



# Vintage Magnet School

Local District  
Northwest

15848 Stare Street, North Hills, California 91343  
(818) 892-8661 (818) 892-8662

Mr. Joseph Nacordo  
ESCNW Interim Superintendent

Ms. Nancy Mourao  
Principal

Ms. Veronica Gonzalez  
Assistant Principal

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## Parent and Family Engagement Policy 2018-2019

Vintage STEM Magnet places a heavy emphasis on parental and community involvement. Participation is an integral part of a child's education. This Parent and Family Engagement Policy was developed jointly and agreed upon by Vintage Parents, Staff, Students, and Administration. It has been distributed to all Parents and Staff in a language parents can understand.

### Policy Involvement

Vintage STEM Magnet holds an annual Title I meeting during the third week of school. Each parent will receive notice through our beginning of school newsletter, "The Vintage Voice", a phone message, an email, and a notice sent home with each student in English and Spanish. It will be clearly stated that a Spanish translator will be provided and that childcare is available upon request. The meeting will be scheduled at 5:30 p.m. to ensure that the majority of parents will be able to attend the meeting. In the event parents can't attend the Title I meeting, a separate time will be arranged to meet with those parents.

Parents of Vintage STEM Magnet, who are a part of the School Site Council (SSC) and/or English Learner Advisory Committee (ELAC), will be involved in the planning, review and improvement of programs such as the Parent and Family Engagement Policy, Single Plan for Student Achievement, and School-Parent Compact. During these meetings the members will be informed of the current curriculum being taught in the classrooms and the assessments that are being used to collect the data that drive our instruction in order to meet the needs of all students to reach proficient or higher levels on the Smarter Balance Assessment. Parents may add to a meeting's agenda to discuss other topics that they feel need to be discussed in order to improve the school's educational programs. Any written comments made by a parent regarding the school's plan will be submitted at the time the school submits the plan to the District.

### Shared Responsibilities for Academic Achievement

When parents, students and teachers work together for one common goal the results are, by and large, successful. Every year, Vintage STEM Magnet reviews and revises the School-Parent Compact with input from students, parents, and teachers. This pledge was designed to involve the parents, students and teachers in the shared responsibility for the improvement of student academic achievement and build a partnership to help the students achieve the rigorous Common Core State Standards. Even though the School-Parent Compact is the same for every student, Vintage STEM Magnet realizes that there is a need for individualization. Parents, students and teachers may work together to amend the contract when appropriate.

The parents will agree to:

- ✓ Ensure that the child will complete all homework on time and parent will review it for correctness.
- ✓ Review corrected school work and assessments sent home, and help their child with his/her areas of need.
- ✓ Communicate regularly with the child's teacher to discuss his/her academic progress.
- ✓ Make sure that their child gets adequate sleep and has a healthy diet.
- ✓ Get their child to school every day and on time unless he/she is ill.
- ✓ Encourage their child to follow the pillars of character at all times.
- ✓ Attend parent support meetings including Back to School Night, parent conferences, parent workshops, and Open House. Parents will use the Parent Portal to access information on student grades and visit [vintagemagnet.net](http://vintagemagnet.net) to stay up to date on important school information and events. They will understand that they are welcome to volunteer, participate, and observe in their child's classroom.

The students will agree to:

- ✓ Return completed homework on time.
- ✓ Take responsibility for their own actions and belongings.
- ✓ Be an active learner.

*Revised and Approved by the School Site Council on October 8, 2018*



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- ✓ Follow the pillars of character at all times, which are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
  - ✓ Follow all school and classroom rules, including the dress-code.

The teachers will agree to:

- ✓ Provide high quality instruction using rigorous curriculum on all necessary concepts before regular homework is assigned.
- ✓ Provide a safe, positive, and healthy learning environment.
- ✓ Strive to be aware of the individual needs of the students.
- ✓ Focus on students' successes and try to motivate them to improve.
- ✓ Explain the criteria for student grades and for being chosen as Student of the Month.
- ✓ Integrate the 21<sup>st</sup> Century Skills of collaboration, creativity, critical thinking, & application of technology.
- ✓ Communicate with the parents regularly and in a timely manner about the student's progress and areas of need through phone calls, notes, emails, and parent conferences. They will also maintain student work samples and grades to verify student progress.

## **Building Capacity for Parent Involvement**

At least once a month, Vintage will host a Parent Workshop that will provide training and materials to parents in both English and Spanish. The schedule will be published on the VintageMagnet.net website and a notice will be sent home every semester, along with reminder flyers a week before each workshop. These workshops will be led by the principal, Assistant Principal, APEIS, EL coordinator, Title I coordinator, Magnet Coordinator, and/or GATE coordinator. These workshops will serve as an opportunity to communicate information vital to their child's education and to educate parents so that they may gain the skills they need to assist in their child's academic progress. They will be informed about the Common Core State Standards and the current local assessments. If needed, a translator will be available at all parent workshops.

At our SSC and ELAC meetings, parents will have the opportunity to give input to our teacher representatives and administration on how to best reach-out to our parents and community in order to communicate our academic goals and make them a real partner in their child's education. This information will be disseminated to the rest of our staff through faculty and staff development meetings. All parents can also communicate with teachers through phone calls, emails, notes, and messages written on their child's Homework Planner. In addition, the principal is available to parents during regular school hours for any comments, questions, and concerns.

Vintage acknowledges the importance of parental involvement programs and provides a parent center where parents can meet as a network, work on projects that will help facilitate instruction in the classrooms, and serve as a mentor for students who are at high risk of not meeting academic or social standards. All parents have access to and are encouraged to use this parent center in any way that supports the education of our students. Through the use of surveys and needs assessments, administration and staff will support the ideas that enhance the developmental progress of all students involved.

Vintage uses its partnerships with local and national businesses and organizations such as NASA and the Sierra Club to provide a real world context for student learning, and invite parents and the community to participate in special events such as our spring and Fall NASA STEM Nights.

## **Accessibility**

Vintage STEM Magnet is a school of many cultures. Along with these cultures, Vintage understands the need to accommodate all parents with limited English proficiency and those with physical and mental disabilities. Vintage will make every effort to send home notices written in the home language of the student. These notices can vary from upcoming school-wide events, to committee meetings, to progress reports, to individual classroom activities/needs. Meetings will be held in rooms that are handicap accessible and a sign language translator will be scheduled to attend meetings where hearing impaired parents are participating. Vintage will make every effort to include the participation of parents of migratory children.

***Revised and Approved by the School Site Council on October 8, 2018***