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- * Routines provide you and your child with a guide.
- * Routines take time to establish, so don't give up!
- *Once a routine is well-established, it will become automatic.

A Look Ahead... Objectives

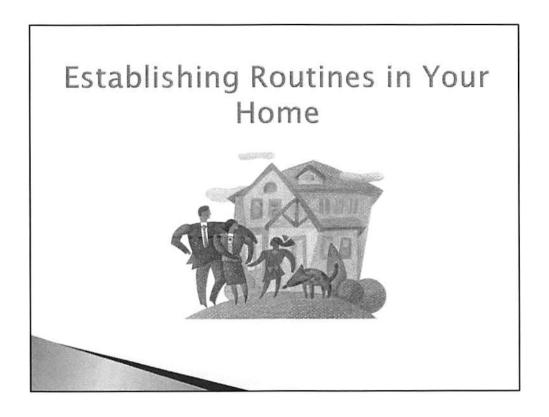
- · Establishing Routines in Your Home
- School Attendance
- Staying Connected
- · Parent Participation

^{*}Learn how to establish routines in your home.

^{*}Understand the importance of school attendance.

^{*}Know how to stay connected and maintain open lines of communication with teachers, school staff and your child.

^{*}Identify ways to engage and participate in your child's education.



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ACTIVITY: What works for you?

All families have a pattern of behavior that describes their process for getting up and out of the house in the morning

- Think of what needs to be accomplished in the morning
- What routines you have in place to meet those needs
- · Think of the challenges you face in the morning

^{*}Routines vary from one family to another.

^{*}Getting ready in the morning is universal to all of us, but each family is unique and has to find a routine that works with their specific needs.

Morning needs may include:

- · Getting up and out of bed
- · Eating Breakfast
- · Getting dressed
- · Preparing materials
- · Getting to School



- * Getting up and out of bed: Setting an alarm, putting on music, going to wake them up, etc.
- * Eating Breakfast: making breakfast at home, eating breakfast on the way to school, leaving early to eat breakfast at school
- * Getting dressed: allowing your child to select their outfit, selecting an outfit together the night before
- * Getting materials ready: have backpack in a designated area and ready the night before
- * Getting to School: walking to school, driving to school, carpooling

Potential Challenges:

- · Limited time to get ready in the morning
- Illness
- · Multiple children and drop-offs in the morning
- · Parents who work outside of the home
- Transportation challenges (i.e. car troubles)
- Unexpected delays/emergencies
 - · Home (plumbing problems, etc.)
 - · Heavy traffic/accidents, etc.

^{*} It would be helpful to give yourself a cushion of time to allow for the unexpected.

How to maximize your time in the morning:

- Nighttime preparation
- Consistent bedtime
- Turn off all electrical devices 30 minutes before bedtime



- *Try to prepare as much as you can the night before.
- *Take some time each night to prepare materials such as backpack, projects, homework, etc. and leave them next to the front door.
- *Identify a reasonable bedtime based on your child's age and individual sleeping patterns. Bedtimes may be different for siblings based on their ages and it may be helpful to stagger bedtimes with multiple siblings.
- * Recommended hours of sleep (Source: Center for Disease Control & Prevention): Newborns = 16-18 hours a day; Preschool-aged Children = 11-12 hrs. a day; School-aged Children = at least 10 hrs. a day; Teens = 9-10 hrs. a day; Adults = 7-8 hrs. a day
- *If your child has a good night sleep, they are more likely to have a good morning and be ready to focus and learn the next day.
- *Allot some time for you and your child to have some quality time together before bedtime to read and/or discuss the activities of the day.
- *Turn off all electrical devices (television, cell phone, computers, game systems, etc.) 30 minutes before bedtime.

Considerations for establishing morning routines:

- Include your child when establishing the morning routine
- Be flexible and allow for the unexpected
- Be willing to revise your schedule

- *Sit with your child and write down a morning schedule. More likely to get buy-in from your child if they feel like they are involved with creating the routine.
- *With your child, decide on a good place to post your schedule so that it is visible to all family members.
- *Schedules are good, but be flexible and allow room for the unexpected (illness, family emergencies, etc.).
- *If something is not working, discuss and make changes to the schedule as needed.

