

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY WEST HILLS PRIMARY SCHOOL

Purpose

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy, developed by West Hills Primary School in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.

Components

The school complies with federal law related to the engagement of parents and family members by detailing how the school will:

1. Involve parents and family members in the planning, review and improvement of the school's Parent and Family Engagement Policy:
 - Review/Improve at the following events throughout the year:
 - Annual Fall Title I meeting held in September
 - Title I Parent Collaboration team meetings held throughout the year
 - School's Title I webpage
 - End-of-year Title I parent meeting in May
 - Parent surveys for feedback for improvement
2. Convene an annual meeting, at a convenient time:
 - To which all parents and family members of participating children shall be invited, and encouraged to attend;
 - To inform parents and family members of their school's participation as a Title I school;
 - To explain the requirements and the rights of parents and family members to be involved;
 - To present to parents the Title I requirements of assessments, programs, resources to be used throughout the year;
 - To show and explain to parents the school's Parent Resource Center.
3. Offer a flexible number of meetings in the morning and/or the evening, and may provide Title I funds, if sufficient, to facilitate parent and family member attendance at meetings through payment of transportation, child care costs and/or refreshments.
 - Parent surveys will be used to gather most preferred times from year to year.
4. Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program:
 - Parents will be involved at the following events throughout the year:

- “Back-to-School Night” held in September
 - Annual Fall Title I Parent Meeting held in September
 - Parent training workshops called “Raising Readers”
 - Parent surveys throughout the year
 - Parent collaboration team meetings
 - End-of-year Parent Meeting held in May
5. Provide parents and family members of participating children with timely information about the Title I program:
- Information about Title I will be provided at:
 - Kindergarten Orientation
 - “Back-to-School” nights held in September
 - A “Welcome to Title I” packet that is sent home when students enter the program
 - Annual Fall Title I Parent meeting in September
 - Parent/Teacher conferences in fall and winter
 - Title I/Home communication folders
 - End-of-year Title I Parent meeting held in May
6. Provide parents and family members of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the state academic standards:
- Information and examples will be provided at:
 - “Back-to-School” nights held in September
 - Annual Fall Title I Parent meeting in September
 - Parent/Teacher conferences
 - Parent Training Workshops – “Raising Readers” (3 times a year)
 - End-of-year Title I Parent meeting held in May
 - Student progress will be communicated with parents in the following ways throughout the year:
 - Title I participation letters sent home for parent approval
 - Progress reports sent out quarterly
 - Title I/Home communication folder sent home daily
 - Bi-weekly graphs updated in Title I folder
 - End-of-year summary reports sent home
 - Phone calls/E-mails
7. Provide, if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions:
- Parent Collaboration Team meetings will be held throughout the year to discuss any suggestions and/or concerns
 - Provide bi-weekly “RtII” meetings at various times during the day

8. Involve parents and family members in the joint development of the Schoolwide Program Plan in accordance with federal law. [Note: applies only to Title I schools operating a Schoolwide Program]: We do not operate a Schoolwide Program
9. Create a school-parent and family compact developed jointly with parents and family members outlining how parents and family members, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:
 - Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children in Title I programs to meet the state academic standards, and the ways in which each parent and family member will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time and
 - Address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum:
 - Teacher conferences with parents and family members in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - Frequent reports to parents and family members on their children's progress;
 - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 - Ensuring regular two-way, meaningful communication between parents and family members and school staff, in a language that parents and family members can understand.
 - Reviewed and improved in an organized, ongoing, timely matter with West Hills Primary School and the parents at the following events:
 - "Back-to-School" nights held in September
 - Annual Fall Title I Parent meeting in September
 - School's Title I webpage
10. Provide assistance to parents and family members in understanding the state academic standards, state and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children:
 - The school will provide information and assistance at the following events:
 - Annual Fall Title I Parent meeting held in September
 - Parent/Teacher conferences
 - Parent Training Workshops – "Raising Readers" (held 3 times a year)
 - Parent Collaboration Team meetings

11. Provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate, to foster parent and family involvement:
- The school will provide materials and training to parents at:
 - Annual Fall Title I Parent meeting held in September
 - Parent Training Workshops- "Raising Readers" (3 to 4 times a year)
 - End-of-year Parent meeting held in May
 - School's webpage with a virtual tour of Parent Resource Center
12. Educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school:
- The school will provide various meetings/trainings with staff and parents throughout the year in the following ways:
 - SPAC parent volunteers (if available from the year before) will present to staff
 - Parent Collaboration Team meetings
 - Parent survey feedback on teacher trainings will be reviewed at End-of-Year Teacher meeting as well as at next year's faculty meetings in August
 - Ongoing teacher meetings throughout the year will incorporate parent suggestions for trainings
 - Parent Training Workshops – "Raising Readers" with staff in attendance
13. To the extent feasible and appropriate, coordinate, and integrate parent and family member involvement programs and activities with other federal, state, and local programs including public preschool programs, and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children:
- Opportunities provided are:
 - Parent Preschool meetings/trainings with staff held in May
 - Kindergarten Screening
 - Kindergarten Orientation in August
14. Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents and family members of participating children in a format and in a language the parents and family members can understand:
- The school will provide the following methods of communication:
 - Parent letters and notes sent home in Title I/Home communication folders daily
 - Postings on the School's Title I webpage and staff webpages
 - Remind 101 – an app used to send messages to all Title I parents

- Phone calls
- E-mails

15. Provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children):
- Participation letters sent home for parent approval to join the Title I program
 - Various languages sent home using TransAct
16. Ensure distribution of the policy to all parents and family members with a child participating in a Title I program by the following means:
- Paper copy hand delivered at the school's Annual Fall Title I Parent meeting with a sign-off sheet
 - Parent survey of agreement to the policy
 - Letters with paper copies sent home in Title I/Home communication folder with a sign-off sheet
 - A copy posted to School's Title I webpage
 - Parent/Teacher conferences – hand out paper copies and get parent signatures

Delegation of Responsibility

The Superintendent or designee shall ensure that the Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.

The building principal and/or Title I staff shall notify parents and family members of the existence of Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.
2. A set of goals and objectives to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.

Each school with a Title I program shall provide communications, information and school reports to parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, in a language and format they can understand.