



PARENT and FAMILY ENGAGEMENT POLICY 2019-2020
ABRAHAM LINCOLN ELEMENTARY SCHOOL
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GLENDALE UNIFIED SCHOOL DISTRICT
Barbara Fariss, Principal



The Glendale Unified School District Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles, and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

*The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the District's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation. **(GUSD Board Policy 6020)***

Purpose of Parent Involvement

Lincoln Elementary School is committed to the goal of providing a quality education for every student. Our staff greatly appreciates all of the enthusiastic involvement in your child's education. Your support makes a difference in your child's success. Parent involvement research indicates that when schools create parent partnerships, student learning is better supported and higher student achievement is attained. Students whose parents are part of their school-life earn better grades, have higher test scores, attend school more regularly, exhibit better social skills, and adapt better to school. Parent participation such as actively monitoring a child's time, helping with homework, and discussing school matters, creates students who are more likely to go onto post-secondary education - even to better schools! Moreover, a child-parent bond that encourages learning is more important to student achievement than income, education level, or cultural background. To this end, we want to establish partnerships with parents and the community to encourage greater involvement and to promote high achievement by all students. Lincoln's School Site Council is responsible for reviewing and updating the Lincoln Parent Involvement Policy. This policy shall be made available to the local community and updated periodically to meet the changing needs of Lincoln students, parents, and the school.

Home-School Compact

Lincoln Elementary School must share with parents the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. At Lincoln, this joint venture is exemplified through a home-school compact titled "Lincoln's Educational Home-School Commitment". This compact is sent home to parents at the beginning of the year and describes (1) the school's responsibility to provide high-quality curriculum and instruction in a supportive learning environment; (2) the parents' responsibility and the importance of communication between parents and teachers on an ongoing basis; and (3) the students' responsibilities to come to school ready to learn. Teachers and students discuss the compact before signing it, and then it is made available for parents to read and sign. All original compacts are filed in the

Teacher Specialist's office and may be reviewed by teachers, students, and parents throughout the year, as deemed necessary. The School Site Council will evaluate the content of the Home-School Compact each year and suggest modifications to enhance its value in establishing a team approach to education.

Building Parents' Capacity for Involvement

In order for the parents to fulfill their responsibility, we at Lincoln Elementary will assist in building our parents' capacity for involvement by:

- Assisting parents in understanding such topics as the State Standards and related assessments and reports
- Promoting clear two-way communication between the school and the family as to school programs and children's progress
- Providing opportunities for regular meetings where parents can provide input in decisions relating to the education of their children, and responding promptly to parent suggestions
- Providing access to and coordinating community and support services for children and families
- Convening English Language Advisory Committee (ELAC) meeting(s) to inform parents of programs and support available for English language learners
- Supporting PTA and all parent groups and school organizations
- Providing parents with information designed to assist children in learning at home and school
- Involving parents, after appropriate training, in instructional and support roles at the school
- Supporting parents as decision makers and incorporating their leadership, governance, advisory, and advocacy roles in their child's education

Accessibility

In carrying out the parental involvement requirements, the school shall provide full opportunities and encourage the participation of parents with limited English proficiency and parents with disabilities. This includes providing information and school reports in a format and, to the extent practicable, in a language parents understand. Lincoln complies with ADA and parents will not be denied access or participation in programs or activities of the school due to a disability. Parents may request reasonable accommodations in advance.

How to Get Involved

There are many ways to be involved in your children's education at Lincoln both academically and through volunteer organizations at the school such as PTA, Foundation, Armenian Parents Club, Korean Parents Club, 6th Grade Committee and Dad's Club. Parents are welcome and encouraged to run for positions on school advisory councils such as the School Site Council (SSC) and English Language Advisory Committee (ELAC). Parents do not have to be active members of any organization in order to volunteer or attend meetings; participation is welcomed and appreciated by all organizations. For more information on these organizations and specific contact information, please see the Lincoln website under "For Parents" and "Contacts" at <https://www.gusd.net/lincoln>

