



Los Angeles Unified School District Local District Northwest

Canoga Park High School

Home of the Hunters
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School Parental Involvement Policy 2015-2016 School Year

The Parent Involvement Policy was developed jointly and approved by parents, teachers and administrators and distributed to all parents of participating students, teachers and to our community. This policy is updated annually in School Site Council (SSC) with parental, teacher and administrative collaboration.

A. Policy Involvement –

- Convene annual Title I meetings to inform parents of the program. Inform parents of all meetings for the School Site Council and ELAC. Encourage and invite all parents to attend.
- Meetings shall be offered at convenient dates and times and child care will be provided to facilitate attendance by parents. Ensure that all information related to school and parent programs, meetings and other activities is distributed to parents in a format and in a language the parents can understand.
- Parents will be informed of their school's participation in Title I, the Requirements of Title I, and the Rights of Parents to be involved. Parents will be involved in reviewing the Single Plan, Parent Involvement Policy and Parent-School Compact.
- The school will:
 - i. Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet and all standardized test results.
 - ii. If requested by parents, provide opportunities for regular meetings where parents may offer suggestions and ask questions regarding Title I policies and programs.
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the school's plan when it is submitted and provide timely response to parents' suggestions and questions.

B. Shared Responsibilities for High Student Academic Achievement –

- The school and parents will build and develop a partnership to promote and sustain student academic achievement.

- With regard to the school's responsibility to provide high quality curriculum and instruction, the school will:
 - i. Employ a wealth of rich, research-based teaching strategies to deliver a challenging, standards-based curriculum, combining A-G academic requirements.
- With regard to the school's responsibilities to provide a supportive and effective learning environment including communications with parents, the school will:
 - i. Teach grade level skills and concepts satisfying A-G requirements
 - ii. Provide high quality curriculum and instruction utilizing research-based teaching strategies to deliver a challenging, standards-based curriculum
 - iii. Strive to address the individual needs of students.
 - iv. Communicate clear standards-based criteria for proficiency to parents through initial letters home, ongoing written and verbal parent communications, periodic teacher and student-led conferences throughout the academic year and progress reports and report cards.
 - v. Continue to communicate to parents in writing and at meetings about how their students need to be accountable for their behavior and actions relating to attendance, tardies, and missing homework and class work.
 - vi. Continue to communicate to students and parents about the availability and the importance of participation in the intervention plan for struggling students and monitor student participation and progress.
 - vii. Provide a safe, positive and healthy learning environment for all students.
- With regard to the shared responsibilities of parents to support academic achievement at home, the parent will, to the best of the parent's ability:
 - i. Motivate and encourage students to complete homework.
 - ii. Motivate and encourage student to engage in reading activities for at least 20 – 30 minutes every day.
 - iii. Review all school communications, respond if needed by telephone, e-mail, in writing, or in person and promptly return all necessary documents.
 - iv. Attend Back-to-School events, Parent-Teacher-Student conferences, Open House, and other school events.
 - v. Sign and return all school documents to include the student progress reports.
 - vi. Provide a quiet place/time for student to do homework.
 - vii. Make sure student gets adequate sleep and has a healthy diet.
 - viii. Support the school's/district homework, discipline and attendance policies.
- With regard to the parent's responsibility to monitor the student's homework, the parent shall:
 - i. Review the student's agenda, website for teachers posting assignments, or communicating with the teacher. All freshman students are provided with agendas, containing the Student Handbook, for use as reference, hall pass, and to record homework and school-to-home communications.
 - ii. Review all school communications.
- With regard to the shared student responsibilities in their own academic success, the student shall:
 - i. Attend class on time every day