The importance of establishing a morning routine:

- · Sets a positive tone for the morning/day
- · Reduces morning stress
- Expectations are clear and predictable
- Promotes independence
- · Routines are familiar

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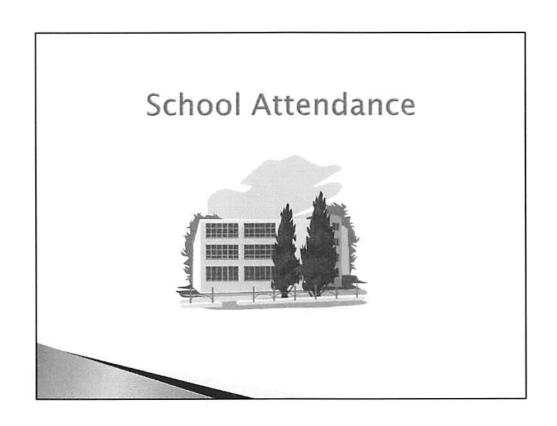
- *A positive school experience starts at home. If your child starts the day calmly, they are more likely to start the day with a good attitude rather than being upset and angry.
- *As parents/caretakers, you are the first person to interact with your child and set the tone for the day.
- *Children perform best when expectations are clear and predictable.
- *Routines promote independence and allow your child to take an active role in preparing for the day. They feel good about themselves when they can do things on their own.
- *Routines are familiar to your children and a regular part of the school day.

How to maximize your time in the morning during the weekdays? :

- · Prepare at night for the next day
- Make the morning routines of waking up in the morning be positive and cheerful
- Make time for breakfast
- Leave your child with a positive feeling as he/she leaves for school

American Academy of Pediatrics

- * Try to prepare as much as you can the night before.
- * Take some time each night to prepare materials such as backpack, projects, homework, etc. and leave them next to the front door.
- * Make time for your child to eat breakfast at home or get to school with enough time for your child to eat breakfast at school.
- * Give your child a hug or wave as he/she heads out the front door or gets out of the car in order to set a positive tone for the rest of the day.
- * Identify a reasonable bedtime based on your child's age and individual sleeping patterns. Bedtimes may be different for siblings based on their ages and it may be helpful to stagger bedtimes with multiple siblings.



Some facts about school attendance:

- An estimated 5 –7.5 million students in the United States miss approximately one month of school per year.
- By 6th grade, chronic absenteeism is a key indicator of high school dropouts.
- When students improve their attendance rate, they improve their academic outlook and increase the probability of graduating high school.

www.attendanceworks.org

- * Children are more likely to learn and be successful at school when they have good attendance.
- * Communicate to your child the importance of prompt daily attendance through your words and actions.

LAUSD Attendance Expectations

Attendance below the 96% goal (8+ absences)

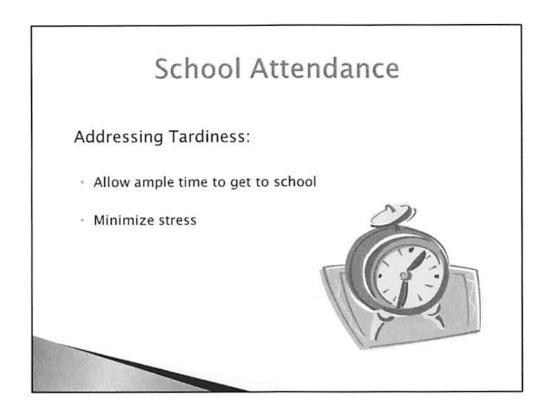
Attendance above the 96% goal (0-7 absences)

Information obtained from the Offices of Student Health and Human Service, March 2013

General Information:

- · Know your child's school calendar
- · Post your child's school calendar in a visible location
- Familiarize yourself with your child's school attendance policies and procedures

- *Children are more likely to learn and be successful at school when they have good attendance.
- *Communicate to your child the importance of prompt daily attendance through your words and actions.
- *Know your child's school calendar and make note of important dates on a calendar, cell pone, Outlook calendar, Suri.
- *Draft a monthly calendar with your child and make note of important dates.
- *Make note of dismissal times and school events (ex. Shortened days, parent conferences, holidays, award assemblies, performances, etc.).
- *Post your child's school calendar in a visible location for quick reference.
- *Familiarize yourself with your child's school attendance policies and procedures. Know what is considered an excused/unexcused absence.



- *What is considered tardy? Any time your child arrives to class after the bell rings from 1 min + is considered tardy.
- *Make sure to allow plenty (15-30 min.) of time for your child to get to school on time and ready to start the day with his/her class.
- *Coming to school when the day has already started causes unnecessary stress to your child and disrupts their classroom routine.
- *Students may have difficulty following along when an activity and/or instruction is already underway.
- *Students are placed in 'catch-up' mode and may feel they are at a disadvantage.
- *Chronic tardiness may cause attendance concerns, and negatively impact learning even if your child comes to school everyday.
- *Chronic tardiness may also have negative consequences for parents such as notes from the school, School Attendance Review Board (SARB) meetings, etc.

