

GARDEN GROVE UNIFIED SCHOOL DISTRICT  
HERITAGE ELEMENTARY

**SCHOOL PARENTAL INVOLVEMENT POLICY**  
**2008-2009**

**ALL SCHOOLS**

**Part I General Expectations**

Heritage Elementary agrees to implement the following statutory requirements:

- The school will jointly develop with parents, and distribute to parents, a School Parental Involvement Policy that the school and parents agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will ensure accessibility and opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.
- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring –*

- (A) that parents play an integral role in assisting in their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities.*

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**Part II Description of How the School Will Implement Required School Parental Involvement Policy Components**

<b>1. Heritage will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its School Plan for Student Achievement (SPSA) in an organized, ongoing, and timely way. [I-CE 2]</b>	
<b>Action:</b>	<b>Description:</b>
<b>Recruitment of Parents</b>	
<b>Teacher/staff recommendations:</b>	<i>Collect recommendations for 2-3 parents from each teacher that will be personally invited to participate in the joint development of the school policy. Phone calls will be made by the principal, teacher, and/or school community liaison.</i>
<b>Invite actively involved parents:</b>	<i>Invite parents from existing parent involvement committees (e.g., SSC, ELAC, 10 Education Commandments, parent-teacher organizations, etc.)</i>
<b>Personal phone calls:</b>	<i>Invite actively involved parents to make personal phone calls to recruit other parents. Recruit parents from different cultural/language groups to share the message of involvement opportunities in a language in which the parents prefer to communicate. Use bilingual school staff to make phone calls to parents.</i>
<b>Promotion:</b>	<i>Promote opportunities for parent involvement and the development of the School Parental Involvement Policy and SPSA in a variety of ways (e.g., school newsletters, school website, flyers, etc.) Provide all information in the school's major home languages.</i>
<b>School Activity:</b>	<i>Recruit parents at Back to School Night.</i>
<b>Joint Development and Joint Agreement</b>	
<b>During schoolwide events:</b>	<i>Schedule School Parental Involvement Policy and SPSA meetings concurrently with other large school-wide events, providing opportunities for face-to-face meetings with teachers (e.g., Back-to-School Night, etc.).</i>
<b>Small groups:</b>	<i>Divide large general meetings into small groups by language. Develop work groups to develop and/or review School Parental Involvement Policy and SPSA elements.</i>
<b>Language:</b>	<i>Ensure that School Parental Involvement Policy and SPSA documents are available in a format and language that parents can understand.</i>
<b>Organized, Ongoing, and Timely Action</b>	
<b>Parent committee:</b>	<i>Establish a parent committee (or create a subcommittee within an existing committee) with the duty to review the current School Parental Involvement Policy and SPSA. Any interested parents are invited to participate on this committee.</i>

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<b>2. Heritage will take the following actions to convene an annual meeting to inform and distribute to parents and the local community, the School Parental Involvement Policy and information about school programs, including:</b> their child's and/or school's participation in school programs (e.g., Title I, SLI, EIA, EL, Special Education, GATE, etc.); the requirements of the school programs; and the parents' rights to be involved (list of rights could include Parent Notices, School-Parent Compact, District Parent Involvement Policy, School Parent Involvement Policy). <b>[I-CE 2.1(a)]</b>	
<b>Action:</b>	<b>Description:</b>
<b>Distribution of Policy and Program Information to Parents</b>	
<b>Annual meeting and Timely information: [I-CE 2.1(d)]</b>	<i>Provides parents with timely information about the school's participation and the requirements of programs such as, Title I, School Library Improvement (SLI), Economic Impact Aid (EIA), English Learners (EL), Special Education, Gifted and Talented Education, and the LEA plan. The school will organize an annual Program Parent Meeting at the beginning of the school year. (September/October 2008) Information regarding the school's programs and their rights to be involved will be distributed to parents at the beginning of the school year. This will be presented at Back to School Night and in the first newsletter of the year.</i>
<b>School Website:</b>	<i>Parents will have access to electronic correspondences and information regarding the School Parental Involvement Policy on the school website.</i>
<b>Teleparent:</b>	<i>Use Teleparent to inform parents of the availability of parent involvement opportunities.</i>
<b>At meetings:</b>	<i>Distribute the School Parental Involvement Policy and School-Parent Compact at major school-wide events (e.g., Back-to-School Night, SSC/ELAC meetings, and parent-teacher conferences, etc.).</i>
<b>Requiring a parent signature:</b>	<i>Ensure that School-Parent Compact is received and understood by parents by requiring parent signature during parent-teacher conferences.</i>
<b>Distribution of School Parental Involvement Policy to Local Community</b>	
<b>District/School website:</b>	<i>Post information and copies of the School Parental Involvement Policy in multiple languages on the district website.</i>
<b>School office:</b>	<i>Have copies of the School Parental Involvement Policy and related parent involvement information available in the school office (e.g., display case, front desk, parent resource center, etc.).</i>

