

Title I School-Level Parent and family Engagement Policy

Lawrence Elementary School

2.0 With approval from the local governing board, Lawrence Elementary School has jointly developed with, and distributed to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, and updated periodically to meet the changing needs of parents and the school. (EC Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4]) *[Describe how the school jointly develops with, and distributes to, parents and family members of Title I students a written parent and family engagement policy.]*

Lawrence Elementary has developed a written Title 1 parent and family engagement policy with input from Title 1 parents. The school site annually involves parents in the joint development and agreement of the policy, which is reviewed as a part of the the Single Plan for Student Achievement (SPSA) and through the School Site Council (SSC) and English Learner Advisory Committee (ELAC). The policy describes the means for carrying out the following Title 1 parent and family engagement requirements.

2.1 Involvement of Parents in the Title I Program

The school-level parent and family engagement policy shall describe the means for how Lawrence Elementary School school shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

An annual Title 1 information meeting is held in August, as a part of 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 parental involvement. (20 U.S.C. § 6318[c][2])

[Briefly describe or list the activities the school will implement to address this requirement.]

Parent, committee meetings, and conferences are held throughout the school year and offered on a flexible schedule to assist parents.

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

The English Learner Advisory Committee (ELAC), School Site Council (SSC), and School Leadership Team review the Lawrence Parent and Family Engagement Policy annually. The Lawrence Elementary Title 1 program is reviewed annually as a part of the annual review of the SPSA.

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

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

[Briefly describe or list the activities the school will implement to address this requirement.]

Lawrence communicates regularly with parents about the Title 1 program through fliers, newsletters, Connect Ed messages, Back to School Night, School Site Council, and the English Learner Advisory Committee.

- ii. 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

At Back to School Night, teachers review the grade level curriculum, course objectives, and grade-level expectations to support a high quality educational experience for each student. At parent-teacher conferences, assessment information on student academic progress and grade level standards are shared and discussed with parents. Teachers review student progress in relation to the state standards; including curriculum and data reporting for state and local assessments. Interventions in reading, ELA, and mathematics are discussed for students not meeting grade level standards.

- iii. 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Parent-teacher conferences are held annually and more regularly upon request of the parent and/or teacher. The school encourages parent engagement, and provides opportunities for parents to participate, give voice, and make recommendations relating to the education of their children. These opportunities are provided through conferences, meetings, at the request of parent(s), Back to School Nights, the SSC, and the ELAC.

- 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 (LEA). (20 U.S.C. § 6318[c][5])

[Briefly describe or list the activities the school will implement to address this requirement.]

Lawrence elementary will submit all written documentation of parent comments on the plan that demonstrate that the program is not satisfactory to the LEA.

2.2 Building Capacity for Involvement

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 under Title I, Part A shall carry out the following requirements: (20 U.S.C. § 6318[e])

- a) The school provides assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Lawrence Elementary School engages Title I parents in meaningful interactions with the school. Lawrence supports a partnership among staff, parents, and the community to improve student academic achievement. Parent information meetings, Back to School Night, informal parent requests, parent trainings, and through ongoing communication between school and home. The school communicates regularly with parents regarding student academic progress through progress reports, sharing assessments results, and providing information on how parents can best support their children in making academic growth. Progress reports and assessment results are sent home quarterly, and parent-teacher conferences assist parents in building capacity for involvement.

- b) The school provides materials and training to help parents work with their children to improve their children's achievement, as appropriate, to foster parental involvement. (20 U.S.C. § 6318[e][2])

[Briefly describe or list the activities the school will implement to address this requirement.]

Lawrence Elementary provides trainings and informational meetings throughout the year to support parents in supporting their children's education. This may include but is not limited to activities such as: Adult English classes, Parenting Classes, and Health Informational Meetings.

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Staff is educated in the value of parent contributions and partnerships at various staff meetings throughout the year. Staff collaborate regularly to discuss best practices and strategies to boost parent engagement in their child's educational program.

- 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, that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])

[Briefly describe or list the activities the school will implement to address this requirement.]

Parent involvement programs are integrated with various community resources, such as the local food bank, law enforcement agencies and social services.

