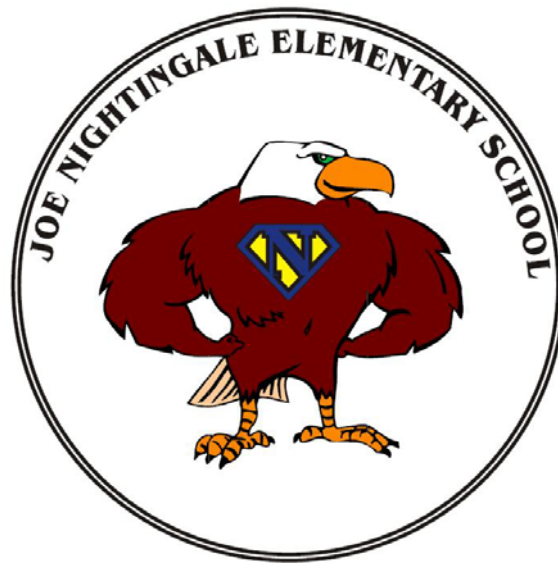


ORCUTT UNION SCHOOL DISTRICT

JOE NIGHTINGALE ELEMENTARY SCHOOL

255 WINTER ROAD ~ SANTA MARIA, CA. 93455

joenightingale.orcuttschools.net



PARENT AND STUDENT HANDBOOK 2021 ~ 2022

Joe Nightingale Elementary School
2021 ~ 2022 Parent and Student Handbook

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After reading the handbook, please detach this page and return it to your child's teacher.



My child and I have reviewed the Joe Nightingale Parent~Student Handbook. We are ready for a wonderful 2021~2022 school year!

Student Name _____

Student Signature _____

Parent Signature _____

Dear Students and Parents,

Welcome to the 2021-2022 school year at Joe Nightingale Elementary School! I am honored to lead this outstanding school, and to continue working with the staff and community to create an unmatched education for our students. The entire staff at Nightingale is ready and excited to embark on another year of academic success with your children.

At Nightingale, we believe all children can achieve high levels of learning. We also believe that students perform best when they feel confident about themselves and connected to a positive school environment. We will work hard to guide our school toward continued academic success and further foster a supportive learning environment for our students.

One reason Joe Nightingale has been successful for many years is due to the strong partnerships shared between the school and the community it serves. We are truly looking forward to working with the Joe Nightingale families and staff members to provide the best possible educational program for our students.

This handbook has been developed to help you get acquainted with the services, policies, and procedures of our school. We ask that you keep it handy and use it as a reference throughout the year.

As the year progresses and questions arise, please feel free to call the school and talk with those who may be able to help. Thank you for all your support in making Joe Nightingale a fantastic place for students to flourish.

Sincerely,

Kate McInerney
Principal



OUR MISSION:

Our mission statement, as approved by our School Site Council, is as follows:

Joe Nightingale exists to better the lives and futures of all students, staff, families and community through proven quality instruction, positive relationships and engaging experiences.

SCHOOL HOURS:

Transitional Kindergarten

8:15 a.m.-11:15 a.m. (A.M. session) – Optional lunch from 11:20-11:40 (only if accompanied by a parent)

11:20 a.m.-2:35 p.m. (P.M. session) – Optional lunch from 11:00-11:20 (only if accompanied by a parent)

Wednesdays (P.M. session only) - 11:20 a.m. -1:20p.m.

Grades K-6: 8 a.m.-2:15 p.m. (Wednesdays dismiss at 1:00 p.m.)

There is no playground supervision until 7:45 a.m.

For safety reasons, children are NOT allowed on campus before 7:45 a.m.

Minimum Days:

All Transitional Kinder: 8:15 a.m.-11:15 a.m.

Grades K-6: 8:00 a.m.-12:25 p.m.



SCHOOL RULES:

With input from all students and staff, Nightingale families and the surrounding community, Joe Nightingale has adopted school-wide behavioral expectations to help provide instruction and learning opportunities regarding positive behavior and social development while at school and within the world around them. The behavior expectations center around the theme of “Show your S.P.A.R.K.” The following are the behavior expectations and the matrix which is utilized in teaching them across campus.

