

Title I School-Level Parent and Family Engagement Policy Bonita Elementary School

Bonita Elementary School has developed a written Title I parent and family engagement policy with input from Title I parents and family members. An annual meeting of parents of participating Title I students is held to explain the goals and purposes of the Title I program, jointly develop a parent involvement policy, and review Title I parent complaint procedures. Parents are given the opportunity to participate in the design, development, operation and evaluation of the parent involvement program, including making spending decisions regarding the 1% of Title I Part A funds reserved for parent involvement. Parents are encouraged to work with Title I administrators and teachers in their child's school to assist in the spending plans. Parents are encouraged to participate in planning activities, offer suggestions and ask questions regarding policies and programs, through Second Cup of Coffee, School Site Council, Back to School Nights, and Parent/Teacher conferences. The policy is distributed to parents and family members of Title I students. The policy is distributed to parents via Class Dojo, and hard copies available in the front office. 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].

Involvement of Parents in the Title I Program

To involve parents and family members in the Title I program at Bonita 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 USC 6318 (c)(1))

The annual meeting is held the first week of school. The meeting is held in the cafeteria at 6 PM, in the evening, to accommodate working parents. Childcare is provided.

- 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 USC 6318 (c)(2))

Second Cup of Coffee is held two times a year in the mornings, School Site Council is held four times a year at 2:00 pm. These varied times offer parents times throughout the day to access Title I information. Administration is available daily to answer questions or clarify information.

- 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 school wide program plan. (20 USC 6318 (c)(3))

The plan, including budget, starts at the ELAC committee level and is designed and aligned for the current school year. It is then sent to School Site Council for review and discussion of any modifications or changes. The SSC approves the plan and it is sent to administration to be added to the Single Plan for Student Achievement. This plan (in its entirety) is reviewed

by SSC, Principal, Superintendent, and finally reviewed and approved by the Governing Board.

d) The school provides parents of participating students with

1. Timely information about the Title I program. (20 USC 6318 (c)(4)(A)) :

Information concerning the Title 1 program is distributed via Class Dojo, Phone Dialer, as well as, Second Cup of Coffee, and SSC meetings. Letters are mailed home concerning details of the Title 1 program.

2. A 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)(4)(B))

Bonita uses state adopted curricular materials that are approved by the local LEA. These materials are reviewed each year and updated as required. Students have one to one computer access. Computer programs used include: Lexia, Zearn, Typing training, Ellevation, and Stride Academy. Intermediate Assessment Benchmarks are used throughout the year to gauge progress toward State academic standards. This data is compiled and reviewed by teachers to assess whether re-teaching is needed for optimal student performance.

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 USC 6318 (c)(4)(C))

- School Site Council meetings held four times a year
- ELAC meetings held quarterly
- Second Cup of Coffee meetings held twice a year
- Monthly LEA Board Meetings
- Meeting with Administration upon request

e) If the school wide program plan 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)(5))

- Plan is mailed home to parents
- Any concerns can be addressed through our SSC, Second Cup of Coffee, or meetings with Administration to formulate ideas or voice concerns.

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, the school has established the following practices:

- 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 USC 6318 (e)(1))
 - Progress is monitored quarterly through the mailing of progress reports and report cards.
 - Progress is also discussed at Parent/Teacher Conferences that are held at progress report time. Progress toward standards, proficiency, and any academic adjustments that need to be made for individual student success.

- b) The 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))
 - Back to School Night
 - Pre-school Festival before school begins in the fall
 - National History Day
 - 2nd cup of coffee
 - Parent/Teacher Conferences
 - Individual Teacher 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 USC 6318 (e)(3))
 - English as a second language classes (provided by the district)
 - School Site council
 - Class Dojo Communication tool

- d) The school, to the extent feasible and appropriate, coordinate and integrate the parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct 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))
 - Newman Family Resource Center
 - Newman Police Department
 - Bonita After School Program
 - Newman Rotary
 - Before School BASH/in conjunction with the City of Newman
 - Weekend Wellness

e) The school ensures that 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))

- Class Dojo/English and Spanish
- Home correspondence/English and Spanish
- Phone Dialers sent in English and Spanish
- Meeting agendas sent in English/Spanish
- Home School Connection Newsletters sent in English/Spanish

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

- Bi-lingual interpreter for meetings
- Bi-lingual translation for documents
- Child care for meetings, as required
- Computer skills assistance/ for required forms and technical assistance

- **Accessibility**

Bonita Elementary, 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.

(20 USC 6318 (f))

- All hard-copy correspondence is sent in English and in Spanish to parents
- All e-communication is sent in English and Spanish to parents
- Phone dialers are sent in English/Spanish
- Interpreters and translation is available for meetings and correspondence at parent request

**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 Title I children.*

School-Parent Compact

Bonita 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))

- 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
 1. The ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom, chaperoning field trips and other extra-curricular activities, acting as a parent tutor for struggling students, participation in school-wide events.
 2. Parental participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. Parents may attend any school function, extra-curricular activities, SSC meetings, ELAC meetings, DELAC meetings, Parent/Teacher conferences, IEP meetings, SST meetings, 504 meetings.

- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
 1. Parent-teacher conferences, at least twice a year, during which the compact shall be discussed as the compact relates to the individual child's achievement
 2. Frequent reports to parents on their children's progress are available on Power School, quarterly report cards, quarterly progress reports, and parent / teacher meetings as requested.
 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities can be arranged with administrative staff and teachers.
 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. All correspondence is sent in two languages, English and Spanish. Many of our office staff and administrative team are bi-lingual and can assist with technology concerns, filling out of forms, and general information concerning any school activities.