and community that will increase academic achievement, Burbank Elementary Shall:

1. Provide regularly scheduled informational meetings and workshops to address topics requested and needed by parents. To address the requirement in the No Child Left Behind Act of 2001, Title I, Section 1118, the school shall enable parents to gain a better understanding of the following:
 - State academic standards and achievement goals all students are expected to meet.
 - How to monitor their child's progress through interpreting state and local assessment reports and student progress reports.
 - Strategies to use at home through educational workshops and training that will support their child's academic success, such as monitoring the completion of homework and school assignments, reading with their child, and supporting their child's learning in all academic subjects.
 - Services available through school staff, Parent Center, and community resources support full parental participation in the education of their child.
2. Burbank Boulevard Elementary School staff will be educated with the assistance of parents, in the value of contributions, and in how to reach out to, communicate with, and work with parents as equal partners in their child's education by using strategies to:
 - Ensure that information related to school and parent programs, meetings workshops, and other activities is sent in a parent-friendly format in English and all other languages that have a parent population of 15% or more as documented in the Home Language Surveys.
 - Implement and coordinate parent programs that increase collaboration between parents and the school through volunteering their time, including classroom support and other school activities.
 - Become knowledgeable about parent rights as specified in California statues and in No Child Left Behind Act of 2001, Title I, Part A
3. To further the goal of effective parent involvement, Burbank Boulevard Elementary School staff will:
 - Train our parents in leadership roles, to effectively serve on the Title I Advisory Committee, Safe-School Committee, the School Site Council, and to maximize involvement in our Parent Center.
 - Research outside Burbank Boulevard Elementary School to form alliances with community-based agencies and businesses to connect our families in need of assistance to appropriate support services.

- Provide a Parent Center Director to serve as a liaison between Burbank Boulevard Elementary School and the community to increase parent communication and participation.

Accessibility

Burbank Boulevard Elementary & Gifted Global Learning Magnet, to the extent possible and practical, shall provide opportunities for participation in school sponsored activities for parents with disabilities, migratory parents, and parents with limited English proficiency. Translation will be provided at all meetings/workshops. Written notices and reports will be provided in the main languages of the Burbank Boulevard Elementary School Community.

Accessibility is provided for Parents in a comprehensible manner, including English Learners, Special education, and Migrant Student populations. The school will provide opportunities for parent groups that include sharing information and reports that pertain to the school. This information will be comprehensible to parents and translation will be provided in the dominant languages as needed.

Communication to parents (including, but not limited to: written communications, newsletters, report cards, and telephone calls/messages) are provided in English and Spanish (as well as in any other majority language, based on the schools population).

Parents with disabilities will have access to all areas of the school site and the local district offices, including ramps and areas accessible by wheelchairs, and parking for disabled drivers.

Parents of migratory students (when they are enrolled at the school) will receive all announcements regarding Title I and all meetings for parents as these apply and/or are needed. There will be a designated staff member responsible for the coordination of services for Migrant Families. There will also be ongoing communication with the teachers of Migrant Students to ensure that the Individual Learning Plan is shared with parents and there is also a component of the plan in their child's instruction. Parents of Migrant Students will also be made aware of all the support services and intervention programs available to support their child's instructional program and meet the individual needs of their child.

All parents and families will have access to information regarding support services for their child, including all students who participate in Special Education, Bilingual, and GATE Programs. All the information will be provided in a comprehensible manner to provide equal access to all information.

Burbank Boulevard Elementary & Gifted Global Learning Magnet has designated/identifies personnel that is responsible for the coordination of services to all families, including those of Migratory Children and recognizes the significant contributions that parents and community members make to the education and high academic achievement of all our students.