Safe

Personally Responsible

Active Learners

Respectful


Kind

S.P.A.R.K.	Sidewalk	Bathrooms	Playground	Cafeteria
	2	2	4	2
Safe	<ul style="list-style-type: none"> Walk on white Walk forward 	<ul style="list-style-type: none"> One person per stall Use the grade level bathrooms Lock the stall door 	<ul style="list-style-type: none"> Body to self Keep games in designated areas Eat in designated areas 	<ul style="list-style-type: none"> Walking feet Handle all lunch items appropriately
Personally Responsible	<ul style="list-style-type: none"> Go straight to your destination Handle only your backpack 	<ul style="list-style-type: none"> Go, flush, wash, leave 	<ul style="list-style-type: none"> Throw trash away in garbage cans Stop playing when the bell rings Pick up your stuff 	<ul style="list-style-type: none"> Clean up after yourself Use table manners
Active Learners	Be aware of learning opportunities and new challenges			
Respectful	<ul style="list-style-type: none"> Use appropriate language Be aware of others' personal space 	<ul style="list-style-type: none"> Socialize outside Give others' privacy 	<ul style="list-style-type: none"> Listen to yard supervisors Use appropriate language Play fair and by the rules 	<ul style="list-style-type: none"> Listen to cafeteria supervisors Be aware of others' personal space
Kind	<ul style="list-style-type: none"> Smile Yield to others 	<ul style="list-style-type: none"> Keep it clean Use only what you need 	<ul style="list-style-type: none"> Invite others to play Help each other Apologize for accidents 	<ul style="list-style-type: none"> Invite others to sit Be courteous of others' food choices

Student safety is the first consideration for everyone. Also, students at Joe Nightingale Elementary School are expected to always show respect and consideration for fellow students and adults. They must also respect property, buildings, and school grounds.

1. Once on the school grounds, children may NOT leave campus without authorization from the office.
2. Students may NOT be on the school playground until after 7:45 a.m. Students who arrive before 7:45 a.m. should wait at the front of the school until the 7:45 a.m. bell rings. Students attending Campus Connection Child Care may check in at 6:30 a.m.
3. At dismissal, students should NOT loiter on campus. Bussed students should go to the bus stop, Campus Connection Child Care students should go directly to their facility, and participants in after school programs should go to the appropriate location. Students who walk home with their parents are to meet parents at the front of the school. Students who are driven to and from school are to be picked up **NO LATER THAN 15 MINUTES AFTER DISMISSAL.**

4. Crosswalks must be used to cross streets adjacent to the school.
5. Students may not cross through the drive-through lanes of the parking lot before, during, and/or after school unless accompanied by an adult. Students and parents may not walk between buses in the bus loading zone.
6. Students are not allowed in classrooms without adult supervision.
7. Students should always walk in the corridors on campus. No running!
8. Students should dress appropriately for school. Bare-midriff tops, excessively baggy clothes, long belts and chains, and spaghetti strap tank tops are not allowed at school. The straps on tank tops must be at least two inches in width. Shorts, skirts and dresses need to be as long as or longer than their fingertips when arms are resting at the side of the body. Girls are encouraged to wear shorts and tights under skirts and dresses so they feel comfortable participating in all activities. Students must wear shoes that are comfortable for PE activities each day. All shoes must have backs. Hats are permitted for protection from the sun. All hats and sweatshirt hoods must be removed prior to entering any building on campus.
9. Temporary tattoos and temporary hair dye are not allowed at school.
10. Gum is not allowed at school.
11. Students are invited to bring a nutritious snack (i.e.; fruit, pretzels, yogurt, raw vegetables, juice, graham crackers, etc.) to school each day to eat at the mid-morning recess.
12. Written invitations for non-school events (such as birthday parties) are not to be distributed at school unless the entire class is invited.
13. The following are NOT permissible at Joe Nightingale Elementary School:

<ol style="list-style-type: none"> a) Bad language b) Verbal and/or physical harassment c) Fighting d) Play-fighting or wrestling e) Spitting f) Biting g) Throwing rocks, dirt, or any other object h) Tackle Football 		<ol style="list-style-type: none"> i) Weapons or other dangerous objects j) Climbing trees, on roofs, fences, etc. k) Playing in or near the restrooms l) Littering m) Skates, shoe skates (without the wheels removed), skateboards n) Make-up, including lip gloss. (Chap stick for chapped lips is allowed)
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14. Electronic toys and music devices (Game-boys, CD players, iPods, etc.) may not be used on campus. They must be turned off and placed out of view during the school day. The only exceptions are for students who are using them during child care under Campus Connection guidelines or with the specific permission of teachers for a specific time period. Students who bring such devices are doing so at their own risk. Inappropriate use of electronic devices will result in the student not being allowed to bring the device to school.

