

N.E.W. Academy Canoga Park  
Elementary Charter School

## **N.E.W. Academy Canoga Park**

### **Title I Parent Involvement Policy**

#### **I. INTRODUCTION**

N.E.W. Academy Canoga Park is committed to engaging parents in their child's education. Over 30 years of research confirms the important role of parent involvement in student achievement. Parents are their child's first and life-long teachers and can influence their child's education outcomes in powerful and long-lasting ways. The core belief that parents are our partners is the foundation for N.E.W. Academy Canoga's Park overarching policy on parent engagement and is reinforced through its Title I Parent Involvement Policy and school-level parent involvement policies.

#### **II. N.E.W. ACADEMY SCHOOLS POLICY ON PARENT ENGAGEMENT**

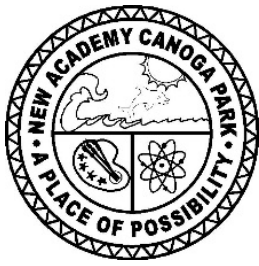
The California Department of Education requires that every Local Education Agency establish parent involvement policies for all schools, both non-Title I and Title I (EC Section 11504 and EC Section 11502).

#### **III. N.E.W. ACADEMY CANOGA PARK PARENT INVOLVEMENT POLICY**

##### **A. Parent Involvement in the Policy Development Process**

Pursuant to Title I, Part A, Section 1118a of the No Child Left Behind Act of 2001, parents participated in the policy development and approval process through Coffee with the Principal, School Site Council, and English Language Learner Advisory Councils. The study groups yielded important feedback on ways N.E.W. Academy Canoga Park can improve parent involvement practices and identified how N.E.W. Academy Canoga Park can strengthen both school and parent capacity to foster trusting relationships that result in positive outcomes for students. The following overarching recommendations were expressed by parents:

- Parents want help in strengthening their knowledge, understanding and navigation of the educational system and how they can better support their children's achievement and performance at school and at home.
- Parents recognize the key role that administrators and teachers play in ensuring effective parent engagement and recommend staff training to ensure successful implementation and accountability for parent engagement plans.
- Parents want school staff to be respectful, create a welcoming environment and value and acknowledge their contributions to their child's learning by inviting them into



## N.E.W. Academy Canoga Park

Elementary Charter School

schools as visitors, volunteers, and equal partners in supporting their child's academic achievement.

- Parents want to receive information from schools on a timely, ongoing basis, not just when schools need them for a special event or activity. They particularly want information impacting their child's learning, including the school's Title I program, expectations for English Learners (ELs) and students with special needs, volunteer opportunities, workshops/trainings and community resources available to their families.
- Parents want quality staff that is welcoming of all parents, including working parents, disabled parents and newly-arrived immigrant parents, and that provide them with learning opportunities that assist them in supporting classroom and home learning (math, reading, homework, etc.).
- Parents want improved communication with schools. They seek timely information from schools that is clear and comprehensible, in the language that they understand and delivered in a variety of ways using both technology (phone, text, email, websites) and traditional modes of communication (letter, phone calls, etc.).

These recommendations above are integrated throughout this District Title I Parent Involvement Policy and reinforce the N.E.W. Academy Canoga Park's core belief that parents are our equal partners in ensuring the success of all students.

### **Title I Parent Involvement Policy Requirements**

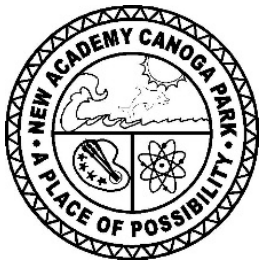
Title I, Part A, Section 1118a, requires that the N.E.W. Academy Canoga Park's Title I Parent Involvement Policy address six key mandates that describe the programs, trainings and practices.

#### ***Mandate 1:***

***Involve parents in the joint development of its LCAP plan and the process of school review and improvement.***

N.E.W. Academy Canoga Park will involve parents in the joint development of the School Improvement Plan/ LEA Plan or LCAP by:

- Utilizing Title I Parent Study Groups as a vehicle for parent participation in the annual development and review of N.E.W. Academy Canoga Park program plans.
- Increasing the number of Title I parent representatives participating in Title I Focus Groups which provides the recommendations on Title I Program implementation.



