

## **Title I School-Level Parent Involvement Policy**

### **Christopher Elementary**

The school updated and adjusted a written Title I parental involvement policy with input from Title I parents at a public meeting held on October 10, 2019. The School Site Council and English Learner Advisory Committee also provided input and approved the Title I Parent Involvement Policy on October 17, 2019. The policy is provided to parents and is available online at the school's website.

The policy describes the means for carrying out the following Title I parental involvement requirements [*Title I Parental Involvement, 20 USC 6318(a)-(f)*]:

#### **Involvement of Parents in the Title I Program**

The school will conduct the following activities to involve parents in the Title I Program:

- a) **Convene an annual meeting to inform parents of Title I requirements and their right to be involved in the Title I program.** The school holds a general Title I meeting for all parents in the beginning of the school year. At the meeting, parents are informed about the school's participation in the Title I program, the requirements of Title I, and the right of parents to be involved.
- b) **Offer a flexible number of meetings for parents of Title I students.** The school holds meetings with all parents at least three times per year: Back to School Night, Open House and English Learner/Title I Orientation. Title I-Parent Involvement funds are used to provide translation, child care, snacks, home visits, and other services to support parent involvement. The school holds open meetings with the School Site Council, English Learner Advisory Committee, and other parent committees four times per year.
- c) **Involve parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and the Title I parental involvement policy.** Each year, the school holds meetings with parents of Title I students, parents of English Learners, migrant parents and parents of students with disabilities to plan, review, and evaluate the Title I program, including the school parental involvement policy and the Single Plan for Student Achievement. Parents can submit comments on the schoolwide program to the district if they do not find the plan to be satisfactory.
- d) **Provide parents of Title I students with timely information about Title I programs.** The school uses various means to provide parents with timely information about Title I programs, such as letters, flyers, written handouts, phone calls, PeachJar and informational meetings. All documents addressed to parents are written in English and Spanish. The Parent Square Automated Phone Call System is used to ensure all parents receive information about parent meetings, parent education programs, Title I programs, parent-teacher conferences, and school and district events. The school provides adequate number of professional translators/interpreters who provide translations to facilitate the communication between school staff (administrators, teachers, office staff) and families at all events. Translation devices are also utilized at meetings such as the *Coffee with the Principal*.

- e) **Provide parents of Title I students with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet.** All parents receive an explanation during parent-teacher conferences and family literacy/math nights, at least three times per year, about the curriculum used at the school, content standards, academic assessments used to measure student progress, and the proficiency levels students are expected to reach.
- f) **Provide parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children.** All parents are invited and encouraged to participate in school decision making by attending parent meetings, making suggestions, volunteering at school, participating in their child's class, observing classroom activities, and serving on district and school committees such as School Site Council, English Learner Advisory Committee, Parent Advisory for Gifted and Talented Education, Christopher Parent Leadership Team, Coffee with the Principal, Christopher Parent Engagement Team, District Advisory Committee, District English Learner Advisory Committee, HABLA, and other leadership groups. The school and district provide regular meetings, training and parent education programs to help parents develop their leadership skills and enhance their knowledge to successfully support their child's education. Training is provided for parents to prepare them for the SSC/ELAC elections.

### **School-Parent Compact**

The school has jointly developed with and distributed to all parents of Title I students a school-parent compact (A Pledge for Student Success) that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- a) The school's responsibility to provide high-quality curriculum and instruction.
- b) The parents' responsibility to support their child's learning.
- c) The importance of ongoing communication between parents and teachers through annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program.

The compact is provided for each family at the beginning of the school year. The compact is signed by the student and parent, and is kept on file at the school. The compact is discussed in relation to the individual child's achievement during the parent-teacher conferences.

### **Building Capacity for Involvement**

The school engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school will:

- a) Assist Title I parents in understanding academic content standards, assessments, and how to monitor and improve the achievement of their child. The school provides opportunities for parent-teacher interactions and establishes parent-school-community partnerships to improve student achievement such as family literacy and math nights, parent-teacher conferences, parent meetings, back to school night, open house, etc.
- b) Provide materials and training to help Title I parents work with their children to improve their child's achievement. The school and district provides education programs, trainings and materials for all parents such as the Strengthening Families Partnership with Alum Rock Counselling and English as a Second Language.

- c) Educate staff, with the assistance of Title I parents, in the value of parent contributions and how to work with parents as equal partners. Each year, the school staff receives training on the importance of involving parents at school and how to partner with parents to improve student achievement. We are a member of the National Network of Partnership Schools, which involves training and support materials for our families.
- d) Coordinate and integrate the Title I parental involvement program with other programs and conducts other activities that encourage and support parents in more fully participating in the education of their child. The school coordinates and integrates the Title I parent involvement program with other parent involvement programs available at the school and community, such as the Migrant Education Program, State Preschool Program, Kindergarten Readiness Program, Gifted and Talented Education (GATE) Program, SELPA, and After School Education and Safety (ASES) Program. The school establishes collaborative partnerships with community agencies to provide additional resources for parents to support their child's education, such as Boys and Girls Club, the Santa Clara Parks and Recreation, City of San Jose, and our local Councilman's office.
- e) Distribute to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand. The school distributes all information to parents in a written, visual, and oral form in English and Spanish and other languages, whenever possible.
- f) Provide support for parental involvement activities requested by Title I parents. The school provides all parents with free access to school facilities, day care, translation, materials and resources to parents to facilitate their parent involvement activities. The school hires a bilingual community liaison to connect families with community organizations and facilitate resources in the community to support parent participation in their child's education.

### **Accessibility**

The school provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand. The school uses various means of communication to reach out to their diverse parents, such as the Parent Square Call System, audiovisuals, personal phone calls, home visits, informational meetings, flyers, letters, handouts, and others. Special accommodations and materials are provided for persons with disabilities, parents who speak a language other than English, migratory farm workers, and others. The school report cards, parent letters, brochures, and all communications for parents are provided in English and Spanish and other language, whenever possible.