- ii. Take my weekly student binder home to my parent(s) or inform them of my assignments and homework
 - iii. Return completed homework on time
 - iv. Return all signed school documents including progress reports
 - v. Be responsible for own behavior
 - vi. Be a cooperative learner
 - vii. Ask for help when needed
- Parents are encouraged to participate in the various educational programs by personal observations at school and through our highly organized communication program. Some of the ways in which our school communicates with parents include:
 - i. A weekly phone message detailing events at our school.
 - ii. Mandated information literature mailed home but our web page and connect ed message system will be utilized more frequently.
 - iii. Faculty/Staff voice mail to insure communication between parents and staff.
 - iv. Canoga's website offers a wealth of features including access to grades created by some teachers on their personal site, test scores, demographics, state standards, and updated school information. All of these features are easily accessible to parents, students and school staff in both English and Spanish.
- In regard to frequent reports to parents on their child's progress, the school will:
 - i. Make available student data from CELDT, CAHSEE, instructional guides, and department periodic assessments.
 - ii. Provide parents with data from student portfolios during parent meetings and PHBAO conferences, which to an increasing extent are being led by students.
 - iii. Encourage parents to access the Internet themselves to monitor their child's attendance and progress.
- Canoga Park High School enables reasonable access to staff by transferring parent calls to faculty voice mail, scheduling parent-teacher conferences during conference periods, scheduling observation visits, hosting Back-to-School, Open House and other school events. Parents also have access to a wide selection of on-site volunteer opportunities via our Parent Center.

C. Building Capacity for Involvement –

- Data is shared at parent meetings and parents are instructed in the understanding and use of test scores to determine needs and encourage participation in intervention programs. Parents are trained on interpreting their own student's achievement test scores in their own language.
- Canoga Park High School is dedicated to providing parent training opportunities for all families. These training opportunities are all designed to provide parents with the needed information to enhance student performance. Activities available to parents include:
 - i. Parenting classes sponsored through District resources.
 - ii. Periodic publications providing information on parenting skills.

- iii. Informational meetings sponsored by our Bilingual, Title I, and School Site Councils as well as a monthly coffee with the principal informative meeting.
 - iv. When the school budget permits, Parent education classes conducted at Canoga Park High School since the spring of 2002. The eight-week program provides our parents with workshops, which focus on school and family related topics.
 - v. Our Parent Center offers our parents a wide variety of classes such as parenting classes, woman-to-woman classes, Arthritis classes, nutritional classes, CPR classes, computer classes, ESL classes, arts and crafts classes, and cooking classes.
 - vi. The SSC and ELAC as well as other committees provide parent workshops regarding graduation requirements, post secondary options, college requirements (courses, GPA, tests), financial aid opportunities, and parent roles in increasing student college attendance.
- To ensure the effective involvement of parents, our Canoga staff is educated regularly on the importance of parent involvement via department meetings, professional development, ELAC and School Site Council meetings. In the course of these meetings, components of the CPHS Parent Involvement Policy are constantly monitored and evaluated. Parents are encouraged to evaluate all segments of our program. Policy changes are then communicated to all stakeholder groups by the school administration.
 - With regard to the coordination of parent involvement activities:
 - i. Twice a year, CPHS invites students and parents to participate in evening Honor Roll ceremonies, at which time they are presented with lapel pins and certificates in recognition of their achievements. Parents are encouraged to come forward with their students as they receive their own certificates of appreciation.
 - ii. Periodically, parents are invited to have breakfast with the principal at which time parents raise concerns and ask questions.
 - iii. During certain field trip excursions, parents are invited so that they may better understand the teacher's curriculum set for the class and to provide staff support.
 - Canoga Park High School ensures that all school to home communications is translated into Spanish to accommodate the overwhelming majority of our parents. The school also ensures that meetings are always interpreted.

D. Accessibility –

- Canoga Park High School makes every attempt to provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- Canoga Park High School ensures that all school to home communications is translated into Spanish to accommodate the overwhelming majority of our parents.
- Due to limited parts of the campus accessible by wheelchair and/or elevator, parent and/or community conferences will be located in areas that are fully accessible.
- We will partner with the Migrant Education Program to ensure all families are receiving assistance and accommodations as necessary.