15. Students are expected to follow school rules on school buses and field trips. Students transported to and/or from school on a school bus will be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be sufficient reason for a student to be denied transportation.

16. Cell phones are allowed on campus at your own risk. They must be turned off and be out of sight when on campus. Students may not use a cell phone camera at school. Inappropriate use of cell phones at school will result in the student not being allowed to have a cell phone at school.

MEDICATION:



Medication (prescription or over-the-counter) is given at school ONLY upon receiving the written authorization of the parent/guardian AND with a statement from the child's physician detailing the method, consent, and time schedules by which medication is to be taken. Forms are available in the office or on line at our district website.

If your child has a fever or is vomiting, please do not send your child to school until they have been fever free or the child has not vomited for a minimum of 24 hours. If your child goes home from school with a fever or vomiting, they cannot return the next day.

When a child becomes ill at school or is involved in an accident, he/she is sent to the office for minor first aid. If the injury or illness warrants, the parent is called and requested to take the child home for further care.

If you discover that your child has head lice, do not send them to school. Head lice must be treated BEFORE the child returns to school. Your child must also be cleared through the office before he/she returns to class. Please have your child stop at the office to be checked. The office staff is discrete and **ALL MEDICAL CONDITIONS AND CONCERNS ARE CONFIDENTIAL!**

SCHOOL ATTENDANCE and ABSENCES:

Consistent school attendance is absolutely essential for your child's success at school. Attendance problems hinder your child's progress and teach him/her that school is not important. The following are some guidelines and information regarding attendance:

1. Walking into class late interrupts teachers and students. Make sure students are on campus before 8 a.m. to avoid tardiness.
2. If you are tardy, you must check into the office before going to class for a pass.
3. Schedule appointments, vacations, extra activities, etc. after school hours.
4. If an absence is absolutely necessary, please call the school office as soon as possible. If you do not call within 3 business days of the absence, it will automatically be marked as unexcused. You can also leave a message after hours.
5. A tardy more than 30 minutes, unexcused absences, or absences that are not for a medical reason, bereavement, or court appointments (that cannot be avoided during school hours) will count towards truancy.

6. If you know in advance that your child will be absent, please inform the teacher or call the office and we can arrange for assignments. If your child will be absent from school for five or more days, we will arrange for an Independent Study Agreement. **PLEASE REQUEST FOR AN INDEPENDANT STUDY AGREEMENT AT LEAST ONE WEEK IN ADVANCE** to give the teacher adequate time to prepare assignments. If your child completes the work assigned by the teacher, he/she will receive credit for the days missed.
-

TRUANCY:

Documentation and report of truancy is mandated by California law. Any student who is absent from school without a valid excuse for three full days, or who is tardy 30 minutes or later on three occasions, or who has any combination of three or more unexcused absences or over-thirty-minute tardies, is considered truant (Section 48260 of the California Education Code). In this case, parents will receive a letter from the principal. A copy of this letter is also placed in the child's permanent record file. If truancy continues, then referrals will be made to the School Attendance Review Board and the Santa Barbara County District Attorney.

RELEASE OF STUDENTS:

Students must be released by the office prior to leaving campus. When parents need to take a student from school for part of the day, the parents must sign the students out in the office. The child **MUST** check-in at the office upon returning to campus. During the school day, we will only release students to adults who are on the child's release list. It is **VERY IMPORTANT** that parents notify our office personnel when changes need to be made on student emergency cards.



PARENT VOLUNTEERS / INVOLVEMENT:

Joe Nightingale Elementary School would not be the school it is without the strong support it receives from parents. Parents are involved in every facet of our school, from volunteering in classrooms to serving on the School Site Council to organizing special events.

The PTA is the largest and most visible parent group at Nightingale. Through special events and fundraisers, the PTA contributes a great deal to Nightingale students' education and all parents are invited to help! If you would like to be involved with our PTA, please contact the office or visit our website.

