

Title I School-Level Parent and family Engagement Policy

Heritage Elementary School
2024-25

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

Heritage Elementary School has developed a written Title I parent and family engagement policy with input from Title I parents. The school site annually involves parents in the joint development and agreement of the policy, which is reviewed as part of the Single Plan for Student Achievement (SPSA) and through site advisory groups, e.g. School Site Council (SSC) and English Learner Advisory Committee (ELAC). The policy has been distributed to parents. The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c),-(g) inclusive].

2.1 Involvement of Parents in the Title I Program

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

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 USC 6318(c)(1))

- Information about Title I is given at our annual Back to School Night/ Annual Title I Parent 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.]

The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, Title I funds, child care, or home visits, as such services relate to parent involvement. (20 USC 6318 (c)(2))

- A flexible number of meetings will be held at various times based on parent need and will include child care.

- 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.]

Heritage Elementary 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 USC 6318 (c)(3))

- Heritage Elementary School Parental Involvement Policy and the School-Parent Compact are reviewed annually by the School Site Council, English Language Advisory Committee, and the School Instructional Leadership Team.
- The Title I program is reviewed as 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.]

Heritage Elementary School provides parents of Title I, students with a number of opportunities to meet and provides information to parents on a regular basis.

- Through parent newsletters, Back to School Nights, School Site Council, English Language Advisory Committee, and PTC. If requested by parents, the school provides 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 USC 6318 (c)(4))
- Through formal parent-teacher conferences, informal requests by parent meetings, Back to School Nights, SSC, ELAC, and PTC

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.]

The description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards. (20 USC 6318 (c)(5))

- 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 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.]

If requested by parents, the school provides 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 USC 6318 (c)(4))

- Through formal parent-teacher conferences, informal requests by parent meetings, Back to School Nights, SSC, ELAC, and PTC

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.]

If the schoolwide program is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. (20 USC 6318 (c)(6))

- Heritage Elementary School 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.]

Heritage Elementary School engages Title I parents in meaningful interactions with the school. It supports a partnership among the school involved, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

Our 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))

- At parent-teacher conferences, informal parent requests, parent training, 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.]

Our 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))

- Training to enhance parents' abilities to support and assist their children's education. This may include activities such as Back to School Night, literacy events, evening classes, and Family Parent Coffee Time.

- 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.]

The school shall inform and train teachers, specialized instructional support personnel, school administrators, 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))

- 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.]

The school shall, to the extent feasible and appropriate, coordinates and integrates the parent involvement programs 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))

- Appropriate roles for community organizations 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.]

The school distributes 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))

- 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.

- 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 school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))

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

2.3 Accessibility

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

Heritage Elementary School, 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 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.]

Heritage Elementary school distributes to parents and family members of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents and family members, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. The separate school-parent compact addresses the following legally required items, as well as other items suggested by parents and family members of Title I students. (20 USC 6318 (d))

1. The ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom
2. Parental participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

Our goal at Heritage School is to provide the best education and safe learning environment for our students to be successful. We plan to work together, along with students and parents to achieve this goal. We will encourage openness, trust and problem solving. The compact also lists the responsibilities of the school stakeholders. The parent compact is distributed in all student handbooks and planners. Parents are asked to read it, sign it, and return it to the school within the first 3 weeks of school. In the parent compact, the responsibilities of all parties are as follows:

Students are expected to be responsible for the following:

1. Coming to class on time with adequate rest and prepared to work with the necessary materials.
2. Accepting responsibility for meeting grade level standards by year end.
3. Reading 20-30 minutes nightly, studying and limiting TV watching, video game playing, and access to social media.
4. Completing all assignments to the best of my ability at home and school.
5. Showing respect and cooperation to all staff and students and respecting the rights of all students to learn without distraction.

Parents are responsible for:

1. Assuring my child attends school regularly and arrives on time. Making sure that he/she gets adequate rest, exercise, good nutrition, and maintains general cleanliness.
2. Providing a quiet area at home where my child can study and limiting daily TV, video games and limiting access to social media.
3. Finding out how my child is progressing by attending conferences, ensuring that homework is complete including required 20-30-minute daily reading, reviewing student work, signing daily/weekly progress reports, planners, and calling the school.
4. Sharing information with teachers about events at home that might affect my child's academic progress.
5. Encouraging my child to do his/her personal best and emphasizing the importance of his/her education.

The school assumes responsibility for:

1. Helping each student meet or exceed the state's high academic standards.
2. Providing high-quality curriculum and instruction.

3. Providing a safe and clean environment that promotes a healthy learning experience.
4. Communicating regularly with families about student progress (conferences, parent-teacher meetings, progress reports and other).
5. Providing a variety of opportunities for parents to volunteer in their child's class, observe classroom activities, and be involved with the school.

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.]

Parent-teacher conferences are held during last week of of the first school quarter and the compact is discussed as the compact relates to the individual child's achievement.

Communicating regularly with families about student progress (conferences, parent-teacher meetings, progress reports and other).

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.]

Academic reports to parents on their children's progress is provided to parents at least three times per year via student progress reports, teacher or parent academic progress reports, and during parent teacher conferences.

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 parents and school staff have access to visit other classrooms during instruction time. Parents also have opportunities to volunteer and participate in their child's class.

Heritage will provide a variety of opportunities for parents to volunteer in their child's class, observe classroom activities, and be involved with the school.

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.]

All parents, including parents with limited English proficiency, are provided information in an understandable format as outlined in law.

**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.*