



Castro Valley Unified School District  
**Castro Valley Elementary School**  
20185 San Miguel Ave., Castro Valley, CA 94546  
(510) 537-1919 FAX (510) 537-9892



***California Gold Ribbon School***  
***Title I Academic Achievement Award School***

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**Parent and Family Involvement Policy**  
**Title I Schoolwide Program**

**Part I. General Expectations**

In collaboration with our parent community, Castro Valley Elementary agrees to implement the following requirements according to Section 1118 (b) of the *ESEA*:

- The school and participating parents will jointly develop and distribute a Castro Valley Elementary Parent and Family Involvement Policy.
- The school will notify parents about the Castro Valley Elementary Parent and Family Involvement Policy in an understandable and uniform format, including translations, when needed.
- The school will make the Castro Valley Elementary Parent and Family Involvement Policy available to the local community and update it periodically.
- The school will adopt the CVE Home-School compact as a component of the Castro Valley Elementary Parent and Family Involvement Policy.
- The following is the agreed upon definition of parental involvement for Castro Valley Elementary:
  - Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities in order to acknowledge and ensure:
  - Parents play an integral role in assisting their child's learning.
  - Parents are encouraged to be actively involved in their child's education at school.
  - Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
  - The carrying out of other activities, such as those described in Section 1118 of the *ESEA*.

**Part II. Description of how the School will implement required Parent and Family Involvement Policy components**

1. Castro Valley Elementary School will take the following actions to involve parents in the joint development and agreement of its Parent and Family Involvement Policy and its school-wide plan under Section 1118 of the *ESEA*:
  - Present information during Principal's message at Parent And Teacher Association, School Site Council, Title I, English Learner Advisory Committee
  - Publicize meeting dates in the school newsletter-Bear Facts
  - Send invitation in two major languages of parents for English and Spanish.
  
  - Include the policy in the Castro Valley Elementary Handbook which is given to each parent
  - Publicize the SSC and Title I agenda that includes the policy review

2. Castro Valley Elementary School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs and to explain the Title 1, Part A rights and requirements of parents involved in Title 1, Part A programs. The school will convene the meeting at a convenient time for parents so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title 1, Part A programs to this meeting and will encourage them to attend by:
  - Sending the invitation and agenda through US mail and/or home with students
  - Informing parents/guardians that CVE is a Title I school
  - Explaining the requirements of Title I and parent/guardian rights to be involved
  - Providing translators for major language (Spanish)
  - Including staff in the meeting to answer questions
  - In addition to a specific Title 1 meeting, include this information in SSC, ELAC, and PATA meetings
  - Parent/guardians rights to participate in the development of the District's Title I plan
  
3. Castro Valley Elementary School will provide parents of participating children information in a timely manner about Title 1, Part A programs that includes a description and an explanation of the school's curriculum, the forms of academic assessment used to measure children's progress and the proficiency levels that students are expected to meet by:
  - Back to School night with curriculum descriptions by classroom teachers including Grade level standards
  - Minimum Standards for CVUSD
  - Review of the Single Plan for Student Achievement and school-wide goals
  - Individual parent conferences
  - Individual Student Learning Plans, as needed
  
4. In addition to the annual meeting, Castro Valley Elementary School will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:
  - Back to School Night
  - Teacher/Parent conferences
  - Parent/Student Handbook
  - School Newsletter-Bear Facts
  - Title 1 meeting with invitations sent to families US mail
  - Time on meeting agendas for suggestions (SSC, ELAC)

The school will hold meetings with parents of Title I students, parents of English Learners, parents of migratory students and students with disabilities to plan, review and evaluate the school's Title I program, including the Parent and Family Involvement Policy and the Single Plan for Student Achievement.
  
