



TITLE I SCHOOL-LEVEL PARENTAL INVOLVEMENT POLICY

STEM Preparatory Schools, Inc. (STEM Prep) dba Crown Preparatory Academy and Math and Science College Preparatory School has written this Parental Involvement Policy (PIP) with input from Title I parents. STEM Prep revised this policy jointly with parents throughout the 2016-17 school year and during parent workshops, Coffee with the Principal, School Site Council, and English Learner Advisory Committee meetings. STEM Prep sought to help parents understand some of their Title I rights, such as: their right to monitor their child(ren)'s progress and their right to work with STEM Prep teachers to improve performance relating to the improvement of their child(ren)'s education. This newly revised and adopted PIP will be distributed to all parents in English and Spanish using multiple methods, including mailing the PIP home prior to the commencement of the 2017-18 school year on or about August 14, 2017, and posting a copy on the organization's website (www.stem-prep.org), and making copies available in the main office.

This school-level policy describes the means for carrying out all Title I parental involvement requirements and contains the following four sections: I) Involvement of Parents in the Title I program, II) Home-School Compact, III) Building Capacity for Involvement, and IV) Accessibility [20 USC 6318 Section 1118(c)-(f)].

Section I: Involvement of Parents in the Title I Program

To involve parents in the Title I program at STEM Prep, the following practices will be established:

STEM Prep will convene an annual Title I meeting within approximately sixty (60) days of the commencement of the school year to be facilitated by a Title I Coordinator. Through this meeting, parents of Title I students will be informed about the Title I requirements and their rights to be involved in the Title I program. Parents will be informed via parent letters and website announcements.

STEM Prep will offer a flexible number of meeting opportunities for Title I parents, including:

- 1) Parent Conferences will be held at varied times and days by grade level;
- 2) Regular (quarterly) School Site Council meetings;
- 3) Regular (quarterly) English Learner Advisory Committee meetings; and
- 4) Monthly Coffee with the Principal meetings.

Additionally, STEM Prep will involve 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 the Title I parents involvement policy by:

- 1) Annual Parent Surveys;
- 2) SSC meetings;
- 3) ELAC meetings;
- 4) Parent workshops to inform and provide resources to strengthen the home and school connection; and
- 5) Other parent meetings where feedback is incorporated in the local needs assessment for the instructional program. Discussions are held and suggestions are made for the SPSA, Title I and EL/Title III student budgets.

STEM Prep provides parents of Title I students with timely information about Title I programs with:

- 1) On-going parent workshops provide information on Title I and other district and state mandated programs.
- 2) Parents conferences as well as informal and formal conferences throughout the year where parents may obtain information on Title I and other programs.
- 3) Open house provides parents another opportunity to visit, review and inform themselves as to Title I and other program information.

STEM Prep 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.

- 1) Parent workshops on understanding district, state, and federal mandated Common CORE Standards (CCSS) and assessments such as: California Assessment of Student Performance and Program (CAASPP), Smarter Balance

Assessment System (SBAS), CELDT, and other Periodic Assessments.

- 2) Parents conferences as well as informal and formal conferences throughout the year parents may obtain information on Title I and other programs.
- 3) Open house provides parents another opportunity to visit, review and inform themselves as to their children's progress and their current schoolwork.
- 4) Title I and ELD mandatory district, school, and community meetings.

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. Some ways STEM Prep does this is by:

- 1) SSC and ELA meetings are open to all parents and include opportunities for the public to comment on school decisions and issues.
- 2) Parent center and parent community representative serves as liaison to assist parents to participate and be involved at all phases of all school related activities, meetings, and functions.
- 3) Parents may also participate by attending informal, open-door meetings with the principal, and other informal parent meetings, where they can provide direct input and having meaningful conversations with school administration and leadership.