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<b>3. Heritage will update periodically its School Parental Involvement Policy to meet the changing needs of parents and the school. [I-CE 2.1(c)]</b>	
<b>Action:</b>	<b>Description:</b>
<b>Frequency</b>	
<b>Schedule meetings:</b>	<i>Establish annual meetings with the specific purpose of reviewing the School Parental Involvement Policy and SPSA (e.g., biannually, quarterly, etc.).</i>
<b>Periodic Updates of the School Parent Involvement Policy</b>	
<b>Ongoing planning, review, and improvement: [I-CE 2.1(c)]</b>	<i>Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvements of school programs and the Parental Involvement Policy. The review of school programs will be done in conjunction with the review and evaluation of the School Plan for Student Achievement (SPSA) during SSC meetings. Invite all parents to the Program Parent Meeting, using various forms of communication (e.g., letter, flyer, Teleparent, e-mail, website, marquee, school newsletter, etc.). Invite actively involved parents to make personal phone calls to recruit other parents. Recruit parents from different cultural/language groups to share the message of involvement opportunities in a language in which the parents prefer to communicate.</i>
<b>Special committee:</b>	<i>Establish a parent committee (or create a subcommittee within an existing committee) with the duty to review the current School Involvement Policy and SPSA. With the assistance of school personnel (e.g., the principal, assistant principal, Title I coordinator, etc.), the committee will invite all parents to participate in the review of the School Parental Involvement Policy and develop a plan to discuss School Parental Involvement Policy components.</i>

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<b>4. Heritage will hold a flexible number of meetings at varying times, and provide transportation, child care, and/or home visits, paid for with Title I or other funding as long as these services relate to parental involvement. [I-CE 2.1(b)]</b>	
<b>Action:</b>	<b>Description:</b>
<b>Assessing Parent Needs</b>	
<b>Flexible number of meetings and Schedule:</b>	<i>Based on the Parent Needs Assessment, and with the assistance of the district, the principal will plan the schedule and topics for the meeting. The school will offer a flexible number of meetings, as practicable. Offer multiple options for scheduling parent meetings (e.g., morning, afternoon, and/or evening). Use the Parent Needs Assessment to determine the optimal scheduling of meetings.</i>
<b>Parent Needs Assessment:</b>	<i>Assess parent needs (e.g., scheduling of meetings, training topics, child care, transportation, and translation/interpretation) using the annual Parent Needs Assessment.</i>
<b>Invitation:</b>	<i>Send an invitation to parents, in multiple languages as needed, with details regarding the content and usefulness of the meeting.</i>
<b>Arrangements for child care, translation/interpretation, transportation.</b>	<i>Arrange for child care, translation/interpretation, and transportation as needed. Provide parents with information regarding these services with each invitation to special events, meetings, and trainings.</i>
<b>Funding of Parental Involvement Expenses</b>	
<b>Title I schools:</b>	<i>Use Title I funding to support costs related to parent involvement. These funds may be used to pay for transportation, translation/interpretation personnel, child care personnel, other personnel (presenters, facilitators, etc.), light refreshments, and materials.</i>