Another very important group is the School Site Council, an elected group of parents and school staff that meets monthly to discuss and review school programs. Parents are invited to attend School Site Council meetings; please read the Nightingale News for more information.

HOW TO VOLUNTEER: PTA, your child's teacher, and the office regularly seek assistance. Please contact them if you wish to volunteer. The scheduling of volunteers (time and length) is determined by need and at the discretion of the teacher and principal. A volunteer form and valid ID must be submitted to the office a minimum of 48 hours BEFORE you volunteer in a classroom or go on a field trip.

VOLUNTEER LOG: There is a Volunteer Log in the front office. Please sign in when you arrive and when you leave, and record the time that you spent volunteering. The PTA keeps track of hours volunteered.

Working in the Classroom

BE PROMPT AND DEPENDABLE: The teachers count on you, and appreciate your promptness and reliability. If you know in advance that you will not be able to make it during your designated volunteer time, please try to make arrangements to have another parent cover for you. If it's at the last minute and you can't arrange coverage, please leave a voicemail for the teacher so he/she can make necessary accommodations.

BE FLEXIBLE: Be willing to do what the teacher asks of you. There may be times that you will not directly work with the children, but instead the teacher needs you to staple papers for an hour. Sometimes, a job that seems tedious to you is a big timesaver for the teacher and allows her to get more effective teaching time in. Please be open and flexible about whatever the teacher asks you to do.

BE SURE YOU UNDERSTAND WHAT THE TEACHER NEEDS YOU TO DO: If you aren't sure, feel free to ask for more clarification.

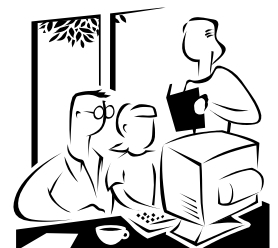
NO CELL INTERRUPTIONS: Turn off your cell phone. It would be inappropriate and disruptive to make or receive phone calls during your classroom volunteer time.

HOLD OFF ON CONVERSATIONS WITH OTHER PARENTS: Please do not socialize with other parents in the classroom during your volunteer time. There may be other parents present or volunteering in the classroom during your time; it would be disruptive to the class if the parents socialize or during class time.

BE CONFIDENTIAL: Confidentiality is crucial and is the cornerstone of a successful classroom volunteer program. Information about every child is **CONFIDENTIAL**. All conversations with teachers and staff, test scores, behavior, etc. must remain within the classroom. For example, if you are working with a child on spelling words, and that child is struggling and not doing well, it would be wrong for you to report that later to the child's parent. Comments about children's progress (or lack of) and behavior in class should be addressed by the teacher. Please give each child the same respect you would want shown to your child by others. Never discuss a child's behavior, academic performance, or other student information outside the classroom or school. Because confidential issues are sometimes discussed in our "Eagles Nest" (Staff Lounge), we ask that parent volunteers not use the room during staff break and lunch periods.

BE POSITIVE: Make specific, positive comments about the children ("Johnny, you worked really hard on that math problem!"). Catch the child doing something good and then praise it. Student discipline is the responsibility of the teacher. It can put a volunteer in an uncomfortable position to become involved in disciplining a child in any fashion. If you observe student behavior that concerns you please inform the teacher. Do not confront students (e.g. talk with a student about how they are treating your own child, etc.) or attempt to discipline.

DRESS APPROPRIATELY: The classroom isn't the place for skimpy or distracting clothing, or outfits that draw the children's attention to you rather than to the teacher.



USE THESE TECHNIQUES WHEN WORKING WITH THE CHILDREN:

- Use a quiet and controlled voice that will encourage and help children feel confident.
 - Avoid comparing children and their work.
 - State directions in a positive tone.
 - Be sure a child understands what you are saying.
 - Reward good behavior with a smile or compliment.
 - In small groups, offer each child a chance to participate; quiet children can sometimes be overlooked.
 - Try to be consistent in helping all of the children.
 - Let children try to do as much as possible without your help; children learn by doing.
 - Respect children's differences and personalities.
 - Remember that you are an example of appropriate behavior such as sharing, not talking when the teacher is talking, showing respect, talking quietly and taking turns.
-

VISITING GUIDELINES:

To ensure the safety of students and staff and minimize interruption of the instructional program, the following procedures facilitate visits/observations during regular school days. These procedures do not apply to parent volunteers in classrooms where the volunteer has been accepted by the teacher to assist within the classroom.

