

## **Title I School-Level Parental Involvement/Engagement Policy James Marshall Elementary**

With approval from the local governing board, James Marshall has developed a written Title I parental involvement policy with input from Title I parents. The policy was developed during the Parent Involvement Engagement Policy Meeting on Wednesday, November 6, 2019

It has distributed the policy to parents of Title I students. The policy was distributed on December 9, 2020. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

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

To involve parents and family members in the Title I program at James Marshall, the following practices have been established:

The school convenes an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents and family members of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. This occurred during the Annual Title 1 Parent Meeting on Thursday, August 27, 2020.

The school offers a flexible number of meetings for Title I parents, 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 parental involvement. During all Title 1 parent meetings, parents are asked if the time for the meetings is still appropriate and child care is offered during every 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 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. This occurs at the beginning of the year so that implementation can occur as soon as possible. Throughout the school year, the school reviews and improves upon the Title 1 program during Second Cup of Coffee meetings, Site Safety Committee meetings, Parent/Student Club, and ELAC meetings.

The school provides parents of Title I students with timely information about Title I programs. As events occur throughout the year, paper notices are sent home up to two weeks in advance and phone dialers to families are done to remind them one to two days prior to any event.

The school provides parents of Title I students with a description and an explanation of the curriculum used at the school, the academic assessments used to measure student progress, and the achievement levels of the challenging state academic standards. This occurs during Parent/Student Club, Back-to-School Night, and Open House.

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to formulate suggestions, participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible. This occurs during the development meetings for Site level Parent Involvement Policy School Parent Compact and Single Plan for Student Achievement (SPSA). It also occurs during all site council and 2<sup>nd</sup> Cup of Coffee Meetings.

If the school wide program plan is not satisfactory to the parents of participating children, the school shall submit any parent comments on the plan when the school makes the plan available to the LEA.

## **Building Capacity for Involvement (Parent and Family Engagement Policy continued)**

2.2 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)) This is done through the use of parent trainings, Back To School Night and throughout the year with 2<sup>nd</sup> Cup of Coffee meetings.
- 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)). Trainings in Loving Solutions and Latino Literacy will be offered this year during Second Cup of Coffee to address social emotional health and English Language Arts. Afterschool family trainings will occur during the scheduled Math, Science and Literacy Nights.
- 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)) The school encourages staff to reach out to families to volunteer within the classroom and at all school events.
- d) The school, to the extent feasible and appropriate, coordinates and integrates the parent involvement programs and activities with other Federal, State, and local programs, including public preschool 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. (20 USC 6318 (e)(4))
- 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)). The schools sends out all flyers for every school event in both English and Spanish as Spanish is the primary language that the majority of students speak at home.
- f) The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14)). Bilingual translators are available for all school related activities should a parent request it. This includes all school sponsored events such as Jog-a-Thon Fall Carnival and Field Trips.

## **Accessibility**

2.3 James Marshall, 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. All information pertaining to the school are provided in both English and Spanish both written and through phone calls.

\*It may be helpful to include the parent and family engagement policy review in the annual review of the Single Plan for Student Achievement.

\*\*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.

*Revised November 6, 2019*