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<b>5. Heritage will provide to parents a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. [I-CE 2.1(e)]</b>	
<b>Action:</b>	<b>Description:</b>
<b>Scheduling</b>	
<b>Schedule and Topics:</b>	<i>Schedule parent meetings or school events to review the topics of school curriculum, assessment data (e.g., attendance, truancy, suspension, etc.), and proficiency levels. The topics and the schedule of meetings will be determined using results from the Parent Needs Assessment.</i>
<b>Activities/ Information Provided to Parents</b>	
<b>At conferences:</b>	<i>Explain and review curriculum, assessments, and proficiency levels during conferences and/or meetings with school personnel (e.g., fall and spring parent-teacher conferences, conferences as requested by teacher or parent, other school organized events, etc.). Conferences by request will occur in a timely manner.</i>
<b>During meetings/trainings:</b>	<i>Inform parents about school curriculum, assessments, and proficiency levels at formal parent meetings and/or trainings (e.g., 10 Educational Commandments, Family Literacy, SSC, ELAC, etc.). Provide parents with classroom strategies that can be used at home to support student learning (e.g., behavioral goals, Individualized Education Plan (IEP) goals).</i>
<b>Grade-specific meetings:</b>	<i>Develop opportunities for parents to learn about the curriculum presented at 6<sup>th</sup> grade level.</i>
<b>See Part III (1-3):</b>	<i>Shared Responsibilities for High Student Academic Achievement (Overlap of activities and topics)</i>
<b>Explanation of curriculum, assessments, and proficiency levels:</b>	<i>The meeting and information provided to parents will include an explanation of the curriculum, assessments, and proficiency levels students are expected to meet. Distribute and explain documents related to school programs (e.g., Title I, SLI, EIA, EL, etc.), parent involvement, the School-Parent Compact, District Parental Involvement Policy and School Parental Involvement Policy at the Title I Information parent meeting.</i>
<b>Curriculum and programs:</b>	<i>Provide descriptions of curriculum and information regarding student coursework (e.g., Parent Handbook (K-6), Course of Study (7-12), A-G requirements, program information (e.g., AVID, special education), school or teacher website, topic specific trainings, 10 Education Commandments, Family Nights, etc.).</i>
<b>Recommendations for supporting learning at home:</b>	<i>Provide parents with information and recommendations about how they can support their child(ren)'s learning at home (e.g., appropriate reading books, practice books for math skills, etc.).</i>
<b>Achievement data:</b>	<i>Discuss and share school-wide achievement data and provide parents information regarding state and district level assessments. Discuss and share specific child achievement data with parents.</i>
<b>District Goal #1 and #2:</b>	<i>Familiarize all parents with District Goals #1 and #2. Review the District Goals, when appropriate, at school-wide meetings and events.</i>

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<b>6. Heritage will provide parents, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. [I-CE 2.1(f)]</b>	
<b>Action:</b>	<b>Description:</b>
<b>Opportunities for Regular Meetings</b>	
<b>Opportunities for regular meetings:</b>	<i>Provide parents, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children. If requested, the school will plan to form a committee that will meet in conjunction with SSC meetings, either before or after the SSC's regularly scheduled meetings</i>
<b>Schedule:</b>	<i>Develop a schedule of regular meetings (may be as a part of formal school committee meetings, such as SSC, ELAC, or parent-teacher organization meetings) for the purpose of gathering parent input concerning school practices relates to the education of their children.</i>
<b>Conferences:</b>	<i>Promote the importance of parent-teacher conferences at every grade level in order to allow parents an opportunity to communicate directly with their child(ren)'s teacher(s). Provide parents with interpreters as needed.</i>
<b>Translation/Interpretation:</b>	<i>Use the school community liaisons or other school personnel to communicate with non-English speaking families in order to assess parent needs and concerns.</i>
<b>Responding to Suggestions</b>	
<b>Opportunity to provide input:</b>	<i>Inform parents of opportunities to offer suggestions, protecting their anonymity if desired (e.g., through communication with a teacher, principal, school community liaison, or other school personnel or through use of a comment box or suggestion box in the office, Pastries with Parents, etc.).</i>
<b>Timeline for resolution:</b>	<i>Respond to parent complaints in a timely manner.</i>
<b>SSC public input:</b>	<i>Present suggestions from parents at SSC meetings as an item of public input and discuss actions that need to be taken.</i>
<b>Responding:</b>	<i>Respond to parent suggestions (e.g., via phone call, letter, invitation to SSC, etc.).</i>

