

Los Angeles Unified School District
Knollwood Elementary School

TO: Parents/Guardians

DATE: September 8, 2008

FROM: Barbara Cohen, Principal

SUBJECT: ORIENTATION AND ELECTION ANNOUNCEMENT

You are encouraged to make a difference in the governance of our school by participating in this year's Compensatory Education Advisory Committee (CEAC). An orientation has been scheduled to provide you with an understanding of the purpose of the Compensatory Education Advisory Committee (CEAC) and to explain the election process. The orientation is scheduled as follows:

Date: Wednesday, September 24, 2008

Time: 8:00am

Location: School Auditorium

Everyone is invited to participate in the election, even those persons who do not wish to serve on the committee. Your support is needed to help our school elect motivated parent and/or community members.

The election is scheduled as follows:

Date: Thursday, October 2, 2008

Time: 2:45pm

Location: School Auditorium

Please return the tear-off below.

Name

Name of Child

Room #

☐ Yes, I will participate in Compensatory Education Advisory Committee (CEAC) orientation and election on Wednesday, September 24, 2008 at 8am and Thursday, October 2, 2008

☐ No, I will not participate in the Compensatory Education Advisory Committee (CEAC) orientation and election on Wednesday, September 24, 2008 at 8am and Thursday, October 2, 2008

Knollwood Elementary School

Four-Way Pledge

2008 – 2009 School Year

Administrators' Responsibility

We understand that as the educational leaders of the school, we are ultimately responsible for all activities at the school site. These include: student performance, teacher effectiveness, and parent/community involvement. Therefore, we agree to carry out the following responsibilities to the best of our abilities:

1. Insure that all school programs are in compliance with the State and District Frameworks and Standards.
2. Provide a safe, respectful and orderly environment for learning and or teaching.
3. Provide textbook and supplies for all students in all content areas.
4. Promote an on-going positive relationship between all stakeholders.
5. Involve all stakeholders in programs, organizations, committees, and councils.
6. Communicate with all stakeholders Knollwood's vision, mission and academic programs.

Principal's Signature/Date

Assistant Principal's Signature/Date

Teacher's Responsibility

We understand the importance of the school experience to every student and our role as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our abilities:

1. Teach a rigorous curriculum aligned with grade level California Content and District Standards and student performance expectations.
2. Provide a well disciplined and managed classroom.
3. Promote a safe, positive, and respectful environment so all students have the opportunity to learn.
4. Maintain a constant on-going communication with parents about high academic and behavior expectations and notify them when these are not being met.
5. Provide high expectations for all students, striving to address the individual needs of each in an encouraging and supportive manner.
6. Participate in professional development opportunities that improve teaching and learning and support partnerships with families and the community.

Teacher's Signature

Date

Parents' Responsibility

We understand that our participation in my child's education will help his/her achievement and attitude in school. Therefore, we will continue to carry out the following responsibilities to the best of our abilities:

1. Talk to my child regularly about the value of education and encourage him/her to do his/her at meeting the academic and behavioral standards.
2. Ensure that my child is at school, on time, daily.
3. Supervise homework and study time in a quiet place and limit the amount of time watching T.V.
4. Attend school events-Back to School Night, Parent-Teacher Conferences, Open House and other school sponsored events.
5. Maintain a constant on-going communication with my child's teacher and school by reviewing all notices sent home and responding in a timely manner.
6. Ensure that my child gets adequate sleep, regular medical attention, and a healthy diet.

Parent(s)' Signature(s)

Date

Student's Responsibility

I realize that my education is important. I know that I am the person responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Arrive at class on time daily with my homework and ready to learn.
2. Pay attention and participate in classroom activities as a cooperative learner.
3. Follow school and classroom rules and be responsible for my own behavior.
4. Be respectful of adult authority, fellow students and school property.
5. Give all notices to my parent(s) the day I receive them.
6. Talk to my parent(s) and teacher(s) about my progress in school and ask for help when I need it on school work and homework.

Student's Signature

Date

Knollwood Elementary School

11822 Gerald Avenue, Granada Hills, California 91344
Telephone: (818) 363-9558 Fax: (818) 832-9276

Ms. Jean Brown
District 1 Superintendent

Ms. Barbara Teller Cohen
Principal

Ms. Estela Moreno Lee
Assistant Principal, EIS

2008 – 2009

Dear Parent/Guardian:

Knollwood has been authorized by the California Department of Education to operate a Title I schoolwide program. As a result, the school receives resources from the state and federal governments that enables us to upgrade the entire educational program in order to help all students meet the challenging state standards.

A comprehensive needs assessment and the analyses of the school's program were conducted and a comprehensive plan was developed through the collaborative efforts of staff and parents. The schoolwide program has been designed to raise the academic achievement of all students.