## N.E.W. Academy Canoga Park

Elementary Charter School

N.E.W. Academy Canoga Park will issue the following directives, tools and trainings to ensure the necessary information needed to effectively involve parents in the process of school review and improvement:

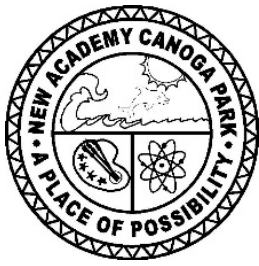
- **Policy Bulletin 5797.0 and Reference Guides 5862.0 & 5900.0:** Provides schools with operating guidelines and federal requirements for School Site Councils and other school advisory committees.
- **Memorandum 5838.0** (September 2012): Provides schools direction and guidance on school-level parent involvement mandates, including the involvement of parents in the decision-making process for the allocation of parent engagement funds, as required by Title I.
- **Title I Program and Budget Handbook Appendix D—*Budget Planning for Parental Involvement*** (March 2012): Assists schools and parents in identifying allowable school expenditures to support/bolster parent involvement in the school review and improvement process.
- **School Accountability Report Card, School Experience Survey:** Assists parents in understanding the academic performance of their child's school and increases their ability to participate fully in the school improvement process.
- **School Site Council Training Tools for Parents:** Provides school staff with tools and training to support meaningful and balanced parent participation on the School Site Council.
- **Latino Family Literacy Project:** Provides parents TK-5 with reading strategies to support parent engagement in reading and homework completion.

### ***Mandate 2:***

***Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.***

To meet this mandate, N.E.W. Academy Canoga Park will provide technical assistance/training to school staff in the following areas:

- **School Goals for Parent Engagement aligned with LCAP:** Describes N.E.W. Academy Canoga Park's vision and establishes district-wide expectations for parent engagement at every school.
- **Parent Study Groups:** School-based teams, comprised of parents, teachers, principals/administrators, and community partners that lead the school's effort in creating school-wide parent engagement plans, including the development of Home-



## N.E.W. Academy Canoga Park

Elementary Charter School

School Compacts, the school's parent involvement policy, Single Plan for Student Achievement, and other parent involvement activities linked to learning.

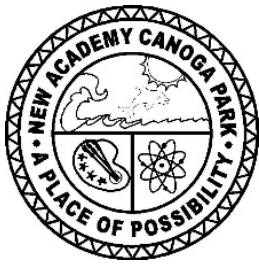
- **School Volunteer Program:** School-based program that strengthens home-school partnerships by connecting the expertise/wisdom of parents and community members directly to student learning and academic improvement strategies through volunteerism.
- **Targeted technical assistance:** Targeted support provided to schools undergoing periodic state and/or federal review of their parent engagement planning process.
- **Targeted training programs:** Training and tools provided to school staff to increase their capacity to engage, support and provide necessary information to parents of students with documented achievement gaps, ELs and students with special needs.

### ***Mandate 3:***

#### ***Build the schools' and parents' capacity for strong parental involvement.***

N.E.W. Academy will make available the following training, tools and programs:

- **Parent Education Workshops:** A collection of workshops/trainings that comprise the essential knowledge and skills all parents must have in order to support their child's learning from PreK-12th grade. Possible training areas include (among others):
  - Early education/preparing for school - Master Plan for ELs
  - Literacy/math home-based support - Common Core Standards
  - A-G college prep requirements - School Report Card & other data
  - Transition to middle and high school - Parents as advocates and leaders
  - Technology tools
  - English and Spanish classes
  - Parent Nutritional classes
  - Special Education Programs
  - Creating learning environments at home
  - Latino Family Literacy Project
  - Supporting good attendance habits (includes promoting literacy, regulating TV time, supporting homework completion)
- **Strengthening Staff Capacity for Effective Parent Engagement:** Training program that provides school staff, including but not limited to principals, teachers, front office staff, parent center staff and others, with training that fosters meaningful and sustainable parent involvement. Key areas include:
  - Parent involvement research and best practices



## N.E.W. Academy Canoga Park

Elementary Charter School

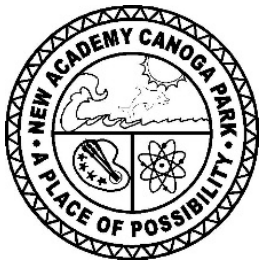
- Creating welcoming environments
- Engaging and expanding meaningful school volunteer programs
- Growing and sustaining Family Engagement Action Teams
- Informing parents of their rights and responsibilities and categorical/special programs such as Title I, EL and Special Education
- Establishing effective school advisory committees and councils
- Addressing parent concerns
- Engaging parents to support homework completion, good attendance habits, and creating learning environments at home that reinforce classroom learning
- Engaging and effectively communicating with parents including working parents, disabled parents, newly arrived parents and non-English speaking parents.