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<b>7. Heritage will submit to the district any parent comments if the School Plan for Student Achievement is not satisfactory to parents.</b>	
<b>Action:</b>	<b>Description:</b>
<b>Procedures for Submitting Parent Comments to the District</b>	
<b>Parent Comments:</b>	<i>At SSC/ELAC and other meetings, inform parents about procedures for submitting input to the district regarding the School Plan for Student Achievement (SPSA). Parent input may be provided in written form or verbally, and will be sent to K-12 Educational Services. A copy of the comments will be kept in the school office. School community liaisons will assist in communicating with parents. K-12 Educational Services will coordinate a meeting between the parent(s) and school principals to discuss concerns</i>

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**Part III Shared Responsibilities for High Student Academic Achievement**

<p>1. Heritage will build the school’s and parent’s capacity for strong parental involvement, in order to ensure effective involvement of parents, and to support a partnership among the school involved, parents and the community to improve student academic achievement, through the following activities specifically described below:</p> <p style="text-align: right;">[I-CE 2.3]</p>	<p>2. Heritage will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following, by undertaking the actions described in this paragraph –</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the State’s academic content standards.</li> <li><input type="checkbox"/> the State’s student academic achievement standards,</li> <li><input type="checkbox"/> the State and local academic assessments including alternate assessments,</li> <li><input type="checkbox"/> the requirements of Title I (if applicable)</li> <li><input type="checkbox"/> how to monitor their child’s progress, and</li> <li><input type="checkbox"/> how to work with educators:</li> </ul> <p style="text-align: right;">[I-CE 2.3(a)]</p>	<p>3. Heritage will, with the assistance of its district, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:</p> <p style="text-align: right;">[I-CE 2.3(b)]</p>
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**Parental Involvement Activities**

<b>SITE-BASED</b>	Event	Description	1	2	3	Role of Parents	Responsibility To Organize
	<b>SITE-BASED</b>	10 Educational Commandments (Spanish, Vietnamese, English)	Parents are presented with information organized into 10 modules intended to assist parents in supporting their children’s education. Parents are encouraged to become actively involved in the education of their children. Childcare provided.	X	X	X	Parents attend classes and become actively involved in school.
	Flag Ceremony/Pastries with Parents	Four times per year, parents will be invited to attend Flag Ceremony/Character Trait winners ceremony and then stay for pastries with the students who won the Character Trait award.	X			Parents attend meetings to learn about ways they can support their children’s learning.	Organized by principal. Special guest speakers.
	In & Out Dinner/Book Fair Fall and Spring.	Funds raised by these events will help to support the costs of enriching students’ educational experience (e.g., standard-based field trips and assemblies).	X			Organized by Parent-teacher organization. Attended by families and community.	Organized by PTO Principal guidance
	Educational Fair	Local community resources and organizations will be available to answer questions and distribute information for families. (Booths). Then, do parent workshops that will focus on developing skills that parents can use at home to support student learning. (Thinking Maps, The Writing Process, Scholarliness, Positive Action)	X	X	X	Parents attend evening events and learn skills to support their children at home.	Principal Teachers Community Liaisons

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<b>Positive Action for Parents</b>	<b>The school will plan and implement a parent support workshop, providing parents with ideas and strategies for creating a positive environment.</b>	<b>X</b>	<b>X</b>		<b>Staff Members Parents</b>	
<b>Science Night</b>	<b>The school will plan one science night per year.</b>	<b>X</b>	<b>X</b>		<b>Staff Members Parents</b>	
<b>Reading on the Green</b>	<b>Parents are invited to join the students in reading to celebrate Dr. Seuss week.</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>Parents attending the event will gather resources.</b>	<b>Principal Standing members of the ELAC</b>
<b>Eagles on the Move</b>	<b>Students and families will celebrate the benefits of physical fitness by participating in various athletic activities.</b>	<b>X</b>	<b>X</b>		<b>Staff Members Parents</b>	
<b>School Site Council (SSC) Meets quarterly</b>	<b>The process for the formation of the SSC and its responsibilities are described in the SSC Packet and is part of the SPSA. Public is invited to provide input.</b>	<b>X</b>	<b>X</b>		<b>Committee members by the parents and staff. The parents on the committee fulfill the duties of the SSC.</b>	<b>Principal Standing members of the SSC</b>