Assessment results indicate a need to focus on the following areas for schoolwide improvement:

- X English/Language Arts
- X Mathematics
- X Science

Additionally, the following services will be provided for your child:

Special P.E. and Arts Classes and for those who qualify after school and Saturday School.

A parent-teacher conference may be arranged by contacting the school at 818-363-9558.

According to *No Child Left Behind* (NCLB) legislation, parents have the right to request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. Detailed information regarding the "Parents Right to Know" can be found in the LAUSD 2005-2006 Parent-Student Handbook.

You may direct your questions or concerns regarding your child's participation in the program to Mrs. Cohen.

Sincerely,

Barbara Teller Cohen
Principal

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Ms. Jean Brown
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2008 - 2009

Estimado Padre/Guardián:

Knollwood ha sido autorizada por el Departamento de Educación de California para operar un programa de toda la escuela. Como resultado, la escuela recibe recursos del gobierno estatal y federal que nos permite mejorar el programa educativo total a fin de ayudar a todos los estudiantes a satisfacer las normas estatales rigurosas.

Una evaluación completa de las necesidades y el análisis del programa escolar se llevaron a cabo y un plan total fue desarrollado por medio de los esfuerzos colaborativos del personal y los padres. El programa de toda la escuela ha sido diseñado para aumentar el aprovechamiento académico de todos los estudiantes.

Los resultados de la evaluación indican la necesidad de concentrarse en las siguientes áreas para el mejoramiento de toda la escuela:

- X Inglés-Estudios del Lenguaje
- X Matemáticas
- X Ciencias

Adicionalmente, los siguientes servicios serán provistos para su hijo(a):

Programa de P.E. especial, después de escuela y clases los sabados para los que califican.

Una conferencia de padre-maestro puede llevarse a cabo poniéndose en contacto con la escuela al 818-363-9558.

De acuerdo a la ley Ningún Niño se Quedará Atrás (NCLB) los padres tienen el derecho de solicitar información acerca de la capacidad profesional de los maestros y asistentes de maestros del salón. Información detallada sobre "El Derecho de los Padres a Saber" se encuentra en el Manual de Padres y Estudiantes del LAUSD 2005-2006.

Usted puede dirigir sus preguntas o preocupaciones con respecto a la participación de su hijo/a en el programa a Sra Cohen.

Sinceramente,

Barbara Teller Cohen
Principal



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Knollwood Elementary School
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Telephone: (818) 363-9558 Fax: (818) 832-9276

David L. Brewer III
Superintendent of Schools

Jean Brown
District 1 Superintendent

Barbara Teller Cohen
Principal

Estela Moreno Lee
Assistant Principal, EIS

PARENT INVOLVEMENT POLICY

2008 - 2009

Knollwood Elementary recognizes the importance of having parents deeply involved in all aspects of the school in order to raise student achievement. Knollwood will include parents annually in reviewing and developing the parent policy, parent compact and school single plan. The policy will be distributed to parents of participating students and made available to the community. Knollwood pledges to do what it can to support and encourage such parent participation.

Parent Involvement:

- Knollwood will hold annual meetings, for all parents of participating children, at a convenient time, to inform them of the policy, their rights under Title I, and how they can be involved in the planning, review, and improvement of Title I programs in the school.
- Knollwood will be flexible as to meeting times so as to encourage broad parent involvement.
- Knollwood will involve parents in the planning, reviewing school single plan, parent involvement policy and school compact.
- Knollwood will provide parents with timely information about curriculum, assessments and expected proficiency levels for student achievement.
- Knollwood will submit any written comments from parents in regards to the school's plan when submitted to the District.

Shared Responsibilities for High Student Academic Achievement:

- Knollwood has developed a school-parent compact that describes the school's, student's and parent's responsibilities to support student academic achievement.
- Knollwood will provide a high quality curriculum and instruction through the use of the California State Standards.
- Knollwood will provide a supportive and effective learning environment through small group instruction, peer tutoring, parent volunteers and after school intervention.
- Knollwood parents will provide a high quality learning environment at home.
- Knollwood parents will provide monitoring of the child's attendance, homework completing and limiting television viewing.
- Knollwood students will be responsible for their own academic achievement success by completing homework, studying for assessments and conferencing with teachers.
- Knollwood will address the importance of communicating between teacher, parent and students through the use of conferences.
- Knollwood will hold parent-teacher conferences, at least annually, and ELAC/CEAC parent monthly meetings where the compact is discussed.
- Knollwood will provide information to parents about their children's academic and behavioral progress through the use of notices, test results, parent and teacher conferences.
- Knollwood will provide parents reasonable access to staff, volunteer opportunities, and classroom observations.

