



Santa Monica-Malibu Unified School District
Educational Services Department

Edison Elementary School (also known as Edison Language Academy)

PARENT AND FAMILY ENGAGEMENT POLICY

Edison Elementary School (also known as Edison Language Academy) has developed a written parent and family engagement policy with input from parents.

Edison Language Academy has a written parent and family engagement policy which is shared in Spanish and English with all parents. The policy is developed with input from ELAC, PTA and School Site Council at meetings that review the current policies and ask for any needed updates or changes. The annual Family Survey conducted by the Site Council includes questions about parent understanding of these policies, how parents get information about the school, and whether or not families feel involved. This information is also used shared with parent groups and used to inform possible revisions to the policies

It has distributed the policy to all parents and guardians.

Edison's Parent and Family Engagement Policy is included in it's bilingual Family Handbook which is circulated electronically and posted on the school's website. Periodic articles in the Principal's column in El Semanario (newsletter) also discuss various aspects of the policy and include links to written documents).

This policy describes the means for carrying out parent and family engagement requirements pursuant to ESSA Section 1116(c).

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). How are parents notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand? How is the policy is made available to the local community? How and when is the policy updated periodically to meet the changing needs of parents and the school (ESSA Section 1116[b][1])?

To involve parents the following practices have been established:

The school convenes an annual meeting to inform parents about the right of parents to be involved in the school program. Add details about the annual meetings in the box below:

This meeting is annually held at Back to School Nights. It is followed with additional grade level parent meetings for parents with the slide decks posted in English and Spanish on the school's website.

The school offers a flexible number of meetings for parents, such as meetings in the morning or evening. Add details about the meetings in the box below:

Each parent group determines the days/times of its meetings based on the availability of officers of the groups and the times when the greatest number of parents have participated. We have tried to have a consistent day of the week when parent meetings are held so that parents know that there is always something going on for parents one morning a week. Days and times of parent meetings are posted in an annual calendar distributed to parents at the beginning of the year (also posted on the website). PTA this year met the third Monday morning of the month and offered a hybrid format of in-person and zoom attendance. One meeting was held in the evening also in a hybrid format. The Edison ELAC asked

to meet on the second Wednesday of the month in the morning. Edison Site Council meets on Wednesday afternoons afterschool since a late afternoon schedule allowed for the easiest participation of teacher members and working parents. These meetings are held via zoom. Approximately once a month, the Principal holds an in-person Coffee with the Principal meeting in person on Monday mornings. All meetings are included in an annual calendar, a monthly calendar, and with reminders published in the school and PTA newsletter.

The school involves parents of students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's programs and the parental involvement policy. How does the school involve parents?

Site Council takes the lead on this. There are monthly reports on program implementation, assessment results, needs, etc. to Site Council. These presentations are also shared with ELAC and PTA and their feedback requested. We have formal occasions 2x per year with the ELAC to solicit input on the Site Plan and parental involvement policy. Feedback gathered from parents at these meetings along with the results of the annual Edison family survey is shared with Site Council.

The school provides parents of students with timely information about the schools programs. How does the school provide the information?

Information about programs is shared at the beginning of the year at Back to School Night and in a general parent meeting and in every classroom. When there is the opportunity for students to participate in special programs (Reading Intervention, ELD Support, afterschool tutorial, Young Storytellers, Mathletes, etc. written information is shared with families and they are given an opportunity to consult in person with a school staff person.

The school provides parents 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. How does the school provide the information?

This information is shared at Back to School Night in the general parent meeting and in individual classroom meetings. Teachers also share the grade level standards with parents.

Periodic articles on assessments, results and benchmarks are shared in El Semanario.

If requested by parents, the school provides opportunities for parents to participate in decisions relating to the education of their children. How does the school provide the opportunities?

Parents are encouraged to contact teachers with any questions or concerns and teachers make afterschool time available for parents. We also use fall parent conferences to create academic improvement plans with parents and set up a schedule to monitor progress. We use the Student Success Team (SST) for a variety of situations where we want to make a home-school plan -- attendance, behavior/social emotional needs, academic support, possible referral for assessment or counseling, promotion/retention etc. We budget for release time for teachers so that they can spend time in these meetings with parents.

The school engages parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children.

Administration and the Language and Literacy Interventionists present at parent meetings and at Coffee with the Principal to provide parents with information and assistance in these areas. There are two or three presentations on the Reclassification Process, ELPAC, ELD Standards at ELAC each year, and presentations (and newsletter articles) on holding effective parent conferences, understanding progress reports and assessments.

