

Title I School Parent and Family Engagement Policy San Miguel Elementary /MST Magnet School 2017-2018

San Miguel Elementary /MST Magnet School has developed a written Title I Parent and Family Engagement Policy with input from Title I parents. The Parent Involvement policy is revised every year during the Annual Title 1 meetings each semester. In addition, the Parent Involvement Policy is reviewed by parents from all parent councils and all staff and personnel. We have distributed the policy to parents of Title I students multiple times throughout the year. The first distribution is through our opening packet at the beginning of the school year. Then it is shared with parents during our parent conferences in November. When it is reviewed and revised we send it out again in November. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Section I: POLICY INVOLVEMENT

To involve parents in the Title I program at **San Miguel Elementary /MST Magnet School**, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
Parents are invited to an annual Title 1 meeting in October and encouraged to attend at a time and date that is convenient for the parent community. A survey is sent in September, in English and Spanish, to all Title 1 parents in the school. The survey asks the parents when it will be most convenient for them to schedule the meeting. The survey includes other questions in case parents cannot attend and would like to give input in how to involve more parents and community members to participate at our school. The written notice is in English, Spanish, and to the extent possible, other languages as needed) shall be mailed to all parents and will include the rights of parents to be actively involved in supporting their children's academic achievement. Parents will also receive a description of the services provided to children participating in the Title I program.
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
Based on the Title 1 survey provided in September, the school schedules multiple Title 1 meetings to encourage participation. We have scheduled the meetings in the morning right after the school bells rings to start the school day and as late as 4 p.m. to allow working parents to participate in the meeting.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.

Each year parents shall be invited to attend a number of regularly scheduled meetings that are planned at times convenient for their participation. The meetings are to inform parents about the Title 1 programs and how they impact their child's education. If parents cannot attend to our meetings parents will be informed via newsletters, phone calls to recap the information given during the meetings. Furthermore, parents will receive specific information about Title I program participants and program implementation. Through these meetings parents will be involved on an ongoing basis in the planning, review and improvement of programs, including the parental involvement policy and school plan. Parents will be encouraged to make suggestions through all meetings to improve the school implementation of Title 1 programs and increase student achievement. In addition, parents have the option to schedule a conference with the teacher, coordinator, and/or principal to answer and explain about our Title 1 programs and how they support their child's learning.

- The school provides parents of Title I students with timely information about Title I programs.
The school staff shall provide timely information about curriculum, local and state assessment results, and the proficiency levels students are expected to meet on District approved

assessments. Parents will be informed through our school's monthly newsletter, Connect Ed phone calls, and parent bulletin board on current events, workshops, and student's progress on math and reading goals on an ongoing basis about student support programs, classroom activities and school events. They will provide suggestions for and receive information and training on family and education related topics to assist them with their children. The Parent Community Representatives communicate with parents via phone call and in person informing parents of our school events.

- The school provides parents of Title I 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. **Parents will be informed regarding their child's progress in the core academic program by the implementation of teachers' academic and behavior reports, via the use of LAUSD's Blackboard phone system and Misis Gradebook, parent conferences, and phone calls and/or emails. In addition, the school will provide parents several professional growth workshops and informative meetings that will support student learning.**
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. **During Title 1 meetings, parents will have the opportunity to provide feedback to the school in regards to the implementation of Title 1 programs, parent involvement activities and other decision related topics that relate to the education of their children. Parents can speak to the teacher, staff, coordinator, or principal about any concern or request that will support their child's education.**

Section II: SHARED RESPONSIBILITIES FOR HIGH ACADEMIC ACHIEVEMENT

San Miguel Elementary /MST Magnet School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, 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.

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

The school and parents and members of ELAC, LSLC, and SSC have jointly developed a school-parent compact that explains how parents, students, and school staff will share the responsibility to improve student academic achievement. The School-Parent Compact was developed and revised yearly during our Annual Title 1 meeting in October. Then it is shared with the Advisory Councils and they make suggestions and revisions. Next, the teachers and staff review and make their suggestions about the compact. Finally, another Title 1 meeting is scheduled to finalize the compact. Every year, the compact shall be reviewed and modified as needed to support our parents, students and staff. The school compact is first distribution through our opening packet at the beginning of the school year. Then it is shared to parents during our parent conferences in October. When it is reviewed and revised we send it out again in February.

