

LOS ANGELES UNIFIED SCHOOL DISTRICT

ABRAHAM LINCOLN HIGH SCHOOL

PARENT & FAMILY ENGAGEMENT POLICY 2018-19

Abraham Lincoln High School has developed this written parent involvement policy with input from parents. This policy describes how the school will support and increase parent involvement. It is developed with parents, all appropriate advisory committees, reviewed and updated annually and agreed upon by the School Site Council. This policy includes how parents will be informed of the school's Title I program requirements. Lincoln distributes the policy to parents of Title I students each semester via school mail, students and the school website.

SECTION I: POLICY INVOLVEMENT

To involve parents in the Title I program at Lincoln High, the following practices have been established:

1. The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right to be involved in Title I program.

- Lincoln High School holds an annual Title I Parent Meeting before September 30th to explain the requirements of the Title I programs. Lincoln will convene the meeting at a time convenient for parents and offers a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend.

2. The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.

- Lincoln High School provides reasonable support for parental involvement activities such as childcare and translation service as the parents may request.
- Lincoln High School schedules regular Back to School Night, Open House, and PHBAO Parent-Teacher Conference Night twice each semester from 5:30 – 7:30 PM. All parents and guardians are invited to attend.
- Lincoln High School holds regular monthly *Tea/Coffee with Principal Ruiz* meetings every first Tuesday of the month at 8:30/9:30 am in the Lincoln Parent Training Center.
- Lincoln High School convenes regular monthly School Site Council meetings every second Monday of the month at 4:30 pm in the Lincoln library. Time is set-aside at all meetings for public comments or announcements.
- Lincoln High School offers monthly family literacy training, parenting skills and technology workshops to help parents work with their children to improve their children's academic achievement and to foster parent involvement.
- The Categorical Program Coordinators facilitate regular Parent Book Club meetings every first and third Friday of the month from 9:00 – 10:00 am in the Lincoln Parent Training Center. All parents are invited to attend.

3. The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning review, and improvement of the school's Title I programs and parental involvement policy.

- Lincoln High School conducts, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the school. The evaluation meeting is held fall semester. Evaluation findings are used to update the parent involvement policy. Title I parents are invited a minimum of two weeks before the meeting.
- Lincoln High School, with the involvement of parents, decide how Title I funds will be used for parent Involvement activities at scheduled School Site Council meetings. All School Site Council meeting dates, minutes and agendas are available to parents on the school's website, www.lincolnhs.org
- The parent involvement policy and school-parent compact are approved by school site council on a yearly basis for that school year.

4. The school provides parents of Title I students with timely information about Title I programs.

- The parent involvement policy is distributed at the beginning of each semester via U.S. Mail, sent home with students and published on the school website.
- Lincoln High School distributes the parent involvement policy at Back to School Night and Open House events.
- Parents of new students receive the policy upon registration.
- Lincoln High School informs parents about Title I programs at the regular monthly meetings such as School Site Council, *Tea/Coffee with Principal Ruiz, etc.*
- Lincoln High School mails information about Title I events, makes automated phone calls, publishes information on the marquee and website at least two weeks before a Title I event.
- Lincoln High School mails home via U.S. Mail monthly Parent Center Calendars with parent training dates and times.

5. The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

- Lincoln high School invites parents to attend informational meetings throughout the year to assist parents in understanding the common core state standards, student academic achievement standards and academic assessments, including how to monitor their child's academic progress, and how to work with staff to improve the achievement of their child. The school ensures that information and reports are provided to parents in a language that parents understand.
- Lincoln teachers provide parents with a syllabus that includes a description and explanation of the school's curriculum, the forms of academic assessments used

to measure student progress, and an explanation of the proficiency levels students are expected to meet.

- Lincoln administrators, coordinators and academic coaches offer workshops to help parents understand rubrics, reading report cards, EL reclassification process, common core state standards, and academic proficiency levels students are expected to meet.

6. If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

- Lincoln High School invites parents to attend School Site Council meetings where they can participate in decisions related to their children. Topics discussed at SSC meetings include data analysis of state mandated exams e.g. CAASPP (California Assessment of Student Performance and Progress), CELDT (California English Language Development Test), SRI (Scholastic Reading Inventory), School Report Card, School Experience Survey, the Single Plan for Student Achievement and budget allocations and expenditures.
- Lincoln High School has established a Lincoln Parent Training Center that encourages and supports parents in more fully participating in the education of their children.
- Lincoln high School coordinates and integrates parent involvement programs and activities with other organizations such as Healthy Start and EduCare to work with parents in increasing their participation in the decisions relating to the education of their children.

SECTION II: SHARED RESPONSIBILITIES FOR HIGH ACADEMIC ACHIEVEMENT

Abraham Lincoln High School distributes the school-parent compact to parents annually. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement. The school-parent compact is reviewed at the annual parent involvement policy / school compact development meeting. A copy of the compact is sent home each semester via U.S. mail, student and is published on the school's website.

The school-parent compact describes specific ways the school and families will partner to help children achieve the state's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables all children to meet the state's academic achievement standards.
- The ways parents will be responsible for supporting their children's learning.
- The ways students will be responsible for their own learning.
- The importance of ongoing communication between parents and teachers through, at a minimum, of two, annual parent-teacher conferences; frequent reports on student

progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

SECTION III: BUILDING CAPACITY

Abraham Lincoln High School engages parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides parents with assistance in understanding the state's common core standards, state and school assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children. Lincoln teachers explain content standards, testing information, and review the parent involvement policy and school-parent compact at Back to School Night and Open House events.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. Lincoln Parent Training Center facilitates monthly literacy trainings and technology workshops conducted by school personnel and district coaches.
- With the assistance of parents, the school educates faculty and staff members about the value of parent contributions, and in how to reach out, to communicate and work with parents as equal partners. Lincoln leadership team offers on-going teacher professional development on how to engage parents in their child's education.
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Lincoln collaborates with outside agencies such as EduCare and Healthy Start to offer ongoing parent academic workshops.
- The school distributes Information related to school and parent programs, meetings, and other activities to parents in a format and language that the parents understand.
- The school provides support for parental involvement activities requested by parents. Lincoln offers childcare and translation services as requested by parents.

SECTION IV: ACCESSIBILITY

Abraham Lincoln High School provides opportunities for the participation of all parents, including parents with limited English proficiency, parents with disabilities, and migrant parents. Information and school reports are provided in a format and language that parents can understand. Lincoln High School mails home school information in English, Spanish and Cantonese. Automated phone calls are made in a timely manner and in parent's home language. Reasonable accommodations can be requested by parents with disabilities in order to ensure that the parents are able to understand written documents. Examples of accommodations may include the use of an interpreter, request for written translation, mobility assistance, request for Braille copies, and need for audiotapes

The School-Parent Compact is updated annually to meet changing needs of parents and the school. This Compact was approved by the Lincoln School Site Council, which includes adequate representation of Lincoln students and parents of Title I children on November 26, 2018.

Date: November 26, 2018

Rose Anne Ruiz, Principal Rose Anne Ruiz

Marisa Crabtree, UTLA / SSC Chairperson Marisa Crabtree