- a. All classroom visits will be arranged with the teacher and principal/designee
- b. Time and date of the visit will be mutually agreed to by the parties involved in advance of the visit
- c. A classroom visitation requires a minimum 24-hour notice to the office
- d. Classroom visits are to be no longer than 30 minutes unless mutually agreed to by all parties involved
- e. There will be no more than two classroom visits per year
- f. Visitors must register in the office prior to any visit and wear a visitor's badge and sign-out in the office when departing the campus
- g. The principal/designee may refuse to register any outsider or ask a visitor to leave (BP/AR 3515.2 – Disruptions)
- h. Principal/designee will accompany the visitor to the classroom and stay during the visit
- i. No electric listening or recording device may be used by students or visitors in a classroom without the teacher and principal/designee's permission
- j. Student visitors are not allowed on campus during school hours
- k. Visitors for K-8 schools are not permitted at school events restricted to current eligible students (i.e. school dances)
- l. Visitors for high school events restricted to current eligible students must submit a completed School Dance Authorization Form and receive approval by the principal/designee
- m. Visitors are asked not to interact with students and to refrain from the use of cell phones, tablets, computers, or any other electronic device while in the classroom as it can disrupt the instructional program
- n. Visitors are asked not to bring small children to the classroom as they can disrupt the instructional program

PARKING LOT RULES:

We have many families driving into our front parking lot each day and it takes nothing less than a team effort by both parents and staff to maintain the parking lot as a safe, orderly place for dropping off and picking up students. In the past several years, we have developed some guidelines for parents that have promoted both safety and a good flow of traffic:

1. The “loading zone” (the lanes adjacent to the sidewalk) is for dropping off and picking up children only. Please **DO NOT** park or stop in this area. **Please do not leave your car unattended in the loading zones at any time.**
2. When you drive into the parking lot, please pull as far forward as possible. This allows others to pull in behind you.
3. **Students are not to cross into the parking lot by themselves.** When picking up your children after school, please instruct them to look for you in the pick-up zone.
4. After school, **all students should be picked up no later than 15 minutes after dismissal.** School personnel are able to supervise children waiting for rides for 15 after dismissal, but not after. **IF YOUR CHILD IS NOT PICKED UP WITHIN 15 MINUTES OF DISMISSAL, YOU MUST PICK THEM UP IN THE OFFICE. NO EXCEPTONS.**
5. Only those with valid certifications by the Department of Motor Vehicles may park in the marked handicapped parking spaces.

For those who desire an alternative to the parking lot, Dickson Drive on the Eastern edge of the campus is a good location to drop off and/or pick up students.



CHILD NUTRITION PROGRAM:

Breakfast and lunch are available to students every school day. Breakfast is served in the cafeteria from 7:25 a.m.-7:55 a.m.

Student meals are tracked by a computerized accounting system. Each student has his/her own code number to enter on a keypad before each meal. Parents can pay for the meals ahead of time. Information on free and reduced-price meals is available in the school office. The lunch menu is posted on the district website. The cost of breakfast and lunch will be on the menu or you can contact Child Nutrition at 938-8926.

STUDENT SAFETY:

Parents often ask about various issues concerning student safety. Here are some often discussed topics:

- **Bullying and Threats:** Bullying and harassment will not be tolerated. Joe Nightingale staff members are firm and direct in handling bullying, threats, intimidation, and/or verbal harassment and are very careful to involve parents and apply consequences as appropriate. We often remind students of the importance of letting parents, teachers, the principal, and/or other trusted adults know about any ongoing problems with threats or harassment. Parents are encouraged to contact

teachers and/or the Principal if students let them know of a problem. If adults are unaware of problems, they are powerless to stop them!