### ***Mandate 4:***

***Coordinate and integrate the parental involvement strategies described in this policy with parental involvement strategies under other programs, including Title I, Title III, School Site Council, and English Language Learner Advisory Council.***

To address this mandate, N.E.W. Academy Canoga Park will coordinate and integrate its parent engagement programs and trainings with those of other community units, including:

- **Family Source Center:** Coordination is centered on the integration of the parents in the community and school to attend various workshops offered through the Family Source Center. This integration ensures the coordination of parent engagement strategies, programs, and goals among parents of Title I, EL and students with special needs.
- **Tierra del Sol:** Coordination is centered on the integration of the families living at our affordable housing units and providing them the strategies and resources necessary to successful transition.
- **NEW Economics:** Coordination is under development and will focus on opportunities to integrate parent trainings offered by the different NEW agencies to ensure alignment with parent engagement goals and objectives and broad availability to parents district-wide.
- **California State University Northridge and Pierce College:** Coordination is centered on the Office of the Educational Programs to promote district-wide student and teacher initiatives such as classroom observations, field work, and internships that support student achievement among students district-wide.



## N.E.W. Academy Canoga Park

Elementary Charter School

- **Federal and State Programs:** Coordination is centered on ensuring federal and state parental involvement requirements including the Home-School Compact, School Parent Involvement Policy, and the Single Plan for Student Achievement are met.

### ***Mandate 5:***

***Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of Title I schools, including identifying barriers to greater parent participation in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies described in this section.***

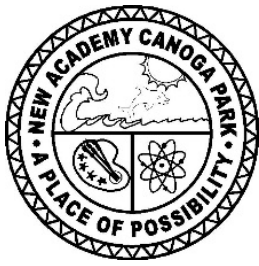
To address this mandate N.E.W. Academy Canoga Park will:

- Utilize Title I Parent Study Groups to examine the effectiveness of the parent engagement strategies and programs described in this policy on student achievement at Title I schools.
- Provide training and coaching to Title I Parent Study Groups to identify specific policy issues to be studied, design effective evaluation processes and utilize various data collection tools including surveys, site observations, interviews, etc.
- Present Title I Parent Study Group findings with parent groups, community, and Board Members. Use study group findings and recommendations to determine any necessary revisions of the policy annually.
- Consult with Title I parent study group participants in determining how central parent engagement funds are allotted to support the centrally-based parent engagement programs, practices, and strategies contained in the policy.
- Promote the completion and results of the annual N.E.W Academy Canoga Park School's Parent Survey to capture parent feedback on school-level parent engagement experiences, programs and practices.

### ***Mandate 6:***

***N.E.W. Academy Canoga Park will involve parents in the activities of Title I schools.***

To address this mandate, N.E.W. Academy Canoga Park will ensure effective parent involvement at schools by growing their capacity to do the following:



## N.E.W. Academy Canoga Park

Elementary Charter School

- Communicate effectively with parents in English or Spanish
- Create welcoming, respectful environments for all parents
- Provide learning opportunities for parents that grow their ability to support classroom learning, particularly in math and reading, homework completion and attendance

Ensure parents are knowledgeable about the following:

- Parent, Student, and Teacher Compact
- Student and school performance data
- Common Core Standards
- Common Core Report Cards
- Local Control Accountability Plan
- Alternative school options including Magnet Programs, Public School Choice, etc.
- School policies including the Visitation policy, Parent Concern Policy, Parent Volunteer Policy, Attendance Policy and Homework Policy

#### **IV. CONCLUSION**

N.E.W. Academy Canoga Park has demonstrated its commitment to parent involvement at both the school and central levels through its overarching policy for parent engagement, guiding documents and core beliefs.

The programs and practices described in this policy provide further affirmation of this commitment and adherence to it will build school and parent capacity in fostering meaningful school-home partnerships to bolster student achievement.

***Referenced: BUL-6336.0 "District Title I Parent Involvement Policy" – July 22, 2014***