



Title I School-Level Parent and Family Engagement Policy

Ella Elementary School

9-2-22

2.0 With approval from the local governing board, Ella Elementary School has developed a written Title I parent and family engagement policy with input from parents and family members of participating children. *Parents and family members are encouraged to attend parent meetings, monthly ELAC and DELAC meetings, PTO meetings, Site Council meetings, or set up meetings with administration. These meetings provide parents opportunities to ask questions, receive clarification, and share ideas.* The school has distributed the policy to parents and family members of children served under Title I, Part A. This policy is distributed at the first ELAC meeting of the year and is made available to parents on the Ella School website. There are also copies available in the main office at all times. (EC Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

2.1 Involvement of Parents in the Title I Program

The policy describes the means for carrying out Title I parent and family engagement requirements. (20 U.S.C. § 6318[b][1])

To involve parents and family members in the Title I program at Ella 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 U.S.C. § 6318[c][1])

An annual Title 1 meeting is held to inform parents of their right to be involved at Ella School. We explain Title 1 funding and how Ella uses monies to best serve our students. This meeting happens in the beginning of September annually. The 22-23 school year Title 1 Meeting is scheduled for September 16, 2022. Notification of the meeting will reach parents through Aeries Communication/Parent Square, Ella monthly newsletter, Ella website, and flyers posted near the main office and Olivehurst Ave.

- 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 U.S.C. § 6318[c][2])
Surveying parents to find the best time for them to attend meetings has been the most successful way to set a time. For the 22-23 school year we plan to meet at 9:00 am, after the school day starts. Parents feel once their school age kids are at school, they could meet without worry of childcare. We hold meetings in the School Readiness classroom on campus. This room is child friendly with toys, books, and activities for children 4 years and younger, so small children are welcome. It is always an option to run a Zoom meeting at the same time to accommodate any

parent unable to physically attend meetings on campus. There is flexibility and opportunity to hold meetings later in the day should the parents ever express a need. We can record Zoom meetings so parents can watch the meetings at a later time when it is convenient for them. Parent meetings are scheduled for the first Monday of each month. These meetings will be in English with Spanish translation.

- 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 schoolwide program plan. (20 U.S.C. § 6318[c][3])

Parents participate in the PTO, ELAC, DELAC, and Site Council meetings to share ideas and be involved in the process for developing and improving current and future policies. PTO, ELAC, and Site Council meetings are held once a month. We plan to hold meetings on campus, but meetings can also be offered virtually on Zoom. Parents have an opportunity to respond to the Parent Feedback Google Form in May available on the school website or can schedule meetings with administration to provide feedback.

- d) The school provides parents of participating children with the following:

1. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])

Parents are notified about upcoming meetings in a variety of ways including monthly Ella newsletter, Ella Website, flyers posted around campus and bulletin boards outside the main office and Olivehurst Ave, Parent Square/Aeries Communication, phone calls from school liaison, and additional teacher communications. Any postings or calls are available in English and Spanish.

2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards. (20 U.S.C. § 6318[c][4][B])

Ella teachers use board approved curriculum for ELA, math, science, and history. In addition, Ella teachers use appropriate supplemental materials to support the district adopted curriculum. Teachers communicate curriculum used at Ella with parents several ways: in a classroom or school newsletter, on our Ella School website, at ELAC and parent meetings, and Site Council Meetings. Teachers assess students weekly both formally and informally. Teachers communicate with parents in regards to student progress and assessment performance through a variety of ways: phone call, Class Dojo, parent/teacher meeting, SST, IEP, progress notice, and report cards. Parents receive achievement results from ELPAC and CAASPP testing via mail. Ella staff (ORC, EL Coordinator, Admin.) set parent meetings (ELAC or in addition) to answer questions and discuss student results and how to read the results.

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 U.S.C. § 6318[c][4][C])

Parents participate in PTO, ELAC, DELAC, and Site Council meetings to share

ideas and be involved in the process for developing and improving current and future policies, procedures, and overall student wellness and safety. Parents are also welcome to request a meeting with admin., teachers, and support staff to discuss their child's needs in order to be successful at school.

- e) If the schoolwide program plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency. (20 U.S.C. § 6318[c][5]) *Any concerns or suggestions brought forth by parents will be discussed at our ELAC and Site Council Meetings. Changes to our Parent and Family Engagement Policy will be addressed and considered by all participants. Parents with concerns in regards to Ella's School Site Plan will be encouraged to attend a Site Council Meeting to share concerns with the council.*

- f) *Concerns shared by parents at one of the following meetings: PTO, ELAC, Site Council will be documented in the meeting minutes. Any changes made to the School Site Plan will be noted in the plan and approved by the School Site Council.*

2.2 Building Capacity for Involvement (Parent and Family Engagement 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 establishes the practices listed below. (20 U.S.C. § 6318[e])

- 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 U.S.C. § 6318[e][1]) *Ella School is sure to send notification in regards to State academic testing and ELPAC testing in a timely manner. Ella School will schedule parent information meetings to explain more to parents about why their child takes this assessment, when, and how school and home can work together to prepare their child. These meetings will address parent questions about these assessments and how to monitor their child's progress. Other opportunities to ask questions about these assessments and other assessments are in parent/teacher conferences or meetings. All meetings can be recorded on Zoom if needed for a parent and will have a Spanish interpreter.*

- b) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 U.S.C. § 6318[e][2]) *At any time, parents can set up a parent/teacher meeting to review their child's progress or receive additional information on how to best support their child at home. Parents are encouraged to be involved and attend PTO, ELAC, and Site Council meetings, and fall and spring parent/teacher conferences. Other meetings that can be scheduled for a student's progress are SST and IEP meetings. Parents*

are also encouraged to register for our MJUSD Adult Education opportunities, parenting classes, and other opportunities to be engaged in their child's education.