The school provides parents with materials and training to help them work with their children to improve their children's achievement.

Edison provides training at ELAC meetings prior to parent conferences on how to hold an effective family conferences, how to construct an academic improvement plan, and how to use progress reports to support children's continued growth. After each interim assessment, the school provides parents with assistance in interpreting scores and identifying areas for improvement. Training is also provided in how to use the adaptive technology programs that Edison provides to support student learning. Workshops are offered for parents of emerging readers in the reading intervention programs.

The school educates staff members in the value of parent contributions, and in how to work with parents as equal partners.

Parent involvement is one of the topics shared during professional development with staff. The school requires a weekly letter from teachers to parents sharing learning targets and standards that are the focus of the week. Teachers also provide parents with information about how to support students with the topics of the week.

The school coordinates and integrates parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

Every Wednesday morning there is a parent activity or meeting on campus -- a PTA Association meeting, an ELAC meeting, a Coffee with the Principal meeting, or a Parent Workshop. The school also supports a Family Singing Circle as part of its Música en Español program. It also collaborates with the PTA in recruiting parent volunteers and provides prospective volunteers with training in how to work with students in small groups.

The school distributes information related to school and parent programs, meetings, and other activities to parents in a format and language that the parents understand.

Edison publishes a weekly bilingual family newsletter with information about parent and school activities, meetings, special events, and ways parents can support the academic and social development of their children. The newsletter is sent via email to all parents and is posted on the school web site. Additionally, each classroom sends a weekly parent letter in both languages detailing the week's activities, focus standards/learning targets, and suggestions and opportunities for parent support. We use automatic dialers with voice messages as reminders for specific activities, schedule changes or emergency situations.

The school coordinates with its PTA which sends a weekly E-BLAST via email to all parents. PTA leaders and school administration coordinate about topics/activities that need review.

The school provides support for parental involvement activities requested by parents.

The school consults with parent groups including its English Learner Advisory Committee (ELAC) and includes activities in its SPSA to reflect the activities requested by parents.

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

This policy was adopted by Edison Elementary School (also known as Edison Language Academy) on 5/31/23 and will be in effect for the period of one year..

The school will distribute the policy to all parents of students on, or before: September 1, 2023.

Name of Authorized Official: Lori Orum

Signature of Authorized Official here:

Date Approved: 5/31/2023





Santa Monica-Malibu Unified School District

Educational Services Department

Edison Elementary School (also known as Edison Language Academy)

SCHOOL PARENT COMPACT

This School Parent Compact is in effect year 2023-2024

Edison Elementary School (also known as Edison Language Academy) distributes to parents and family members a school-parent compact (Compact). This Compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This Compact describes specific ways the school and families will partner to help children achieve the state's high academic standards. This Compact addresses the following legally required items, as well as other items suggested by parents and family members of students:

REQUIRED SCHOOL PARENT COMPACT PROVISIONS

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards.

Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.

Provide parents with frequent reports on their child's progress.

Provide parents reasonable access to staff.

Provide reasonable access to staff, opportunities for parents and family members to volunteer and participate in their child's class, and to observe classroom activities.

How does the school address this?

Edison provides standards-based instruction using California's student academic achievement standards in all areas (including Spanish language arts), using state-adopted and district approved materials. Instruction is provided using best instructional practices and aligned with the Guiding Principles for Dual Language Education. The School Leadership Team and administrators annual review curriculum and instructional maps and set school improvement priorities based on an analysis of schoolwide and grade level data. Family conferences are held every fall during a pupil free day and three minimum days to allow families a variety of times to meet with teachers. The compact and ways that parents can support students at home are discussed during these conferences and in periodic parent workshops and newsletter articles. Teachers and families develop Academic Improvement Plans for those children who are still striving to meet standards that may require additional monitoring conferences. In addition to the fall conference summary, families receive mid-year progress reports, copies of diagnostic assessments administered throughout the year and an end of year report card. Students in academic intervention programs receive more frequent reports on student progress from interventionists and families of children with IEPs received reports on progress toward goals at each of the marking periods and during children's annual IEPs. Staff reserve time to meet with parents upon request and all parents are provided with teacher's email and voicemail addresses. The school's bilingual community liaison is also available to facilitate parent/teacher conversations when needed. Parents are encouraged to volunteer at school -- in their child's classroom, in the library, and/or at school events. Annual volunteer training is provided for prospective volunteers and volunteer applications are screened for compliance with health requirements and with Meagan's list. Teachers send weekly emails to the parents in their classroom, detailing learning objectives and activities for the week, and including information about how to help at home or opportunities for volunteering. Any parent who wants to observe in their child's classroom can make an appointment and is accompanied by an administrator. These policies are detailed in the

school's Family Handbook which is posted on line in both languages and are reviewed at Back to School presentations, at PTA and ELAC meetings, and periodically in the school's weekly newsletter.

