

MODESTO CITY SCHOOLS

Administrative Regulation

AR 6020

INSTRUCTION

Parent Involvement

District Strategies for Title I Schools

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the District shall:

1. Involve parents/guardians and family members in the joint development of a District plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

The Superintendent or designee will:

- a. In accordance with Education Code 52063, establish a District-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the District's local control and accountability plan (LCAP) in accordance with the review schedule established by the Governing Board
- b. Invite input on the plan from other District committees and school site councils
- c. Communicate with parents/guardians through the District newsletter, web site, or other methods regarding the plan and the opportunity to provide input
- d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
- e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan

INSTRUCTION

Parent Involvement

- f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

The Superintendent/designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the challenging state academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
- b. Provide parents/guardians with materials and training, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate, to help them work with their children to improve the children's achievement
- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

INSTRUCTION

Parent Involvement

- d. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- e. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

In addition, the Superintendent or designee will:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the District has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement

INSTRUCTION

Parent Involvement

- g. Establish a Districtwide parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families
- j. Provide a master calendar of District/school activities and District meetings
- k. Provide information about opportunities for parent/guardian and family engagement through the District newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions
- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
- n. Provide training and information to members of District and school site councils and advisory committees to help them fulfill their functions
- o. Identify funding and other resources, including community resources and services, that may be used to strengthen District and school parent/guardian and family engagement programs
- p. Provide ongoing District-level workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops

INSTRUCTION

Parent Involvement

- q. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist in facilitating the planning and implementation of related activities
 - r. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements
 - s. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
 - t. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations
 - u. Assign District personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
 - v. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee will:

- a. Identify overlapping or similar program requirements
- b. Involve District and school site representatives from other programs to assist in identifying specific population needs

INSTRUCTION

Parent Involvement

- c. Schedule joint meetings with representatives from related programs and share data and information across programs
 - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
- 4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of:
(20 USC 6318)
 - a. Barriers to greater participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
 - c. Strategies to support successful school and family interactions

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request.
(Education Code 11503)

The Superintendent or designee will:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of District communications

INSTRUCTION

Parent Involvement

- b. Gather and monitor data regarding the number of parents/guardians and family members participating in District activities and the types of activities in which they are engaged
 - c. Recommend to the Board measures to evaluate the impact of the District's parent/guardian and family engagement efforts on student achievement
- 5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee will:

- a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians
 - b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups
 - c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration
- 6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the District to adequately represent the needs of the population served by the District for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee will:

- a. Include information about school activities in District communications to parents/guardians and family members

INSTRUCTION

Parent Involvement

- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to increase their knowledge and helping them develop skills to use at home to support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee will:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
- b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
- c. Provide parents/guardians with information about students' class assignments and homework assignments

INSTRUCTION

Parent Involvement

2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home

The Superintendent or designee will:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
 - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective two-way communication between the home and school so that parents/guardians and family members may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee will:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
- c. Provide information about parent/guardian and family engagement opportunities through District, school, and/or class newsletters, the District's web site, and other written or electronic communications
- d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand

INSTRUCTION

Parent Involvement

- e. Develop mechanisms to encourage parent/guardian input on District and school issues
 - f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers, administrators, specialized instructional support personnel, and other staff to communicate effectively with parents/guardians as equal partners (Education Code 11502, 11504)

The Superintendent or designee will:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
 - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate and coordinate parent/guardian and family engagement activities within the LCAP with other activities

The Superintendent or designee will:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

INSTRUCTION

Parent Involvement

Legal References:

EDUCATION CODE

11500-11505 Programs to encourage parent involvement

48985 Notices to parents in languages other than English

51101 Parents Rights Act of 2002

52060-52077 Local control and accountability plan

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

64001 School plan for student achievement, consolidated application programs

LABOR CODE

230.8 Time off to visit child's school

CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plan

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program; purposes and definitions

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Effective communications for individuals with disabilities

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

WEB SITES

CSBA: <http://www.csba.org>

CSBA District and County Office of Education Legal Services: <https://legalservices.csba.org/>

California Department of Education, Family, School, Community Partnerships:

<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://www.capta.org>

California State Parent Teacher Association: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsteachers.org>

U.S. Department of Education: <http://www.ed.gov>

INSTRUCTION

Parent Involvement

Cross References (cf.):

0000 – Vision (N/A)
0100 – Philosophy of Education
0400 – Comprehensive Plans
0410 – Nondiscrimination in District Programs and Activities
0420 – District Master Plan for School Improvement
0430 – Comprehensive Local Plan for Special Education
0450 – Comprehensive Safety Plan
0460 – Local Control and Accountability Plan (N/A)
0470 – COVID-19 Mitigation Plan
0500 – Accountability
1000 – Concept and Roles (N/A)
1100 – Communication with the Public (N/A)
1113 – District School Staff and Student Websites
1114 – Social Media
1220 – Citizen Advisory Committees
1230 – Other School-Connected Organizations
1240 – Volunteer Assistance (N/A)
1250 – Visitors/Outsiders
1260 – Educational Foundation (N/A)
1400 – Relations Between Other Governmental Agencies and the Schools (N/A)
1700 – Relations Between Private Industry and the Schools (N/A)
2230 – Representative and Deliberative Groups (N/A)
3100 – Budget (N/A)
3231 – Impact Aid (N/A)
3280 – Lease or Rental of District-Owned Real Property
4115/4215/4315 – Evaluation/Supervision
4131/4231/4331 – Staff Development
5020 – Parent Rights and Responsibilities
5030 – Student Wellness
5113 – Absences and Excuses (N/A)
5113.1 – Truancy
5121 – Grades/Evaluation of Student Achievement (N/A)
5123 – Promotion/Acceleration/Retention
5141.22 – Infectious Diseases
5142.2 – Safe Routes to School Program (N/A)
5145.6 – Parental Notifications
5148 – Child Care and Development (N/A)
5148.2 – Before/After School Programs
5148.3 – Preschool/Early Childhood Education
6000 – Concepts and Roles
6011 – Academic Standards

INSTRUCTION

Parent Involvement

Cross References (cf.) (cont.):

6120 – *Response to Instruction and Intervention (N/A)*
6142.6 – *Visual and Performing Arts Education*
6142.8 – *Comprehensive Health Education (N/A)*
6145 – *Extracurricular and Cocurricular Activities*
6146.11 – *Alternative Credits Toward Graduation (N/A)*
6154 – *Homework K-6*
6161.1 – *Selection and Evaluation of Instructional Materials*
6162.5 – *Student Assessment*
6162.51 – *State Academic Achievement Tests*
6164.5 – *Student Success Teams*
6170.1 – *Transitional Kindergarten*
6171 –1 *Title I Programs*
6172 – *Gifted and Talented Student Program (N/A)*
6173.1 – *Education for Foster Youth*
6173.2 – *Education of Children of Military Families (N/A)*
6173.4 – *Title VI Indian Education Programs (N/A)*
6174 – *Education for English Learners*
6175 – *Migrant Education Program*
6177 – *Summer Learning Programs (N/A)*
6178 – *Career Technical Education*
6178.1 – *Work-Based Learning*
6184 – *Continuation Education*
9200 – *Limits of Board Member Authority*
9310 – *Board Policies*

REVIEWED: March 5, 2007
 September 30, 2019
 August 26, 2023
 November 6, 2023