Section II: School-Parent Compact

STEM Prep jointly developed the compact with parents of Title I students. The compact outlines how parents, teachers, all staff members, and students will create a partnership that shares the responsibility for improved student's academic achievement. The compact describes how STEM Prep and families will partner together to help all students 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 support and effective learning environment that enables children to meet the state's academic achievement standards; ways parents will be responsible for supporting their children's learning; student responsibilities; and the importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conference; frequent reports on students progress; access to staff; opportunities for parents to volunteer and participate at the school in the parent center; and

opportunities to observe classroom activities for a maximum of 20 minutes and with the discretion of the Principal.

Section III: Building Capacity for Involvement

STEM Prep will engage Title I parents in meaningful interactions with the schools. It will support a partnership among teachers, school staff, parents, and the community to improve student academic achievement. To help reach these goals, the STEM Prep will establish the following practices intended to provide Title I parents with assistance in understanding California's academic content standards, assessments, and how to monitor and improve the achievement of their children:

- 1) By holding formal and informal parent conferences, parent workshops led by teachers and other school personnel, to understand and discuss the CCSS, ELD portfolios, CELDT results, reclassification criteria, CAASP, SBAC, and other periodic assessments. STEM Prep also distributes to parents reading materials and opportunities to attend training outside of the school.
- 2) Parent workshops on how to understand CAASP, SBAS, and CELDT results and other assessments.
- 3) The schools' Parent Centers will provide Parent-Education classes on positive student development, multicultural awareness, and cultural diversity in order to help students succeed in school.

Additionally, STEM Prep will provide Title I parents with materials and training to help them work with their children to improve their children's achievement, including by having:

- 1) Parents workshops will be led by teachers and other professionals in the area of their expertise to assist parents with being more active in their children's educational development.
- 2) Teachers, Counselors, and Administrators will provide workshops on state and school-level test such as the Smarter-Balance Assessment and CELDT requirements.
- 3) The Parent Centers will have resources available for parents to increase their capacity to improve their children's achievement.

With the assistance of Title I parents, STEM Prep will educate all teachers and all staff members about the value of parent contributions, and in how to work with parents as equal partners by:

- 1) Parent input provided via an annual survey will be used to determine professional development and training for teachers, administrators, and other staff members.

- 2) Through professional development, all staff members will receive the required and recommended resources to enable them to work with their parents as equal partners.
- 3) Teachers are provided with resources and training on effective parent-teacher conferences

STEM Prep will coordinate and integrate the Title I parental involvement program with other programs, and conduct other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children by:

- 1) Teacher led workshops such as math, language arts, and common core standards are provided regularly in the teacher's classrooms.
- 2) Parent Center available for students and parents and information will also be disseminated and/or displayed regarding upcoming events.
- 3) The Parent Center will networks with district and community based organizations to provide workshops requested by parents or needed to address student needs.

STEM Prep will distribute information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand by:

- 1) Announcements, newsletters, flyers, Connect-Ed, Remind app, mailings, marquee postings, and all written materials are communicated in English and Spanish.
- 2) All meetings and events are held in both languages or provided with translation, if required.
- 3) Parent surveys and informational flyers are translated and sent home in both languages.

The school provides support for parental involvement activities required by Title I parents in the following manner:

- 1) Morning, mid-afternoon, and late parent workshops are held based on district, school, student, programs, and parent needs.
- 2) Categorical Coordinator facilitates school parent Title I involvement with monthly and as needed meetings.
- 3) Parent center outreach to parents through personal, Connect-Ed, written and oral communication.

Section IV: Accessibility

STEM Prep provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parent with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that the parents understand.

- 1) STEM Prep's Parent Liaison will be available for students, parents, and staff to disseminate information regarding district, school, and community needs.
- 2) Announcements, newsletters, mailings, and all written materials will be communicated in English and Spanish.
- 3) All meetings and events are directed and translated in Spanish where necessary.
- 4) Parent surveys are translated and sent home in English and Spanish.
- 5) STEM Prep will accommodate parents with disabilities by providing staff to assist with note taking, enhanced audio/visuals, enlarged print, hold meetings with wheelchair accessibilities, differentiate the materials, constantly check for understanding, and provide reflection breaks.