

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

## ***Juniper Elementary School of Literacy, Communication, and Character***

### ***2020-2021***

Juniper Elementary School of Literacy, Communication, and Character has developed a written Title I parent and family engagement policy with input from Title I parents and family members. Juniper Elementary welcomes and encourages parent participation throughout the year in the following ways:

- Board approved parents are invited to help out both inside and outside of the classroom.
- Board approved parents are encouraged to volunteer as chaperones on field trips, as well as help out with school events and celebrations.
- All parents are invited to participate in monthly PTC meetings, during which school events are discussed and input is taken for involvement opportunities that benefit our students.
- ELAC meetings are held quarterly and a survey is provided to seek input on topic suggestions.
- Parents are invited to become involved in the School Site Council, which allows for input on decision making regarding such topics as school vision and direction, budgeting and monitoring of categorical funds, and ideas/suggestions for additional support for our students.

We have distributed the policy to parents and family members of Title I students. This policy is included in our Single Plan for Student Achievement (SPSA), as well as in 1<sup>st</sup> day packets that go home with the students at the beginning of the year. It is posted on our website and available in the school office upon request. 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 Juniper 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 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))

We use Back to School Night as an occasion to discuss our Title 1 status with families, as well as other opportunities for parent engagement throughout the year.

- 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))
  - Parent Teacher Club (PTC) meetings are scheduled on the first Wednesday of every month at 3:00pm. Free child care is provided.
  - ELAC meetings are scheduled in the morning alongside our FLAIR/Intervention tutoring program so parents may attend while their students are in tutoring.
  - School Site Council and elected members meet on the third Thursday of each at 4:00pm. Free child care is provided.
  - Meetings with administration to further discuss Title 1 concerns are held upon request.

- 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 USC 6318 (c)(3))
  
- d) The school provides parents of participating students with:
  - timely information about the Title I program. (20 USC 6318 (c)(4)(A))
    - School Site Council meetings are held each month to discuss information about Title 1 programs and their implementation in Juniper's Single Plan for Student Achievement (SPSA).
    - SSC meets to review, approve, and continuously monitor our SPSA.
    - Our school website, social media pages, monthly meetings, Thrillshare texts, parent newsletter, and phone calls help to keep parents informed of the many opportunities available at Juniper.
  
- e) 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))
  - Topics are discussed on an ongoing basis with opportunities beginning at Back to School Night and parent-teacher conferences.
  
- f) 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))
  - Parents may request a conference with the teacher or meeting with administration at any time throughout the year.
  - End-of-the-year surveys are created with input from SSC and distributed at least once per year.
  
- g) If the schoolwide 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))
  - Parents may use the comment section on the parent survey to make additional notes, add comments, ask questions, or relay concerns.

### **Building Capacity for Involvement (Parental Involvement Policy continued)**

To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, each school and local educational agency is assisted with Title I, Part A funds. Juniper Elementary 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))
  - Opportunities to learn and stay informed about standards, assessments, and how to monitor and improve the achievement of their children are provided to parents at Back to School Night, parent-teacher conferences, Literacy workshops, and during ELAC and School Site Council meetings.

- 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 (3)(2))
  - o Juniper provides strategies and techniques to support parents at home during parent-teacher conferences, Student Study Team meetings, and on our website.
- 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))
  - o Ongoing discussions, suggestions, and training on effective strategies and implementation of parent involvement take place regularly at Juniper. PTC and SSC are used as forums to discuss furthering opportunities for parent engagement.
- 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))
  - o Juniper involves parents and encourages participation and engagement through PTC meetings, SSC meetings, and ELAC.
  - o Topics and agenda items are discussed at the meetings and through surveys.
  - o English classes are coordinated with our FLAIR tutoring classes, which allows parents to be in class while their students are receiving extra instructional support before school.
- 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))
  - o Fliers are sent home in English and Spanish, notices are posted on our marquee, Thrillshare calls are sent out in English and Spanish, Juniper's social media pages are updated regularly with events, our website is updated frequently with upcoming events and resources, Thrillshare texts are sent out as needed, and a monthly calendar of upcoming events is sent home in English and Spanish.
- f) The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))
  - o Childcare is offered during PTC and SSC meetings each month.

### **Accessibility**

Juniper 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.

- Our Parent Engagement Policy will be available on our website, sent home in our 1<sup>st</sup> day packet, and available in our front office. The policy will be translated and provided in the parent's home language upon request.

\*The Parent and Family Engagement Policy review will be included 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.

- DISTANCE LEARNING Members may attend a meeting and participate in committee deliberations and decisions by remote participation during extraordinary circumstances, such as school closures or a local, state or national emergency.