Addressing Absences:

- Encourage consistent school attendance and limit absences
- Students miss out on important opportunities for learning and social interaction when they are not at school
- Avoid making school absences a pleasurable experience for your child

- *We all get sick and there may be times when your child is not able to come to school due to illness. If your child has a fever or is not able to benefit from coming to school due to illness, this is a legitimate reason to keep them home and give them time to recover before returning to school. Illness, however, should not be used by your child as an excuse not to come to school if they are in fact not sick (ex. tummy ache, headache).
- *LAUSD Attendance Policy and Procedures Manual (February 2010)

 Proficient Attendance= 1-8 absences; Basic Attendance= 8-14 absences; Below Basic Attendance= 15-24 absences; Far Below Basic Attendance= 25+ absences
- *Students miss out on an 6 hour day that is filled with activities and important information.
- *Some activities are done only once a week (library, dance, music). Learning is cumulative so if they miss out on one day, they may be lost when they return to school the next day.
- *Children may miss out on playing with their friends and important opportunities to share and spend time with them during group projects/discussions and at recess and lunch.

Additional ways of addressing absences:

- Schedule doctor's appointments, family vacations, outings, etc. around your child's school calendar/schedule
- Communicate absences to the school/classroom teacher so that work can be sent home or picked up

School Dismissal

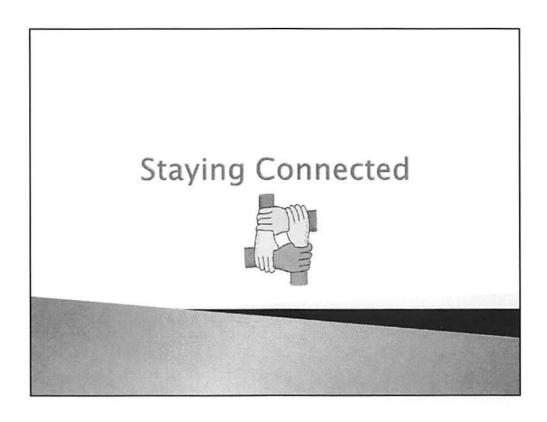
- · Communicate with your child
- Research after school programs
- Plan for the unexpected

- *Communicate to your child and classroom teacher (especially for lower grades) what time they will be picked up, where, and by whom.
- *Try to pick up your child at the agreed upon time, whenever possible in order to avoid unnecessary stress or panic to your child.
- *Inquire about after school programs available at your school site if you are in need of after school care (LA's Best, YS Care, A World Fit for Kids!).
- *Communicate changes in your schedule so that your child is aware and can plan accordingly.
- *Store your child's school office number on your cell phone and leave a message with the office if there will be a change in pick-up time for that day.

Other Considerations:

- Early pick-up should be utilized only when necessary
- If your child has an appointment during the school day, return them to school whenever possible
- Absences due to inappropriate behavior (suspension) should not be pleasurable

- *When you pick your child up early from school, they may miss out on important homework directions, assignments and/or activities.
- *If your child has an appointment during the school day, return them to school when possible so that they are not missing out on a full day of instruction.
- *If your child is suspended, try to avoid allowing your child to engage in pleasurable activities (use of television, video games, etc.).



- *Children stay at school for 6+ hours a day 5 days out of the week, which adds up to a minimum of 30 hours per week!
- *Staying connected with your child's school helps you to feel involved with your child's education.
- *Knowing who to talk to, how to access information makes you feel part of your child's experience at school.
- *Parent involvement communicates to your child that school is important.

ACTIVITY:

How well do you know your child's school?

Name your child's:

- Principal
- Assistant Principal
- Classroom Teacher/Special Education Teacher
- Room Number
- Office Secretaries
- Yard Supervisors
- Librarian
- School Psychologist
- Parent in your child's class
- Cafeteria Manager
- Plant Manager



- * Provide parents with a sheet of paper and ask them to provide as many names as possible. Parents can also work with a partner
- *Children have relationships with many individuals in the school.
- *All of these individuals have important information to share with you about your child and your child's school experience.
- *Getting to know these individuals allows you to get information you may need and communicates to your child that you care about their school experience.
- *This is just some of the information and individuals you may want to consider knowing more about in order to stay connected with your child.

How to Stay Connected...