Section III: BUILDING CAPACITY

San Miguel Elementary /MST Magnet 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 has established the following practices.

- The school provides Title I parents with assistance in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children.

The school provides regularly scheduled informational meetings and workshops to address topics requested and needed by parents. To address the requirements of the Common Core State Standards, Title I, Section 1118, the school shall enable parents to gain a better understanding of the following:

- 1. Common Core State content standards and achievement goals all students are expected to meet.**
 - 2. How to monitor their children’s progress through interpreting state and local assessment reports and student progress reports such as the CELDT, DIBELS, etc.**
 - 3. Strategies to use at home to support their child’s academic achievement, such as monitoring the completion of homework and school assignments, reading with their child, working with math, literacy training, etc.**
 - 4. Effective use of resources provided by the parent center that support and encourage parental involvement in their children’s education**
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. During all the parent workshops parents have been provided with materials in their native language to take home. The following materials were provided to parents:
 - 1. During Parent Advisory Councils parents receive agendas, Presentation handouts and data that align to the topic being presented.**
 - 2. Mental health and Nutrition Classes.**
 - 3. Parent workbooks were given to parents for Plan Parenthood Classes.**
 - 4. Healthy Start Clinic information brochures**
 - 5. The Parent Institute booklets on the Common Core State Standards that describe the new standards, what is expected of each grade level and how parents can support their child.**
 - 6. Nutrition books and materials to explain the Breakfast in the Classroom program and the school’s lunch program.**
 - 7. Homework Tips for Parents by Department of Education, explain the many ways of helping their child at home by providing a positive environment that is quiet to complete their homework.**
 - 8. Common Core Parent Workshop: Parents received flashcards, individual reading and math games to support sight words, math facts, and foundational reading skills.**
 - With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners in their children’s education by using strategies to:
 - 1. Ensure that information related to school and parent programs, meetings, workshops, and other activities is sent in a parent-friendly format, and to the extent practical, in a language parents understand**
 - 2. Implement and coordinate parent programs that build ties between parents and the school, such as opportunities to support the school through volunteering their time, including classroom support and after school activities.**
 - 3. Become knowledgeable about parent rights as specified in California statutes and in the No Child Left Behind Act of 2001, Title I, Part A.**
 - The school coordinates and integrates the Title I 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. To further the goal of effective parent involvement, school staff will:

1. **Fund and provide space for a dedicated Parent Center for the purpose of supporting parent involvement activities at the school and to enhance the leadership skills of parents in working with other parents.**
 2. **Train parents in leadership roles in order to effectively serve on English Learner Advisory Council (ELAC), Local School Leadership Council (LSLC) and the School Site Council (SSC).**
 3. **Reach outside the school to form alliances with community-based agencies and businesses to connect families in need of assistance to appropriate support services.**
 4. **Fund a parent/community representative to serve as a liaison between school and community to increase parent communication and participation. (Funded through Title I)**
- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.

In a daily basis information is sent to the parent in their primary language to inform them about events in the school through newsletters, flyers, Connect Ed phone calls, posters in all the entrances of the school and in the parent center.

- The school provides support for parental involvement activities requested by Title I parents.

The school sends out a written survey in their primary language asking the parent what activities, workshops, and topics will the parent be interested to participating. The section includes parent suggested topics and events that can be requested to implement at our school. The survey results and suggestions are shared to our Advisory Councils and staff for discussion and set forth to implement.

Section IV: ACCESSIBILITY

San Miguel Elementary /MST Magnet School provides opportunities for the participation of all Title I 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.

The school, to the extent practical, shall provide parents with limited English proficiency, parents with disabilities, and parents of migratory students' opportunities to fully participate in school sponsored activities by using translation at all meetings/ workshops and by sending written notices and reports in language that parents understand. The school will make every effort to schedule meetings and workshops at multiple times that are flexible to our parents and provide assistance time. In addition, schedule Assistive Technologies (AT) devices or equipment that can afford parents with a disability opportunity to fully participate in school activities. The school is wheelchair accessible with ramps and elevators; multi-modality presentations are offered with parent friendly icons.

Adapted from <http://www.cde.ca.gov/la/pf/pf>