Building Capacity for Involvement:

- Knollwood will assist parents to understand topics such as content and achievement standards, state/local assessments, Title I requirements, how to monitor their child's progress, and work with educators to improve the achievement of their child.
- Knollwood will provide materials/training to help parents work with their children (e.g. literacy training, using technology, etc)
- Knollwood will educate staff, with the assistance of parents, on how to, communicate with, and work with parents as equal partners.

- Knollwood will ensure that information/reports are provided to parents in a format/language that parents understand.
- Knollwood will provide support for parental involvement activities as parent's request through the use of surveys and needs assessments.

Accessibility:

- Knollwood will provide opportunities for participation by parents with limited English proficiency, parents with disabilities. Title I parents, parents of traveling students and migratory parents.
- Knollwood will provide information and school reports in a format and in a language parents understand.

POLIZA ESCOLAR PARA PADRES

2007-2008

Knollwood reconoce la importancia de tener a los padres sumamente involucrados en todos los aspectos de la escuela para alcanzar el éxito académico de los estudiantes. Knollwood incluirá a los padres anualmente para revisar y desarrollar la poliza, compacto de padres, y plan escolar. La poliza será distribuida anualmente a todos los padres de niños que participan y será disponible a la comunidad. Knollwood promete hacer lo posible par apoyar y alentar toda participación de los padres.

Poliza de Envolvimiento:

- Knollwood tendrá juntas anuales para que los padres participen, a un horario conveniente, para informarles sobre esta poliza, sus derechos bajo Título I, y como pueden involucrase en el planeamiento, recuento, y mejoramiento de programas bajo el Título I.
- Knollwood será flexible a los horarios de las juntas para así alienta más participación de los padres.
- Knollwood envolverá a los padres en el planeamiento y recuento del plan escolar, la poliza y el compacto de padres.
- Knollwood proveerá a los padres información al momento sobre el programa de estudios, asesoreamiento y los niveles de maestria que se espera alcancen los estudiantes para su rendimiento académico.
- Knollwood someterá por escrito todos los comentarios de los padres con referencia al plan escolar cuando estos sean sometidos al distrito.

Responsabilidades Compartidas para el Mayor Rendimiento Académico de los Estudiantes:

- Knollwood ha desarrollado un contrato entre padres y escuela que describe las responsabilidades de la escuela, los estudiantes y los padres, para apoyar el logro académico de los estudiantes.
- Knollwood va a proveer un plan de estudio e instrucción de alta calidad por el uso de las Normas Estatales de California.
- Knollwood va a proveer un ambiente efectivo de aprendizaje y de apoyo.
- Los padres de Knollwood van a proveer un ambiente de aprendizaje en casa.
- Los padres de Knollwood van a proveer vigilancia de los estudiantes en la asistencia a la escuela, completar sus tareas escolares y limitar las horas de ver televisión.
- Los estudiantes de Knollwood serán responsables en sus propios logros y éxitos académicos por el hecho de completar la tarea y estudiar para los exámenes.
- Knollwood va a proveer la comunicación entre padres y maestros, padres y estudiantes por el uso de conferencias.
- Knollwood va a proveer la comunicación entre maestros, por lo menos una vez al año, y juntas mensuales de CEAC/ELAC donde se discute el compacto de padres.
- Knollwood va a proveer reportes a los padres sobre el progreso de sus niños por el uso de notas, conferencias y resultados de exámenes.
- Knollwood va a proveer el acceso razonable a la facultad, oportunidades de voluntarios y observaciones de las clases.

Brindando Capacidad para el Envolvimiento:

- Knollwood ayuda a los padres a comprender temas tales como el contenido y las normas de aprendizaje, asesoreamiento locales/estatales, requisitos del programa Título I, y como vigilar el progreso de sus hijos, y trabajar con los educadores para mejorar el aprendizaje de sus hijos.
- Knollwood proveerá materiales/entrenamiento para ayudar a los padres a trabajar con sus hijos (ejemplo: entrenamiento en literatura, tecnología, etc)
- Knollwood educará a su facultad con la ayuda de los padres, en como mutuamente comunicarse y trabajar con los padres en conjunto como educadores de sus hijos.

- Knollwood coordinará/integrará actividades de involucramiento que alientan y apoyan a los padres para participar en la educación de sus hijos.
- Knollwood se asegurará que la información/reportes sean proveídos a los padres en un formato lenguaje que los padres puedan entender.
- Knollwood proveerá ayuda y apoyo para actividades que involucren a los padres a la petición de ellos por el uso de encuestas.

Accesibilidad:

- Knollwood proveerá oportunidaes para la participación de los padres con la habilidad inglesa limitada, padres con incapacidades, padres de Título I, padres de estudiantes viajeros y padres migratorios.
- Knollwood proveerá información y reportes de la escuela en un formato e idioma que los padres puedan comprender.