Parents can take an active role in their child's academic success by utilizing several online curriculum portals that monitor progress and areas of need as well as exclusive web-based educational resources available through Lincoln. Lincoln utilizes online curriculum resources

that measure progress which include iReady and enVision Math. Teachers may also utilize supplemental online resources such as Accelerated Reader (AR), Mystery Science, Google Classroom, Brain Pop etc. Please contact individual classroom teachers for more information. All parents are encouraged to download the GUSD App where they will find a comprehensive portal to school and district news, receive instant notifications, check student's information and submit online tips. Please go to the App Store or Google Play and search for "Glendale USD". Parent Connection also provides parents/guardians access to their child's student information over the Internet. Using a confidential Personal Identification Number (PIN) and Password, parents/guardians can connect to the school's database and view and update their child's Emergency Contact Information. For login information, please contact the Lincoln Office. As part of our effort to be more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, GUSD has partnered with an electronic flyer communication tool called "Peachjar." This "green" initiative will allow our parents to access flyers in three easy ways – online, by email, and in our GUSD app. All school and district flyers will be housed online in an "electronic backpack" where they can be filtered, sorted, and saved.

Visitors and Volunteers:

ALL volunteers in public schools who have contact with students, must present a Mantoux TB test verification from a health care provider that shows they are free of Tuberculosis. Parents new to the Glendale Unified School District must show clearance within the last 60 days before volunteering.

Parents are always welcome to visit their child's classroom after contacting the teacher, who can arrange a time that will be most meaningful to the parent and teacher. Arrangements must be made at least one-day in advance. Visits are limited to 20 minutes. Visitors shall not interfere with the operation of the school or the instructional program (Board Policy 1250). Parents may not 'drop in' to the classroom to observe. If a conference is needed with a teacher, an appointment request should be made by emailing the teacher. The office cannot make appointments for the teachers.

All visitors and volunteers are required to sign in and out of the office using the Raptor system. A valid state ID and current TB test must be entered into the system before the first visit. Visitors will be given a visitor's pass which is to be clearly displayed on the adult while on campus. Visitors failing to register are in violation of state law, which may result in fine or imprisonment. Signs informing visitors of these regulations are posted at all entrances to each school campus. Loitering on or about any school campus or work site in the District by employees not assigned to that area, or by members of the public, is strictly prohibited.

Siblings:

District policy has always been that siblings may not accompany parent volunteers during school hours when the parent is scheduled to volunteer, nor should they be brought to any scheduled conferences or meetings with school staff including Parent/Teacher conferences, SST Meetings (Student Study Team), or IEPs (Individualized Educational Program). Siblings are not allowed to go on the field trips with a volunteer parent as well. Please make arrangements for their care outside the school. Children (students or siblings) are not permitted in any workroom at any time for numerous safety reasons and requirements of the California department of Occupational Safety and Health, better known as Cal/OSHA. Please do not bring any child through the back office door at any time. We truly appreciate parent help and want parents to know that there are numerous ways to assist the Lincoln campus through PTA and Foundation activities before or after school hours if families have other children who are under parent/guardian care.

Etiquette Reminders for Parents:

Lincoln parents are always welcome and encouraged to attend Lincoln events. It is wonderful to recognize students for their accomplishments in front of their teachers, staff, peers, and especially with their parents in attendance. In order to provide a positive environment for students' recognition, we request that parents respect the following:

- Please turn all cell phones on vibrate. If a parent must speak to someone on his/her cell, please move outside and away from the audience. Speak quietly and briefly so as not to disrupt the presentation.
- Please keep conversations with other adults to a minimum while waiting for the presentation/assembly to begin.
- Respect student groups who are performing or receiving recognition, by not talking through the presentation.
- If parents have a younger child attending during the assembly, make sure he/she remains quietly with the parent at all times; both to ensure their safety and to avoid disruption of the program.
- Remain in the perimeter areas so a student's view is not obstructed. When classes arrive to their assigned location, parents are asked to move out of the way so as not to hinder the procedures students have been asked to follow. The center aisle in the auditorium or on the field must remain clear.
- Photos of a student may be taken upon the completion of the assembly so that the assembly can run smoothly and efficiently.

Complaints/Concerns:

All complaints or concerns about your student need to begin with the classroom teacher. Phone calls, faxes, emails, and letters received in the office with questions about an incident that occurred in the classroom, on the playground or about the student's program will be directed to the classroom teacher first. Only after a conference with the teacher, a parent may request a conference with the Principal.

- ***All parents who regularly volunteer on campus must file proof of TB clearance with the LVN/health assistant in the office.***
 - ***Low cost TB testing is available through the Glendale Health Center.***
 - ***For more information, please call (818) 500-5762.***
- ***(Parents who volunteer at Lincoln are asked to kindly follow the dress code set forth for students on campus. It is very important to set an example for students in terms of appropriate clothing in a "work" environment.***