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**Parental Involvement Activities**

<b>CENTRAL DISTRICT</b>	<b>Event</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Role of Parents</b>	<b>Responsibility To Organize</b>
	<b>Community Outreach Meetings Quarterly</b>	Parents will be encouraged to attend these meetings to gather information related to supporting student success. These meetings will be offered throughout the year in various languages. Various representatives from the district and community organizations will present information. Topics vary based on parent input and needs assessment.	X	X	X	Parents gain information to assist and share with others. Parents will be able to bring information learned back to parent groups such as ELAC and SSC.	K-12 Educational Services and Outreach
	<b>Family Literacy/ REACH for Success</b>	Offered at 10 sites in the district. English language classes taught by community-based partner, Boys & Girls Clubs of Garden Grove. Childcare also available for children ages 3 and up- providing educational enrichment activities.			X	Parents attend classes to increase proficiency in the English language. Parents bring children, ages 3 and up, for educational enrichment.	Boys and Girls Clubs of Garden Grove
	<b>District English Learners Advisory Committee (DELAC) 3<sup>rd</sup> Thursday every month</b>	Parents from school site ELAC committees will receive information that will then be reported to the members of the school site ELAC. Interpretation equipment will be in use.	X	X		The school's ELAC will elect a parent DELAC representative who will attend all district meetings. This parent will present information at each ELAC meeting.	Assessment and Registration Center Principal ELAC Community Liaison
	<b>District Advisory Committee (DAC) Meets once a year</b>	Representatives from each school discuss district funding and support of goals.	X	X		Parents give input on Title I, EIA, and SLI, as well as goals of the LEA plan.	K-12 Educational Services

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<b>4. Heritage will incorporate the school-parent compact as a component of its School Parent Involvement Policy. [I-CE 2.2] [I-CE 2.2(a-c)]</b>	
<b>Action:</b>	<b>Description:</b>
<b>Jointly Developing the School-Parent Compact</b>	
<b>Parent committee:</b>	<i>Develop a parent committee that will work collaboratively with school personnel to create/review the School-Parent Compact.</i>
<b>Multiple languages:</b>	<i>Ensure that the School-Parent Compact is translated and provided to parents in a language they can understand.</i>
<b>Website:</b>	<i>Post Home School Compact on school website.</i>
<b>Informing Parents about the School-Parent Compact</b>	
<b>Collecting signatures:</b>	<i>During Parent Teacher conferences, inform parents, students, and teachers of the purpose of the School-Parent Compact. Obtain signatures of parent, student, and teacher.</i>
<b>Distributing the School-Parent Compact</b>	
<b>To every family:</b>	<i>Provide a copy of the signed School-Parent Compact to every family.</i>
<b>Timing:</b>	<i>Distribute the School-Parent Compact during Teacher Parent conferences.</i>

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<b>5. Heritage will, with the assistance of the district and parents, educate its teachers, administration, and other personnel, in how to reach out to, communicate with, and work with parents as equal partners, concerning the value of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools. [I-CE 2.3(c)]</b>	
<b>Action:</b>	<b>Description:</b>
<b>Educating School Personnel in How to Work with Parents as Partners</b>	
<b>Educating school personnel:</b>	<p><i>Educate teachers, administration, and other personnel regarding best practices for working with parents as equal partners. Topics for training may include:</i></p> <ul style="list-style-type: none"> <li>• <i>Reaching out to parents and addressing barriers to parent involvement</i></li> <li>• <i>Supporting students through ongoing, meaningful two-way communication with parents</i></li> <li>• <i>Utilizing parents effectively in the school and classroom</i></li> <li>• <i>Understanding the importance of parent programs</i></li> <li>• <i>Understanding implications of working with families from specific cultures represented in the school's community</i></li> </ul>
<b>Training facilitators for Parent Education</b>	
<b>Training new parent education facilitators:</b>	<p><i>Train select school personnel to become facilitators of parent training programs and/or parent education classes. The purpose of the parent training programs and/or parent education classes is to provide parents with information to support their child(ren)'s education (e.g., navigating school system supporting their child(ren) in their education, and developing literacy, etc.).</i></p>

