

# Title I School-Level Parent and Family Engagement Policy

## Whittier Elementary School

This policy was updated and approved on 1/8/2019 by the Whittier School Site Council

Whittier Elementary School has developed a written Title I parent and family engagement policy with input from Title I parents and family members. A draft policy is presented at a School Site Council meeting where the document is reviewed and input is collected from committee members and approved by the council. It has distributed the policy to parents and family members of Title I students. Hard copies are distributed to all Whittier families in addition to a copy being posted to the school website. The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c),-(g) inclusive].

### Involvement of Parents in the Title I Program

To involve parents and family members in the Title I program at Whittier Elementary School, the following practices have been established:

- a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 USC 6318 (c)(1))
  - ***Back to School Night***
- b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement. (20 USC 6318 (c)(2))
  - ***English Language Advisory Committee***
  - ***School Site Council***
  - ***Parent Teacher Organization***
  - ***Loving Solutions (Parent Training Classes)***
- c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan. (20 USC 6318 (c)(3))
  - ***An annual needs assessment survey is sent to all parents to gather input and feedback related to school programs.***
- d) The school provides parents of participating students with
  1. Timely information about the Title I program. (20 USC 6318 (c)(4)(A))
    - ***Hard copies available in the front office***
    - ***Title I Parent Meeting at Back to School Night***
    - ***School website***
    - ***Agenda at School Site Council***
    - ***Agenda at English Language Advisory Committee***
  2. 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 challenging State academic standards. (20 USC 6318 (c)(4)(B))

**- Student progress is reported to parents four times throughout the school year. In addition parent/teacher conferences are held twice per year. Also, the School Accountability Report Card outlines curriculum use and assessment information. The Single Plan for Student Achievement identifies the school goals and allocated resources related to Title I expenditures.**

3. if requested by parents, 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 as soon as practicably possible. (20 USC 6318 (c)(4)(C))

**- School Site Council  
- English Language Advisory Committee  
- Parent Teacher Organization  
- Back to School Night  
- Loving Solutions (Parent Training Classes)**

- e) If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. (20 USC 6318 (c)(5))

**- Meeting with the school administration to discuss concerns and/or suggestions.**

**This contact can be made via phone, email or in person contact with the Office Manager in the front Office.**

## Building Capacity for Involvement (Parental Involvement Policy continued)

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds, the school has established the following practices:

- a) The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 USC 6318 (e)(1))

**- Back to School Night  
- Loving Solutions (Parent Training Classes)  
- School Site Council  
- English Language Advisory Committee  
- Parent/Teacher Conferences**

- b) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 USC 6318 (e)(2))

**- The school provides communication and training via the Parent Liaison in the front office. This individual offers parent training classes, school outreach, resources, translation services and support for any parent and/or family requiring support.**

**- Teachers utilize ClassDojo to improve communication and support parents with their child's achievement and social-emotional success.**

- c) The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (20 USC 6318 (e)(3))  
**- Professional development and training is provided to all school employees to support a strong home/school connection.**
- d) The school, to the extent feasible and appropriate, coordinate and integrate the parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 USC 6318 (e)(4))  
**- The Parent Teacher Organization works to recruit parent volunteers to support school programs such as field trips, parent nights and festivals.**  
**- Parents are encouraged to participate in classrooms and Title I dollars are utilized to cover the cost of fingerprinting and background checks.**
- e) The school ensures that information related to school and parent programs, meetings, and other activities to parents is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318 (e)(5))  
**-All school correspondence, including information related to Title I will be translated into Spanish and disseminated to parents via hard copy or posted on the school website.**
- f) The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))  
**- Parents may submit comments to the school principal and/or the School Site Council if they are not satisfied with the school plan activities. Parent requests in alignment with our school-wide goals are considered. Requests are granted based on maximum impact, fiscal feasibility and capacity.**

- **Accessibility**

Whittier Elementary School, to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students) including providing information and school reports are provided in a format and language that parents understand. (20 USC 6318 (f))

**- Whittier works diligently to keep the lines of communication open for all families. All major correspondence is translated into Spanish. In addition the school Parent Liaison provides parent training classes in both English and Spanish to encourage participation. Should a parent require assistance with technology, they can make an appointment and stop by the school office to receive support and the use of a Chromebook.**

*\*\*The policy must be updated periodically to meet changing needs of parents and family members and the school. If the school has a process in place for involving parents and family members in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents and family members of Title I children.*