- **Emergency Drills:** Each month, the school conducts a fire drill. Also, all classrooms are required to conduct a disaster drill each month. A disaster drill is a duck-and-cover drill that prepares students for earthquakes, explosions, or other potential disasters. The school also conducts a drill designed to prepare for a dangerous intruder on campus.
- **Adults on campus:** ALL visitors, including parents, must check in at the office and receive a visitors' badge. Visitors are not allowed to go directly to a classroom without checking in at the office. The Orcutt School District has implemented a Volunteer Screening Program. Any adult who will be regularly working with students at school will be required to register in the office as a regular school volunteer. His/her name will be checked against the Megan's Law Registry. (See "Parent Volunteers/Involvement" section for more information about volunteers)
- **Bicycle/Scooter Safety:** Students in Grades 3-6 who wish to ride a bicycle or a scooter to school are permitted to do so. For your child's safety, please be sure that he/she understands the following rules:
 - a) All students must wear bike helmets.
 - b) Bicycles/scooters must be walked on the school campus.
 - c) Bicycles/scooters must be parked in the racks and must be locked.
 - d) Every bike/scooter must have its own individual lock.



ANIMALS:

For the safety of children and adults, animals may not be brought to school without the permission of the teachers. Dogs can create a hazard on the school grounds. Even dogs that are normally very friendly can become frightened and act out of character when surrounded by large numbers of noisy, active people. Please help us insure the safety of the students by keeping dogs at home. If you walk your pet to school with your child, please remain off school grounds with your pet.

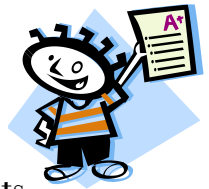
PARENT/TEACHER CONFERENCES:

The most significant means of communication between teachers and parents is the parent/teacher conference.

At the first parent/teacher conference, teachers and parents will go over the academic standards for the grade level, review assessment data for each child, and collaborate on individualized goals for each child for the upcoming school year. Teachers and parents also will sign a school Compact formalizing their pledge to work together.

At a subsequent parent/teacher conference, teachers and parents can review students' progress with the goals that were established in the fall.

If the need arises, teachers or parents can ask for a conference any time during the school year.



REPORT CARDS:

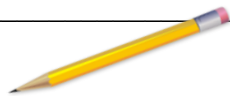
You will receive a list of grade level standards for your child's grade level in the fall. All students, kindergarten through sixth grade, will be evaluated through our standard-based assessment program and receive report cards on the trimester system, three times a year. As a measure for report cards, we assess students with diagnostic tools as indicators of overall progress. For more information on tests that are used at your child's grade level, please ask your child's teacher.

SCHOOL/HOME COMMUNICATION:

At Joe Nightingale Elementary School, we enjoy the fact that our parent community is very involved and enjoys being informed of school news and events. Our Nightingale Eagle Newsletter is sent via Parent Square regularly.

We also invite communication from parents. Parents should feel free to contact their child's teacher or the principal with any questions, ideas or concerns that they have. Classroom phones do not ring during the school day. If you have an important time sensitive message for your child, please call the school office. You can also contact teachers and office personnel via email or Parent Square. An email directory can be found on our school website.

STUDENT TESTING:



The Smarter Balanced assessments are VERY important tests that students take during the year. Students in Grades 3-6 participate in the tests which assess the students' comprehension and mastery of the Common Core State Standards.

This year, testing for Grades 3-6 is scheduled to take place in May. We ask that parents do whatever they can to avoid medical appointments, dental appointments, or any other engagements during school hours during testing days. Students will do much better when they take the tests with their peers in the regular classroom setting.

RETENTION/PROMOTION POLICY:

During the 1999 California legislative session, Assembly Bills 1626 and 1639 were passed into law. These companion bills require school districts to implement a retention and promotion guidelines for students transitioning from Grades 2-8. Students who are identified as being at risk for being retained or who are performing below standard in key academic areas are to be offered additional support.

The Orcutt Union School District has adopted a program that meets the guidelines established by the legislation. Students are identified as "at risk of being retained" in grades 2 and 3 for academic deficits in reading. Students in grades 4-8 can be considered as "at risk of being retained" for academic deficits in reading, language arts, and/or math. Intervention services are offered to identify students.

At the conclusion of the school year, teachers and parents will review the progress of identified students. Students who do not meet promotion requirements may be recommended by their classroom teacher for retention at their current grade level.

Students who have Individual Education Plans (IEPs) and/or Section 504 accommodation plans will be evaluated based upon the goals/guidelines in their plans. English Learners will be evaluated based upon their overall progress, not solely upon English proficiency.

Parents who have questions about the district's retention/promotion program should contact the principal.

