

Title I School-Level Parent and family Engagement Policy

Woodbridge Elementary School
2021-2022

2.0 With approval from the local governing board, Woodbridge 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.]*

Woodbridge Elementary School has developed a written Title I parental involvement policy with input from Title I parents. The policy describes the means for carrying out the following Title I parental involvement requirements.

- Feedback from parents was received at ELAC and School Site Council.
- Parent survey results provided additional input.
- The policy will be distributed to staff and parents via a website and new student enrollment.

2.1 Involvement of Parents in the Title I Program

The school-level parent and family engagement policy shall describe the means for how Woodbridge Elementary 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.]

During the first semester of the school year (Back to School Night), an evening meeting is held by the Principal and other staff members to inform parents about Title I requirements and parental involvement. Each September, an annual meeting is held and parents are given Title 1 information at this meeting.

- 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 meetings and conferences are held throughout the school year and offered on a flexible schedule to assist parents in attending.

- 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.]

ELAC, and School Site council meetings examine and improve the Title I programs offered at Woodbridge Elementary. This parent input is vital in revising programs. The Title 1 program is reviewed as part of 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.]

A parent meeting to inform parents about Title I programs and involvement activities at Woodbridge Elementary is held in both English and Spanish yearly, such as Back to School night, School Site Council, English Language Advisory Committee, and PTA. Black Board Connect messages are also sent to parents to highlight important events in both languages.

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 parent teacher conferences, assessment information on student academic progress and grade level standards are shared with parents and families. Student progress in relation to state and local standards will be explained to parents including the curriculum being used, grade-level expectations for proficiency, data reporting for state and local assessments and available interventions in reading, ELA and mathematics for students needing assistance.

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.]

Woodbridge Elementary has an open door policy for parents to meet with teachers, staff, and administration.

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.]

Woodbridge will submit all written documentation of parent comments that reflect that the program is not satisfactory to 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.]

Parent information meetings are held in English and Spanish to discuss ways for students to be successful.

- Progress Reports are sent at the mid-point of each quarter to parents.
- Student assessment results are sent quarterly to parents.
- Parent conferences and meetings 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.]

Woodbridge Elementary provides health and mental health education materials to families during IST and IEP meetings.

- Training to enhance parents' abilities to support and assist their children's education.
- Jump into Reading and Parent Café meetings are held on a regular basis to foster parental involvement.

- 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.

- 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 part time Spanish-speaking secretary, part time Community Liaison, and 2 bilingual instructional assistants who assist the Spanish-speaking community and students at our school site.

- 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.]

Parent involvement strategies within the SPSA are integrated based on parent input.

- Support is provided by all staff members.
- Quarterly awards assemblies are held to assist parents in supporting students.

2.3 Accessibility

In carrying out the parent and family engagement requirements of Title I, Part A, Woodbridge 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.]

Woodbridge Elementary School sends all correspondence in both English and Spanish Languages.

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.]

Woodbridge 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. Woodbridge Elementary 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.

Our School Site Council reviews our School-Parent Compact annually to ensure stakeholders agree to share responsibility for improved student achievement at our school site.

- 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.]

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.
7. Supporting the school and district's homework, discipline and attendance policies.

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.]

- Providing a high-quality curriculum and instruction on a daily basis.
- Helping each student grow to his/her potential.
- Teachers coming to class prepared to teach district adopted core curriculum.

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.]

Our staff works to provide a safe environment conducive to learning. We provide opportunities for our parents to volunteer in their child's classroom.

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.]

- Providing on-going, meaningful communication with the home-parent/guardian.
- Offering a variety of opportunities for parents to be involved with the school.

**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.*