

# Chino Valley Unified School District

## *Robert O. Townsend Junior High School* **Parent and Family Engagement Policy**

2020-2021

### **School Policy Engagement:**

Robert O. Townsend Junior High School recognizes that **parents and family members are their children's first and most influential teachers** and that continued **parental engagement in the education of children contributes greatly to student achievement and conduct**. Robert O. Townsend Junior High School shall jointly develop with, and distribute to, parents of Title I and Non-Title I students a written parental engagement policy, agreed upon by such parents and updated periodically to meet the needs of parents and the school. This policy shall be an addendum component of the School Plan for Student Achievement (SPSA) that promotes a meaningful partnership between the school, the home, and the community.

Title I schools will convene an **annual meeting to inform parents** the requirements of Title I and their right to be involved in the parental engagement policy, and the school-parent compact of strategies to increase parental engagement. The parents of participating students will be involved in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and parent and family engagement policy and school-parent compact. The school will offer a flexible number of meetings and provide, if requested, parents' opportunities for regular meetings to participate in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible. The parent and family engagement policy and school-parent compact will be posted on the school website and distributed to all parents through regular means of communication.

### **Shared Responsibilities for High Student Academic Achievement:**

The staff of Robert O. Townsend Junior High in consensus with research-based practices knows that the education of its students is a **responsibility shared between school and parents**. The school's primary responsibility shall be to have an effective learning environment that enables all students to meet the academic expectations set forth in the CA Common Core state standards, whether in a traditional, blended learning model, or distance learning model. Parents shall have the responsibility and opportunity to work with the school in a mutually **supportive and respectful partnership** with the goal of supporting their child's learning. The school-parent compact of strategies to increase parental engagement outlines how the parents, the teachers, and students will share the responsibility for improved student academic and behavioral achievement. Robert O. Townsend Junior High will provide parents with an explanation of the curriculum, academic assessment, and proficiency levels students are expected to meet. Through an *Action Team for Partnership* process school staff, parents, and community members will jointly review, plan and develop a one-year school-parent compact by grade or department level of promising practices to increase parental engagement to include the six types of engagement listed below (*Epstein's Six Types of Parental Involvement*). The annual school-parent compacts will specify partnership activities for as many of the six types of engagement as possible. The school-parent compact will list district and school improvement goals and describe the "in the classroom" and "at home" strategies for teachers, parents, and students to implement. **The goals will include a school improvement goal in these three areas: English Learners, one academic area, and one non-academic area.** The compact will list how the school provides two-way communication between home and school. It will also describe opportunities for parents to volunteer, observe, and participate in the classroom. Annually the school-parent compact will be updated by staff and parents, based on formal and informal data. Also, annually, the *Action Team for Partnerships* will evaluate the effectiveness of the school's home-school-community partnership activities and celebrate successes.

This **shared responsibility** will help the school and parents build and develop a partnership to help children reach or exceed the grade level standards.

Robert O. Townsend Junior High will support these home-school partnerships by using the following **six types of engagement**:

1. **Parenting.** We will promote and support parenting skills and the family's primary role in encouraging a child's learning at each age and grade level, and all staff members will work effectively with our diverse families. Robert O. Townsend Junior High School will hold "Parent Nights" throughout the year to support parents and their children on topics such as academics, social emotional development, technology, and positive behavior supports.
2. **Communication.** We will communicate about curriculum, instruction, assessment, staff development, school programs and student progress through two-way, meaningful, timely and effective methods. At a minimum, annual conferences, reports on student progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities will be provided to parents and family members. Robert O. Townsend Junior High School will hold four ELAC meetings throughout the year to allow for English Language Learner parents to be involved in the decision making of EL funds and curriculum. All important documents that are sent home are translated into either Spanish or Chinese. Messages of important events are sent home via email and phone calls to the parent's primary phone number on file.
3. **Volunteering.** We will expand the recruitment, training, and recognition of family and community volunteers; we will provide opportunities for families and community members to contribute from home, the workplace, and other community-based sites. Robert O. Townsend Junior High School will recruit parent and family members to be involved in PTSA. This parent led group has many opportunities for parents to volunteer their time both on campus and off campus. They also have the opportunity to volunteer from home. Parents are also encouraged to volunteer within the various classes and programs at Townsend.
4. **Learning at Home.** We will promote family engagement in learning activities at home including homework and other curriculum-related activities appropriate to the grade and development of the student. Robert O. Townsend Junior High School will provide online access to grades and available textbooks. Students are also given the opportunity to practice their math and literacy skills using online curriculum resources that can be accessed online from home or school (Khan Academy, IXL Learning, Common Lit, Newsela, Tween Tribune, etc.). Many of the student classes incorporate project-based learning where the students are expected to research and create projects at home based on the state standards and the rules and guidelines from a particular class.
5. **Decision-making.** We will include students, parents, and community members as partners in planning and decision-making. We will encourage participation by parents and family members in decisions that affect their child's educational experiences and comply with state and federal laws and regulations pertinent to family engagement. Robert O. Townsend Junior High School will involve parents and students in the School Site Council where they will be able to provide feedback to the Principal about programs, policies, and funding. Within the School Site Council, the parents, students, and staff vote to approve or deny various decisions relating to school funding, programs, and policies. Townsend provides parents an annual survey to ask for feedback on existing programs and future needs.
6. **Collaborating with Community.** We will coordinate resources and services for students and families with businesses, agencies, service organizations and other groups and provide services to the community through our volunteer efforts and community improvement projects. Robert O. Townsend Junior High School will participate in Principal for a Day, where community members act as the Principal for the day. Townsend provides Family Nights at local restaurants along with special events on campus to support the

school through community building. Townsend also has Chino Human Services on site for those students who may benefit from counseling services.

### **Building Capacity for Parent Engagement**

The staff at Robert O. Townsend Junior High is committed to partnering with parents in the following ways:

- assist parents in understanding academic content and achievement standards and assessment and how to monitor and improve the achievement of their children
- provide materials and training to help parents work with their children to improve their children's academic achievement
- educate staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners
- coordinate and integrate parental engagement with other programs and activities in our school and support parents in more fully participating in the education of their children
- distribute information related to school and parent programs, meetings, and other activities to the parents of participating students in a format and, to the extent practicable, in a language the parents understand
- provide such other reasonable support for parental engagement activities under this section as parents may request

### **Accessibility**

*Our school, Robert O. Townsend Junior High and our LEA shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students including providing information and school reports required under Section 6311 in a format and, to the extent practicable, in a language such parents understand.*

**(revised 2018-2019)**