LOST AND FOUND:



Each year, many coats, jackets, sweatshirts, and other clothing items are lost or misplaced at school. Writing your child's name on his/her clothing, on an inside tag or label, or elsewhere, makes it much easier for all of us to locate a missing clothing item and return it to your child. Lost items will be stored in the cafeteria. Lost clothing is donated to local charities twice a year. Donations will be announced in the newsletter prior to donating the items.

BUS TRANSPORTATION:

Bus transportation will be provided at the following locations:

- 7:08- Blosser Rd. @ Airport Park
- 7:25- La Costa @ Ballestral
- 7:30- 2615 Banyan Way @ small brick wall
- 7:33- Orcutt Rd. @ San Simeon (dirt cut out)
- 7:36- Orcutt Rd. & Goodwin Rd. (Northwest corner)



If your child will be going home on the bus and is NOT a bus rider, you MUST send a written note to the office so we can provide your child with a bus pass.

CAMPUS CONNECTION CHILD CARE PROGRAM:

The Orcutt Union School District's Campus Connection Child Care Program offers quality child care to Joe Nightingale students in grades TK-6. Joe Nightingale's Campus Connection facility operates from 6:30 a.m. to 6:00 p.m. For more information, including the cost, call Campus Connection's main office at 938-8950.

Title I School-Level Parental Involvement Policy

Joe Nightingale Elementary School

The school has developed a written Title I parental involvement policy with input from Title I parents at a public meeting held on September 5, 2018. The School Site Council and English Learner Advisory Committee also have provided input and approved the Title I Parent Involvement Policy on October 28, 2019. The policy is distributed to all parents of Title I students and is also available online at the district website: www.orcuttschools.net the policy describes the means for carrying out the following Title I parental involvement requirements [*Title I Parental Involvement, 20 USC 6318(a)-(f)*]:

Involvement of Parents in the Title I Program

The school conducts the following activities to involve parents in the Title I Program:

- a) Convene an annual meeting to inform parents of Title I requirements and their rights to be involved in the Title I program. The school holds a general Title I meeting for all parents in the beginning of the school year and again at the end of the school year. At the meeting's parents are informed about the school's participation in the Title I program, the requirements of Title I, and the right of parents to be involved.
- b) Offer a flexible number of meetings for parents of Title I students. The school holds meetings with all parents at least three times per year: Back to School Night, Open House and English Learner/Title I Orientation. Title I-Parent Involvement funds are used to provide translation, child care, home visits, and other services to support parent involvement. The school holds open meetings with School Site Council, English Learner Advisory Committee and other parent committees six times per year.
- c) Involve parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and the Title I parental involvement policy. Each year, the school holds meetings with parents of Title I students, parents of English Learners, and parents of students with disabilities to plan, review, and evaluate the school Title I program, including the school parental involvement policy and the Single Plan for Student Achievement. Parents can submit comments on the school-wide program to the district if they do not find the plan to be satisfactory.
- d) Provide parents of Title I students with timely information about Title I programs. The school uses various means to provide parents with timely information about Title I Programs, such as letters, flyers, written handouts, phone calls, home visits, and informational meetings. All documents addressed to parents are written in English and Spanish. School Messenger and e-mails are used, and the Parent Square Automated Phone Call System will be implemented in 2017-2018, to ensure all parents receive information about parent meetings, parent education programs, Title I programs, parent-teacher conferences, and school and district events. The school provides an adequate number of professional translators/interpreters who can perform two way translations to facilitate the communication between school staff (administrators, teachers, office staff) and families at all events.

e) Provide parents of Title I students with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet. All parents receive an explanation during parent-teacher conferences and family literacy/math/technology nights, about the curriculum used at the school, content standards, academic assessments used to measure student progress, and the proficiency levels students are expected to reach.

f) Provide parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children. All parents are invited and encouraged to participate in decision making at school by attending parent meetings, making suggestions, volunteering at school, participating in their children's class, observing classroom activities, and serving on district and school committees such as School Site Council, English Learner Advisory Committee, Parent-Teacher Association, School Leadership Team, District Advisory Committee, District English Learner Advisory Committee, Strategic Planning Committee, and other leadership groups. The school and district provide regular meetings, training and parent education programs to help parents develop their leadership skills and enhance their knowledge to successfully support their children's education. A school-based parent orientation is provided for all parents every other year to disseminate the State and Federal programs, and to provide support for all elected SSC/ELAC members.

