# Title I, Part A School-Level Parent and Family Engagement Policy

This policy describes the means for carrying out designated Title I, Part A 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 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])?

1. The policy is updated annually at the first Site Council meeting of the year
2. Information is provided in the Parent and Student Handbook and on the school website
3. Additional hard copies of the policy are available upon request

To involve parents in the Title I, Part A programs, the following practices have been established:

1. Weekly School Newsletters are sent out by email and posted on the school website; paper copies are available in school office
2. School messenger calls are made
3. Requests for Site Council nominations are sent out in the newsletter and presented at school events in May
4. Parents can vote on nominated names at end-of-year school events, in the school office, or by email
5. Messages are sent to families using the Class Dojo platform

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]). Add details about the annual meetings in the box below:

1. At our end-of-year school events, principal explains Title I funding and the oversight role of Site Council
2. Title I funding is explained in a school newsletter each September
3. Parent/Student Study Team meetings

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]). Add details about the meetings in the box below:

1. Meetings are held at the convenience of the Site Council members
2. Principal and office manager coordinate what times work best for all on the council
3. Meeting schedule is discussed at the first Site Council meeting each year
4. SST meetings are held at parents’ convenience

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school’s Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]). How does the school involve parents?

1. Site Council’s first meeting of the year discusses the Parent Engagement policy and how to improve
2. Site Council meetings are held a minimum of five (5) times a year
3. A school wide survey for parents is conducted in the spring during Open House and is also available in the office or by email for parents unable to attend Open House
4. Surveys are reviewed by the Site Council and updated annually

The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116[c)(4][A]). How does the school provide the information?

1. Parent and Student Handbook is sent out annually the first week of school
2. Weekly school newsletters are sent out by email and posted on the school website; paper copies are distributed upon parent request and are available in school office
3. School messenger phone calls are made to all parents and staff

The school provides parents of Title I, Part A students 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 (ESSA Section 1116[c][4][B]). How does the school provide the information?

1. Parent and Student Handbook is provided the first week of school
2. Back to School Night
3. Parent conferences
4. IEP and Student Study Team meetings

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]). How does the school provide the opportunities?

1. IEP and Student Study Team meetings
2. Parent Conferences
3. Emails, phone calls home and parent drop-ins during the year

The school engages Title I, Part A 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:

1. The Compact is sent out annually and signed by parents and students
2. The teachers review the compact at the beginning of the school year and collect signed copies from each student
3. Parent conferences are held following the first trimester
4. Parents are encouraged to be a part of Site Council, Parent Advisory Committee, District Advisory Committee, and District Mid-Year Study Session
5. Family engagement nights are conducted multiple times each year

The school provides Title I, Part A parents with assistance in understanding the state’s academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]).

1. During Back to School Night, all classroom teachers discuss the standards, curriculum, assessments, report cards and grade level content
2. Standard and intervention support opportunities within the school day and beyond are discussed
3. A Standards Based Guide is provided to parents at Back to School Night or Parent Conferences and sent home to parents who are unable to attend; additional copies are available in the office throughout the school year

The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement (ESSA Section 1116[e][2]).

1. Parent conferences are held annually in November
2. Parent Engagement nights are conducted multiple times each year
3. Additional support is provided at SST and IEP meetings when needed

With the assistance of Title I, Part A parents, the school educates staff members in the value of parent contributions, and in how to work with parents as equal partners (ESSA Section 1116[e][3]).

1. Teachers invite and encourage parent participation in the classrooms and during school activities
2. Student Study Team meetings are held upon parent or teacher request
3. Staff members are encouraged to participate alongside parents in engagement activities and in School Site Council, the District Advisory Committee, and the Mid-Year Study Session

The school coordinates and integrates the Title I, Part A 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 (ESSA Section 1116[e][4]).

1. Parent engagement nights are held multiple times each year
2. School assemblies are held monthly
3. A “Family Day” lunch is provided at no charge each year in May
4. Parents are invited to participate in field trips with their children
5. Annual spring performance engages parents with students in the music program

The school distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand (ESSA Section 1116[e][5]).

1. Event flyers are sent out, posted and made available in the school office
2. Information about upcoming events is posted on the school website
3. School messenger phone calls are made to all parents and staff.
4. Messages are sent to families using the Class Dojo platform, which translates information for the recipient

The school provides support for parental involvement activities requested by Title I, Part A parents (ESSA Section 1116[e][14]).

1. Students and siblings are invited to attend engagement activities with parents
2. Engagement activities are free of charge to families
3. Student Study Team meetings are scheduled to accommodate parents

The school provides opportunities for the participation of all Title I, Part A 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 (ESSA Section 1116[f]).

Please attach the School-Parent Compact to this document.

This policy was adopted by the Igo-Ono Elementary School Site Council on September 9, 2020 and will be in effect for the period of 2020-21 school year.

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before: September 30, 2020.

Kimberly Miller

**Signature of Authorized Official**

September 9, 2020

**Date**

California Department of Education

July 2018