- Introductions
- · Identify preferred method of communication
- Make use of available technology
- Introduce yourself to a parent in your child's class

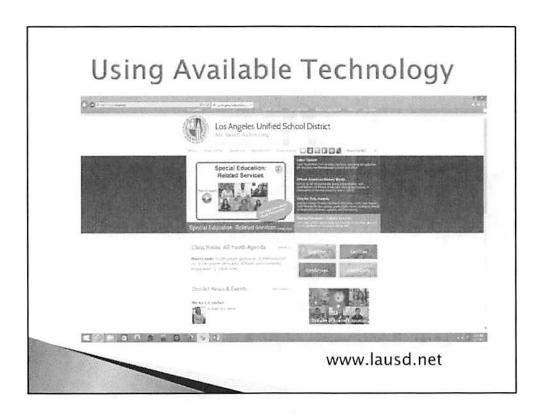
- *As early as possible in the school year, take some time to introduce yourself to your child's classroom teacher and school support staff.
- *Ask your child's teacher what their preferred method of communication is, based on both of your needs (ex. Written notes, telephone messages, e-mail, in person) and be mindful of their time (family and personal obligations).
- *Accompany your child to the line in the morning, as appropriate (based on your school's policies, age, individual temperaments, etc.) or pick them up in their classroom at the end of the day, whenever your schedule permits.
- *Identify a parent in your child's class who you feel comfortable contacting should you have a question about homework or other school-related activities.
- *Get to know the parents of your child's friends which may present opportunities for your children to socialize outside of school (ex. Birthday parties, play-dates, etc.).
- *If you have access to a computer, visit your child's school website and ask the classroom teacher if they have set up a website for the classroom

Promoting Open Lines of Communication

- Stressors which may impact your child's school experience include:
 - Birth
 - Death
 - Divorce
 - Illness
 - Change in or loss of a job
 - Incarceration
 - Deportation
 - Change in family structure
 - Consider informing a trusted staff member who can support your child at school

*If your family is experiencing a stressor or change that could potentially impact your child's school experience, identify an individual at school whom you trust and feel comfortable with sharing. Events which may impact children at school include:

- *Schools want to help and may be a good starting place if you are looking for some support. You do not have to provide specific details; you can share whatever you are comfortable with.
- *Knowing that a student is experiencing a stressor at home allows the school to be aware and flexible to their needs.



* The district website is a great resource for parents and families.

Communicating Concerns

- If a conflict arises, familiarize yourself with the reporting procedures the school has in place
- Identify the appropriate school personnel to provide assistance and guidance
- Never approach other children or parents directly
- Encourage your child to solve their own problems, whenever possible
- Listen to your child and use your better judgment

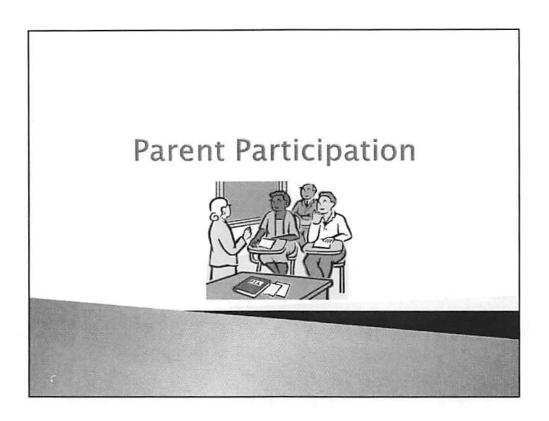
- *Conflicts are a natural part of life and something that all of us encounter at one point or another. Conflicts may arise between parents, teachers, students and/or other school staff.
- *If your child encounters a conflict out on the yard, encourage them to use problem solving skills on their own or seek an adult on the yard before getting involved.
- *Problem-solving is a skill that needs to be taught and encouraged. As parents, you can assist your child in developing and practicing good problem solving skills at home with siblings, playmates, etc. Teach children to know the difference between small and big problems and encourage them to solve small problems on their own. If the issue is of a more serious nature, you as a parent, may need to get involved.

^{*}Issues involving student safety should be communicated to an adult immediately.

Promoting Communication with Your Child

- Set aside some time each day to speak with your child and show interest in their day
- Ask open-ended questions
 - · How was your day at school today?
 - · What was your favorite part of the day?
 - · What did you learn at school today?
 - · How can we make tomorrow a better day?

- * Try to avoid questions that can be answered with yes or no.
- * If your child is providing limited responses, encourage them to provide more detail.
- * Encourage questions that have the potential to lead to further discussion and/or questions that promote a positive outlook.



^{*}Your participation at school communicates to your child that school is important. Children enjoy when their parents are involved in a positive way.