- 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 U.S.C. § 6318[e][3])

The Ella Elementary staff understand that home and school work together as a team to best support students in receiving a high quality education. Parents want to be involved in their child's education and be informed of their child's progress academically, emotionally, and socially. Ella staff participate in monthly staff meetings, PLC, PBIS, and other meetings to collaborate around ways to encourage parent participation on the Ella campus. Parents have opportunities to share ideas and provide feedback via parent surveys throughout the school year, PTO meetings, Site Council meetings, ELAC and other parent meetings.

- d) The school, to the extent feasible and appropriate, coordinates and integrates 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 U.S.C. § 6318[e][4])

When Ella School plans a school-wide event or activity, all programs' involvement and participation is considered. Ella coordinates with program directors and staff to be as inclusive as possible when appropriate. For example, Ella Preschool, YCOE programs, Indian Education, School Readiness, etc.

- e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])

Translators are available for parent meetings, phone calls, Zoom, etc. when appropriate. Any written communication sent home from parents from Ella Elementary is sent home in English and Spanish. Aeries communication, Parent Square, etc. is sent to parents in English and Spanish depending on their preferred language in Aeries. Our monthly Ella Newsletter is translated into Spanish and located on our website. All parent meetings have a Spanish interpreter scheduled to support communication for all parents.

- f) The school provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])

Ella School will make every effort to support parents in being involved in school wide activities. With reasonable request time, staff can coordinate and collaborate with parent/family requests to provide reasonable support.

2.3 Accessibility

Ella Elementary School, to the extent practicable, provides 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) including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

Translators are available for parent meetings, phone calls, Zoom, etc. when appropriate. Any written communication sent home from parents from Ella Elementary is sent home in English and Spanish. Aeries communication, Parent Square, etc. is sent to parents in English and Spanish depending on their preferred language in Aeries. Our monthly Ella Newsletter is translated into Spanish and located on our website. All parent meetings have a Spanish interpreter scheduled to support communication for all parents.

2.4 School-Parent Compact

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the requirements listed below. (20 U.S.C. § 6318[d])

- a) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging state academic standards, and the ways in which each parent 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. (20 U.S.C. § 6318[d][1])

The Ella Elementary staff understand that home and school work together as a team to best support students in receiving a high quality education. Parents want to be involved in their child's education and be informed of their child's progress academically, emotionally, and socially. In order to provide high quality curriculum and instruction, teachers participate in PLCs to articulate and collaborate around student data. They make decisions about how to best support students based on this data for tiered intervention and enrichment. Ella teachers participate in professional development opportunities to improve their teaching practices and to ensure they are using the best strategies to support students in learning the essential grade level standards. To support teachers and students with intervention and enrichment, Ella utilizes para educators. English Language progress is monitored by teachers, the administrative team, EL Facilitator, and other support staff. Quality ELD instruction, including both integrated and designated, support second language learners in developing English and progress towards reclassification. Technology support and knowledge about Chromebooks, Google Classroom, Zoom, digital components of district adopted curriculum, and additional supplemental programs, etc. Is available for parents in order to best help their children. Teachers are available to discuss students progress with parents through daily office hours, phone calls, email, SSTs, parent/teacher conferences, Aeries

Communication, as well as other platforms such as Class Dojo, Remind app, etc. It is important that Ella School support parents in their understanding of the essential grade level standards, adopted district curriculum, assessment data, report cards, proficiency levels, SBAC results, and ELPAC assessment and results. Parents have opportunities to provide feedback on various topics via surveys throughout the school year uploaded to the Ella website.

b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the requirements listed below. (20 U.S.C. § 6318[d][2])

1. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement. (20 U.S.C. § 6318[d][2][A])

Ella Elementary School understands the important role of consistent school to home communication in educating our students. Communication is key to supporting students in having a positive school experience. Ella School holds official parent/teacher conferences after the 1st trimester ends in November and again at the end of the 2nd trimester in March. Teachers and support staff are available to schedule a meeting with parents to discuss a child's progress at school at any time. Translators are available for parent meetings and phone calls when appropriate.

2. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B])

Teachers are available to discuss student progress with parents through daily office hours, phone calls, email, SSTs, parent/teacher conferences, Aeries Communication or other platforms such as Zoom, Class Dojo, Remind app, etc.

3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 6318[d][2][C])

Ella School welcomes parents on campus and appreciates volunteers. At this time, we ask that parents who plan to be on campus have scheduled their visit with the teacher or other staff ahead of time. Ella School will refund parents who get fingerprinted with MJUSD to volunteer on campus, on field trips, or in classrooms. Money is set aside in the school site plan (Goal 5.1) to assist with fingerprinting.

4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (20 U.S.C. § 6318[d][2][D])

Translators are available for parent meetings, phone calls, Zoom, etc. when appropriate. Any written communication sent home from parents from Ella Elementary is sent home in English and Spanish. Aeries communication, Parent Square, etc. is sent to parents in English and Spanish depending on their preferred language in Aeries. Our monthly Ella Newsletter is translated into

Spanish and located on our website. All parent meetings have a Spanish interpreter scheduled to support communication for all parents.

**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 children receiving Title I, Part A services.*