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

[Briefly describe or list the activities the school will implement to address this requirement.]

The school provides a Spanish-speaking community liaison who assists the Spanish-speaking community at our school site. School information, including communication about the Title 1 program, will be distributed in the languages spoken by the families of students in the school as outlined in law.

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

The SPSA includes a goal dedicated to parent involvement. Strategies for engaging and involving parents within the SPSA are based on parent feedback and parent survey results.

2.3 Accessibility

In carrying out the parent and family engagement requirements of Title I, Part A, Lawrence Elementary School, to the extent practicable, shall 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), 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

All parents, including parents with limited English proficiency are provided information in an understandable format as outlined in the law. At Lawrence elementary, written communications to parents are translated into Spanish. The

school Community Liaison and Bilingual Paraeducators provide translation support to ensure parents are provided with information in an understandable format.

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 following requirements: (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 Title I, Part A 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Lawrence elementary distributes parents and family members of Title 1 students a school-parent compact. The compact is jointly developed by parents, and describes how parents, students, and staff will share in the responsibility of ensuring student academic achievement. The Lawrence Elementary School mission statement: We believe in a safe school climate in which critical thinking and lifelong learning are emphasized, developed, and nurtured for students and staff alike. This includes the expectation of high standards for all students, allows for risk taking, and results in confident, caring, and productive individuals who strive for excellence in all that they do. We also support and respect cultural diversity of all types as well as students with a variety of special needs. Lawrence is committed to providing a high-quality curriculum and instruction on a daily basis which is made up of district adopted materials. Our school-wide emphasis is to focus on successful, effective programs for all students and a positive, cooperative effort between home, school, and the community.

- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following: (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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Lawrence Elementary teachers discuss the School-Parent Compact as it relates to each student's achievement annually during parent/teacher conferences.

AS A STUDENT, I WILL BE RESPONSIBLE FOR.....

1. Coming to class on time and being prepared to work with the necessary materials;
2. Showing respect and cooperating with all adults and students in the school;
3. Respecting the rights of others to learn without distraction and disruption;
4. Completing all assignments to the best of my ability.
5. Spending time at home reading and studying.
6. BEING READY TO DO MY BEST!

AS A PARENT, I WILL BE RESPONSIBLE FOR...

1. Seeing that my child gets adequate rest, attends school regularly and arrives on time.
2. Providing an area at home where my child can study;
3. Finding out how my child is progressing by attending conferences, ensuring that homework is completed, looking at student work, or calling the school.

4. Providing information for teachers about what is happening at home that might affect my child's academic progress;
5. Encouraging my child to do his/her best and letting them know through my words and deeds that education is important.
6. Ensuring that my child's backpack/folder is checked after school daily for any information or communication from the teacher/school.

AS A STAFF, WE WILL BE RESPONSIBLE FOR.....

1. Providing a high-quality curriculum and instruction on a daily basis.
2. Helping each student grow to his/her potential.
3. Providing a safe environment conducive to learning.
4. Teachers coming to class prepared to teach district adopted core curriculum.
5. Providing on-going, meaningful communication with the home-parent/guardian.
6. Offering a variety of opportunities for parents to be involved with the school.

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

[Briefly describe or list the activities the school will implement to address this requirement.]

At Lawrence Elementary School progress reports are sent at the mid-point of each quarter to parents. Student assessment results and report cards are sent quarterly to parents, and parent conferences and meetings are held at a minimum annually to discuss student progress. Upon teacher and/or parent request more frequent parent-teacher conferences are held to discuss student progress.

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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Parents are encouraged to participate in their child's education through as appropriate a variety of opportunities to volunteer before, during, or afterschool. Parent participation in extra-curricular activities is encouraged in keeping with the district guidelines for parent volunteers.

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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Parent-teacher conferences, conferences upon request by the parent and/or teacher, informational nights, Back to School night, SSC, and ELAC meetings are held to provide regular and meaningful two-way communication. Communication is provided to the extent practicable, in a language that family members can understand.

**It may be helpful to include the parent and family engagement policy review in the annual review of the Local Control and Accountability Plan Federal Addendum.*

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