5. Castro Valley Elementary School, in conjunction with Castro Valley Unified School District, will provide an individual student report to parents about the performance of their child on the state assessment in at least math, language arts and reading by:
  - Fall/Spring parent-teacher conferences where a Student Learning Plan for students not meeting standards addresses specific student needs

- Continually reviewing student progress and reporting it to parents with Mid-Trimester progress reports and Trimester report cards
  - Sending an individual CAASPP Report for state assessment results (3<sup>rd</sup>-5<sup>th</sup> grades)
6. Castro Valley Elementary School will take the following actions to provide parent timely notice when their child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified within the meaning of the term in Section 200.56 of the Title 1 Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
- Providing a letter of assurance regarding Highly Qualified teachers employed at the school in the September newsletter
  - Providing specific information about the parents' right to examine documentation that a teacher is Highly Qualified newsletter
  - Participating in rigorous hiring practices to offer positions only to those candidates who are Highly Qualified, as are all current CVE teachers.
7. Castro Valley Elementary School will provide assistance to parents served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph:
- The CA's Common Core Standards
  - Title 1, Part A rights and requirements
  - How to monitor their child's progress
  - How to work with educators
  - How to become involved in the school and their child's education
  - How to help their child in the areas of literacy, math, science, and homework
  - Activities include:
    - Parent Tips in the Bear Facts Memo (newsletter)
    - Communication components at Back to School Night
    - Annual Title 1 parent meeting that explains the requirements of Part A.
    - SSC meetings that involve the review and approval of the school's academic goals and related actions
8. Castro Valley Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement such as literacy training and using technology, as appropriate, to foster parental involvement by:
- Literacy and math strategies demonstrated at Back to School
  - Literacy strategies in the Bear Facts (newsletter)
  - Parent And Teacher Association meetings (PATA)
  - Parent Academies
  - Family Learning Nights
9. Castro Valley Elementary School will, with the assistance of its parents, educate its teachers, principal, and other staff in how to reach out to, communicate with and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:
- Soliciting parents' suggestions and opinions at Welcome Back registration, PATA meetings, as well as SSC, Title I, and ELAC meetings
  - Participating in the Parent Leadership Institute with the Alameda County Office of Education
  - District and site professional development opportunities

- Continuing CVE’s ‘open door’ atmosphere that allows parents access to teachers and principal on an informal basis
  - School-home communication tools provided in the Bear Facts (newsletter)
  - Encouraging parent participation to assist in classrooms, school events, and field trips
10. Castro Valley Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Reading First and Early Reading First by:
- Discuss literacy strategies during the Kindergarten open house for new families in the Spring and provide reading materials for the students over the summer
  - Offer a pre-kindergarten summer school program
  - Work with neighboring pre-schools
  - Invite parents of TK students to Open House
  - Require and document parent participation in our literacy Program
11. Castro Valley Elementary School will take the following actions to ensure that information related to the school and parent programs, meetings and other activities is sent to parents of participating children in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language the parents can understand:
- Home language translators arranged for parent-teacher conferences and Back to School Night
  - Actively seek translators to help bridge that language gap between home and school to assist with written communication including Bear Facts and Student/Parent Handbook
  - Post information in Spanish and English on the Parent Board so that it is visible for parents in the school office and classrooms

**Part III. DISCRETIONARY PARENT AND FAMILY INVOLVEMENT POLICY COMPONENTS**

The Parent and Family Involvement Policy for Castro Valley Elementary, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following discretionary activities listed under Section 1118(e) of the ESEA:

- Providing literacy training for parents from Title I, Part A funds if the school district has exhausted all other reasonably available sources of funding for that training.
- Paying reasonable expenses associated with parental involvement activities, including child care costs, to enable parents to participate in school-related meetings and training sessions.
- Creating interest in school social activities by soliciting student and parent opinions about present events and new ideas.
- Providing funds for students and/or parents of students with limited resources to participate in PATA events that include entrance or meal costs.
- Informing parents of opportunities to learn English such as CBET (English Language training).

**Part IV. Accessibility**

The school provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand. The school uses various means of communication to reach out their diverse parents, such as the School Messenger system, audiovisuals, personal phone calls, home visits, informational meetings, flyers, letters, handouts, and others. Special accommodations and materials are provided for persons with disabilities, parents who speak a language other than English, parents of migratory students, and others. The school report cards, parent letters, brochures, and all communications for parents are provided in English and information is provided to parents of participating students in an understandable format, including alternative formats upon the request of parents with disabilities, parents of migratory students and parents who speak a language other than English, to the extent practicable.

**PART V. ADOPTION**

This Parent and Family Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by:

The attendance record document and minutes of the Title I/School Site Council meeting on May 8, 2019. This policy was adopted by the Castro Valley Elementary Title I/School Site Council on May 8, 2019 and will be in effect for the period of one year. The school will distribute this policy to all parents of participating Title 1, Part A students on or before August 2019.

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(Signature of Authorized Official)

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(Date)