The school engages parents and family members to improve the achievement of their children in meaningful interactions with the school. This Compact supports a partnership among staff, parents and family members, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides parents and family members with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children in which ways?

These topics are addressed annually at ELAC and PTA meetings and in the school newsletter. Periodic parent workshops are also offered bilingually on how to have a successful family-teacher conference, how to understand diagnostic and summative assessments and use the information to support children, and how to use progress reports to improve the achievement of students. In addition, weekly letters from the teachers to their class families keep parents abreast of the content their children are learning and offer suggestions for how to support children at home.

The school provides parents and family members with materials and training to help them improve the achievement of their children in which ways?

The school's Language and Literacy Interventionist, Community Liaison and admins collaborate on workshops that provide parents with information about how to support emerging readers, how to help children build reading comprehension, how to support number sense and numeracy, and how to use the school's adaptive learning programs at home to support children's academic growth.

With the assistance of parents and family members, the school educates staff members in the value of parent and family member contributions, and how to work with parents and family members as equal partners in which ways?

Professional development is provided annually on the importance of parent involvement and how to hold a successful fall conference. Faculty members are designated as Liaisons to the PTA and ELAC both to provide information to parents and to listen to parent concerns that may need to be shared with other teachers. Teachers are also provided with a copy of the volunteer training presentation so they are aware of the school's expectations for volunteers. The principal annually hosts a walkthrough of classrooms for parent leadership on Site Council, ELAC and PTA so that they can better understand how instruction works in Edison's dual immersion program and how the school is carrying out its SPSA and School Improvement Plan.

The school coordinates and integrates parental involvement program with other programs, and conducts other activities, such as resource centers, to encourage and support parents and family members in more fully participating in the education of their children in which ways?

The school coordinates closely with the PTA as it designs parent engagement and community building activities. We partner with Family Resources of Santa Monica/Vista Del Mar in hosting Reflective Parenting classes, and invite representatives from the City of Santa Monica, Santa Monica Public Library, the school counselor and school psychologist to provide presentations during standing meetings of ELAC and PTA or to deliver special parent workshops. One Wednesday morning per month is reserved for workshops for families on topics generated by parent groups and in the annual surveys that Edison parents complete. Other topics are addressed in monthly Coffee with the Principal. Edison's Bilingual Community Liaison coordinates closely other community resources that can support Edison families.

The school distributes information related to school and parent programs, meetings, and other activities to parents and family members in a format and language that the parents and family members can understand in which ways?

Edison has a comprehensive Family Handbook, updated annually and published in English and Spanish on the Edison website. Hard copies are available for those that prefer this medium. The school also publishes a weekly bilingual newsletter -- El Semanario -- which is disseminated electronically to all families. The school also cross-posts information on programs and activities in the PTA Weekly E-Blast.

The school provides support for parent and family member involvement activities requested by parents and family members in which ways?

Edison reviews annual parent/family surveys (Hanover, California Healthy Kids, and Edison Family Survey), and regularly asks at ELAC and PTA meetings about topics and activities that parents would find helpful.

The school provides opportunities for the participation of all parents and family members, including those with limited English proficiency, disabilities, and migratory students; and that the information and school reports are provided in a format and language that parents and family members can understand in which ways?

Because all Edison staff member are bilingual, all meetings can be conducted in English and Spanish. If the meeting is live, sequential translation is provided or the community liaison can provide simultaneous translation with headsets. When meetings occur via zoom, we provide either sequential or simultaneous translation on line. All handouts, slide decks, etc. include both languages. Meetings are generally held in the school's library, which provides ground level access from Virginia Avenue. The school elevator makes second story meetings accessible to anyone with mobility difficulties. The school's newsletter, El Semanario, can be translated into a number of different languages with the click of a button and the school website also has translation features. The Family Handbook is provided in both languages.

This Compact was adopted by the Edison Elementary School (also known as Edison Language Academy) on May 31, 2023, and will be in effect for the period of 2023-2024 school year..

The school will distribute the Compact to all parents and family members of students participating on, or before: August 30, 2023.

Name of Authorized Official: Lori Orum

Signature of Authorized Official here:

Date Approved: June 23, 2023