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<b>6. Heritage will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other programs, including preschool, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. [I-CE 2.3(d)]</b>	
<b>Action:</b>	<b>Description:</b>
<b>Supporting Student Achievement through Coordination of District Programs</b>	
<b>Coordination:</b>	<i>Inform parents of school and districtwide programs, trainings, and events that support student achievement.</i> <ul style="list-style-type: none"> <li>○ <i>Open House and Back to School Night</i></li> <li>○ <i>Parent-teacher conferences</i></li> <li>○ <i>Orientation meetings and Transition meetings</i></li> <li>○ <i>Community Outreach Meetings</i></li> <li>○ <i>Boys and Girls Clubs of Garden Grove programs</i></li> <li>○ <i>Family Literacy/ REACH for Success</i></li> <li>○ <i>Formal parent committees (e.g., ELAC, SSC, DELAC)</i></li> <li>○ <i>10 Education Commandments</i></li> </ul>
<b>See Part III (1-3):</b>	<i>Shared Responsibilities for High Student Academic Achievement (Overlap of activities and topics)</i>
<b>Parent Resources</b>	
<b>Availability of parent resources:</b>	<i>Invite parents to utilize the resources provided by the school.</i>
<b>Referrals:</b>	<i>Invite parents to learn about resources offered through referrals by school personnel.</i>
<b>District website:</b>	<i>Inform parents of the availability of resources on the GGUSD District Website (<a href="http://www.ggusd.us">www.ggusd.us</a>).</i>

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<b>7. Heritage will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that parents can understand. [I-CE 2.3(e)]</b>	
<i>[List activities. Select actions that are appropriate for your site. The actions listed below are examples and may be revised to reflect your site specific practices.]</i>	
<b>Action:</b>	<b>Description:</b>
<b>Providing Information to the Parents</b>	
<b>Language and format:</b>	<i>Ensure that all communication to parents is available in a language and format that parents can understand. The school will provide all correspondence in the major languages of the school community.</i>
<b>Interpretation/ Translation:</b>	<i>Provide parents with interpretation/translation services, as needed, at all school programs, events, activities, and conferences.</i>
<b>School community liaison:</b>	<i>Introduce parents to the services provided by the school community liaison (e.g., interpretation/translation services, phone calls and written correspondence, point of contact for the community, etc.).</i>
<b>8. Heritage will ensure the accessibility and opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students. [I-CE 2.4]</b>	
<b>Action:</b>	<b>Description:</b>
<b>Providing Accessibility and Opportunities</b>	
<b>Limited English proficiency:</b>	<i>Ensure that all communication to parents is available in a language and format that parents can understand. The school will provide all correspondence in the major languages of the school community. Provide parents with interpretation/translation services, as needed, at all school programs, events, activities, and conferences.</i>
<b>Parents with disabilities:</b>	<i>Offer referrals to community-based support services. Accommodate special needs of parents with disabilities at school events and meetings, as feasible.</i>
<b>Parents of migratory students:</b>	<i>Plan meetings that will support parents in efforts to build community cohesiveness and support. Administer needs assessment to determine needs of parents and students.</i>

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**Part IV Adoption**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by:

**The policy was developed and reviewed by staff members and parents at Heritage Elementary. All parents were invited to participate in a meeting to develop the Policy.**

This policy was adopted by Heritage Elementary on \_\_\_\_\_ and will be in effect for the period of June, 2008 through June, 2009. The school will make this policy available to all parents on or before June 12, 2008. It will be made available to the local community on or before June 12, 2008. Heritage’s notification to parents of this policy will be in an understandable and uniform format, and, to the extent practicable, provide a copy of this policy to parents in a language that parents can understand.

**Signature of Administrator** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of ELAC Chairperson** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of SSC Chairperson** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signatures of Parent Involvement Policy Committee Members:**

SSC Approval date \_\_\_\_\_

ELAC Approval Date \_\_\_\_\_

Board Approval date \_\_\_\_\_