Parent Participation: Getting Involved

There are a number of ways you can participate in your child's education such as:

- Your physical presence and attendance at school functions
- Volunteering your time at school
- Volunteering to assist with preparation of materials from home
- Serving as a chaperone on a fieldtrip

^{*} When children see their parents involved at their school or with their education, they feel like you are interested/invested in what they do, loved, special and valued.

Parent Participation: Getting Involved

Parent Organizations/Opportunities for Parent Involvement Include:

- Parent Center
- Parent Teacher Association (PTA)
- English Learner Advisory Committee(ELAC)
- School Site Council(SSC)
- Visit www.families.lausd.net for more information on ways you can get involved

On some occasions, schools will provide refreshments, translation and/or childcare in order to promote parent involvement.

- * If your school has a Parent Center that may be a good starting place.
- * Parent Teacher Association (PTA): A parent-teacher association or parent-teacherstudent association is a formal organization composed of parents, teachers and staff that is intended to facilitate parental participation in a school
- * English Learner Advisory Committee (ELAC): all schools with twenty-one or more English Learner students are required to establish this committee comprised of parents, teachers, community members. Some functions of this committee are to provide recommendations regarding programs and services for EL students and the use of designated funding to support their academic needs and to advise on efforts to make parents aware of the importance of regular school attendance
- * School Site Council (SSC): an elected decision-making council comprised of 50% school staff and 50% parents/community who review the school's categorical budgets, ensure that all federal, state and District parental involvement mandates are met

Parent Participation: Getting Involved

- Open House
- Parent/Teacher Conferences
- School Performances
- Award Assemblies

- *Academic/non-academic
- *These are events that all require some level of parent participation. Some events are based on parent/teacher referrals, others are school-wide events that take place at certain times of year
- *If you are unable to attend, you may want to consider asking another family member to attend in your place (grandparent, aunt, uncle, etc.)
- * Student Success Team: a pre-referral action plan process for intervention. Students are most successful when there is a cooperative effort between parents and school personnel in a spirit of shared responsibility. The Student Study Team meets at the school to explore and problem-solve, in order to help and support students facing challenges in general education classes. The team is a problem solving group that can define the needs of the students and school and help translate those needs into accommodated curriculum and instruction. The SST process is a regular education responsibility that must be considered prior to a referral for special education services or 504 accommodations.
- * Language Appraisal Team (LAT): a school-site committee of staff members focused on serving English Learners (ELs). The LAT specially focuses on analyzing individual student language and academic needs in order to recommend appropriate instructional interventions.
- *Make yourself available for positive school events (school performances, awards assemblies) as well as events that may be seen as aversive (conferences)

Parent Teacher Conferences

- · Communicate your availability
- Ask for translation
- Come prepared with questions
- · Include your child in the process



- *If scheduling is a concern, communicate your availability in advanced to your child's classroom teacher
- *Ask if translation can be provided if you speak a language other than English
- *Come prepared with questions if something is unclear or if you would like more information
- *Ask teachers to report on your child's strengths as well as areas that are in need of improvement
- *Communicate to your child that you will be meeting with their classroom teacher. You may also want to share what was discussed at the meeting and include areas of strength and areas that are in need of improvement, as appropriate. This is a good way of letting your child know that there is open communication between home and school.

Prevention and Intervention

How parents can support the prevention and intervention process:

- Promote good school attendance
- Support homework completion
- · Encourage healthy sleeping and eating habits
- · Provide opportunities for academic growth
- · Maintain ongoing communication with your child's teacher

^{*} Academic growth: visits to the library, museums, zoo, reading to your child, board games

Prevention and Intervention

Supports at School:

- Coordination of Services Team (COST) **
- Language Appraisal Team (LAT) **
- * Student Success Team (SST) **
- School-based Intervention Programs **
- ** In the near future, these teams will be combined
- * Student Success Team: a pre-referral action plan process for intervention. Students are most successful when there is a cooperative effort between parents and school personnel in a spirit of shared responsibility. The Student Study Team meets at the school to explore and problem-solve, in order to help and support students facing challenges in general education classes. The team is a problem solving group that can define the needs of the students and school and help translate those needs into accommodated curriculum and instruction. The SST process is a regular education responsibility that must be considered prior to a referral for special education services or 504 accommodations.
- * Language Appraisal Team (LAT): a school-site committee of staff members focused on serving English Learners (ELs). The LAT specially focuses on analyzing individual student language and academic needs in order to recommend appropriate instructional interventions.
- * School-based intervention programs: After school tutoring, Saturday school, Learning Center, peer tutoring

Objectives Review



- · Learn how to establish routines in your home
- · Understand the importance of school attendance
- Know how to stay connected and maintain open lines of communication
- · Identify ways to participate in your child's education



