



# Clairmont Elementary

## **Title I School-Level Parent and family Engagement Policy**

Clairmont Elementary School  
2024-25

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

Clairmont Elementary School has developed a written Title I parental involvement policy with input from Title I parents. Clairmont convenes an annual meeting to inform parents of Title I students of Title I requirements and their right to be involved in the Title I program.

During the first quarter of the school year, an evening meeting is held by the Principal and other staff members to inform parents about Title I requirements and parental involvement. Feedback from parents was received at the English Language Advisory Committee and School Site Council meetings. Parent survey results also provide additional input. The policy will be distributed to staff and parents via Blackboard communication, hard copies sent home and also on the school website for reference.

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

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

Information about Title I is given at our annual Back to School Night.

Each August the annual meeting is held and parents are given Title I information at this time.

- 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.]*

Clairmont will hold meetings both virtually and in person at varying times of the day. A flexible number of meetings will be held to accommodate all stakeholders.

- 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 Clairmont Elementary School Parental Involvement Policy and the School-Parent Compact are reviewed annually by the School Site Council, English Language Advisory Committee, and the Leadership Team.

The Title I 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.]*

Back to School Night, Open House, School Site Council, and English Language Advisory Committee meetings.

- 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. 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 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.]*

Parents can provide feedback and request information through the website and call or email the school administration. Also during parent-teacher conferences, Back to School Night, School Site Council, and English Language Advisory Committee.

- 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.]*

Clairmont 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.]*

At parent-teacher conferences, informal parent requests, parent trainings, and through teacher's ongoing parent communication, information on standards mastery, assessment data, intervention and how to support parents in monitoring their child's education are provided.

- 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.]*

Training to enhance parents abilities to support and assist their children's education. This may include activities such as: Jump Into English classes and Parent Cafe.

- 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.]*

At staff meetings and grade level teacher meetings, strategies to enhance parent involvement are discussed and integrated into our 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.]*

Appropriate roles for community organizations such as, Mental Health and Parent Cafe will be developed.

- 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.]*

School information, including communication about the Title I program, will be distributed in the languages spoken by the families of students in the school as outlined in law. This will be done through Blackboard Connect emails, phone calls, and text messages in multiple languages (English, Spanish, and often Khmer).

- 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 provided through surveys and meetings.

**2.3 Accessibility**

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

**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.]*

As a Student, I will be responsible for...

- Letting my teacher and family know if I need help.
- Completing my class work and homework each day.
- Reading on my own and with my family every day.
- Working on my math and reading skills at home. I will use the materials my teacher sends home with me.
- Writing down all assignments in my student planner, completing my homework every day, and turning it in on time when it is due.
- Respecting my school, all adults, myself and other students.
- Treat my desk, chair, chromebook, and all other school property with care and respect.
- Obedying all school rules, coming to school prepared, with a fully charged chromebook, following the B.A.R.K. expectations and making our school a positive place to learn and play.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a Parent, I will be responsible for...

- Letting the teacher know if my child has any problems with learning or needs assistance in solving problems with other students.
- Finding out how my child is progressing in school by attending all parent conferences, Back to School Night, Open House, and responding to any phone calls or messages sent home.
- Providing a home environment that encourages my child to learn, ensure that homework is completed and reviewing all school assignments that come home.

Reading and signing my child's student planner on a daily basis, and communicating any student concerns with teachers and or administrators.

Making sure my child uses the reading and math materials the teacher sends home each week.

Reading to/with my child for 20-30 minutes every day.

I will ensure that my child attends school regularly and on time. I will make every attempt to make appointments for medical/dental appointments during after school hours.

I will support the school dress code/uniform policy and discipline procedures.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a School, we will be responsible for...

Creating a partnership with every family by regularly communicating school information and student information through phone calls, notes, letters, and/or parent conferences.

Monitoring student progress in reading and math and updating parents on a monthly basis.

Providing adequate classroom time for students to copy assignments into their Student Planners, making sure that all students understand the assignments and get assistance as soon as it is needed.

Sending home learning materials in math and reading.

Clearly ensuring that all teacher expectations and grading systems for student work are clear to students and parents/guardians.

Continually working on our teaching strategies to successfully meet the needs of all students and reduce achievement gaps.

Assigning work that is relevant and interesting and supports the California State Standards.

Support an environment where diversity is valued.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.]*

Clairmont Elementary School has jointly developed with and distributed to parents of Title I students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The school-parent compact describes the school's responsibility to provide high-quality curriculum and instruction, and the parents responsibility to support their children's learning. This compact is discussed during parent-teacher conferences, annually.

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.]*

Parents will receive information regarding their child's progress quarterly via the report cards.

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.]*

Clairmont Elementary has an open door policy for parents to meet with staff, teachers and administration. We encourage parents to be active participants in their child's education through volunteering in the classroom, observing, and helping with school activities.

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.]*

Clairmont will have ongoing, two-way communication between parents and school staff, in the appropriate language through phone calls, emails, Blackboard, and student planners.

*\*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.*