School-Parent Compact

The school has jointly developed with and distributed to all parents of Title I students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The school-parent compact describes the following items in addition to items added by parents of Title I students:

- a) The school's responsibility to provide high-quality curriculum and instruction.
- b) The parents' responsibility to support their children's learning.
- c) The importance of ongoing communication between parents and teachers through annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program.

Each year, the school holds a meeting with all parents and the School Site Council (ELAC representative is a part of the SSC) to review and approve the School-Parent Compact. The compact is shared with parents in the First Day Packet (electronic) and parents acknowledge receipt in the beginning of the school year. The compact is signed by the student, the parent and the classroom teacher, and is kept on file at the school. The compact is discussed in relation to the individual child's achievement during the parent-teacher conferences.

Building Capacity for Involvement

The school engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school does the following:

- a) Assist Title I parents in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children. The school provides opportunities for parent-teacher interactions and establishes parent-school-community partnerships to improve student achievement such as family literacy and math and technology nights, parent-teacher conferences, parent meetings, back to school night, open house, family fun nights, etc.
- b) Provide materials and training to help Title I parents work with their children to improve their children's achievement. The school provides education programs, trainings and materials for all parents such as Social Media information, Night of Technology (Literacy, Wonders Program, and Technology), and Media Innovation Awards.
- c) Educate staff, with the assistance of Title I parents, in the value of parent contributions and how to work with parents as equal partners. Each year, the school staff receives training on the importance of involving parents at school and how to partner with parents to improve student achievement.
- d) Coordinate and integrate the Title I parental involvement program with other programs and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. The school coordinates and integrates the Title I parent involvement program with other parent involvement programs available at the school and community, such as the State Preschool Program, Transitional Kindergarten Program, SELPA, and Campus Connection. The school establishes collaborative partnerships with community agencies to provide additional resources for parents to support their children's education, such as Santa Maria Valley Chamber of Commerce, and Santa Maria Valley Industry Education Council, Santa Barbara Sheriff's Department, Fighting Back Santa Maria Valley, Santa Barbara County Education Office, City of Santa Maria, Santa Maria Valley Youth and Family, Allan Hancock College, Santa Barbara Foundation.
- e) Distribute to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand. The school distributes all information to parents in a written, visual, and oral form in English and in Spanish for those parents whose primary language is Spanish.
- f) Provide support for parental involvement activities requested by Title I parents. The school provides all parents with free access to school facilities, day care, translation, materials and resources to parents to facilitate their parent involvement activities. The school hires a bilingual community liaison to connect families with community organizations and facilitate resources in the community to support parent participation in their children's education.

Accessibility

The school provides opportunities for all Title I parents to participate, including parents with limited English proficiency, and parents with disabilities. This includes providing information and school reports in a form and language parents understand. The school uses various means of communication to reach out their diverse parents, such as the Parent Square Call System, audiovisuals, personal phone calls, home visits, informational meetings, flyers, letters, handouts, and others. Special accommodations and materials are provided for persons with disabilities, parents who speak a language other than English, and others. The school report cards, parent letters, brochures, and all communications for parents are provided in English and Spanish (if the parents' primary language).

Parent Information and Resource Centers (PIRC)

PIRCs are funded by the US Department of Education. They provide both local and statewide services. California has two PIRCs: PIRC1, Project Inspire at the California Association of Bilingual Education, Covina, CA and PIRC2, Cal-PIRC at Cambridge Academies, Modesto, CA. (*Please visit the website at <http://www.nationalpirc.org/directory/CA-7.html>*):

PIRC1, Project Inspire is the result of a partnership among the California Association for Bilingual Education, the San Bernardino County Superintendent of Schools, and the Alameda County Office of Education. Project Inspire provides parent training workshops and will be funded through 2011. A list of workshop topics and a [brochure](#) of services in multiple languages is available at http://www.bilingualeducation.org/programs_parent.php.

PIRC2, [Cal-PIRC](#) has established three Parent Information and Resource Center hubs in Northern and Central California. CalPIRC provides direct services to parents and schools in selected communities within Merced and Stanislaus Counties, and West Sacramento areas. It also provides support throughout the state through conferences and workshops. Information and Resources are available in multiple languages (English, Spanish, Russian, Chinese, Arabic, Hmong) at their website: <http://www.calpirc.org/>.