

Adelante Dual Language Academy's Title I School-Level Parental Involvement Plan

This policy describes the means for carrying out designated Title I parental involvement requirements.

Title I School-Level Parental Involvement Policy Adelante Dual Language Academy

Adelante Dual Language Academy has developed a written Title I parental involvement policy with input from Title 1 parents. *The policy was developed through parent input during the School Site Council Meeting and through a parent survey.* It has distributed the policy to parents of Title I students through the Parent Newsletter, flyers, and through the school site website. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Adelante Dual Language Academy, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program each October. During Coffee with the Principal the Principal informs parents about what Title I means. The principal informs parents of the requirements and the rights of parents to be involved in the process.
 - Coffee with the Principal is offered in the morning at 10:00 am on the 2nd Friday of each month and School Site Council meetings are held in the evening at 5:45pm on the 2nd Tuesday of each month, except December.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.

Through parent surveys, parents are encouraged to provide input in the planning, review, and improvement of the school's Title I programs and parental involvement policy.

- The school provides parents of Title I students with timely information about Title I programs. At the beginning of the year, parents are provided with information in the format of a parent meeting in which the Title I program is discussed.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

During Coffee with the Principal, the school curriculum and assessments used are

discussed. During the ELAC meeting, the ELPAC assessment is discussed with parents. If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

Parents are encouraged to meet with the school staff in order to allow parents to participate in decisions relating to the education of their children. During Parent Conferences, all parents meet with their children's teachers.

***The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)]*

Building Capacity for Involvement

Adelante Dual language Academy engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. This information is provided during our Back-to-School Nights. Also, the administrative team plans the school year's parent cafe topics with the school counselor and the community liaison in order to provide parents with timely support of understanding district's and school's Title I practices and programs along with measures of accountability.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. Along with orienting families to Adelante's programs and practices at Back-to-School Night, teachers have a chance to support parents more closely at Conferences. Input from staff meetings, cafes, surveys, among other forums also help the school site leadership identify areas of need and determine training that parents would benefit from.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as

equal partners. At least once a semester, the administrative team compiles the parent survey and student culture survey data. Then they present the data with guiding questions to the staff to identify team strengths and areas of improvement in order to best support students and their families. Parents and teachers work as equal partner in Conferences the parent, and teacher develop an action plan to support the student's goals for progress.

- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities with additional support such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Family engagement opportunities occur monthly; this is where parents and staff build community, which builds relationships to the extent that parents can provide more qualitative feedback about Title I programs at the school. These events include -- and are not limited to -- parent cafes, School Site Council meetings, campus beautification days, academic exhibition events, grade-level socials, community resource fairs, and Honor Roll Award ceremonies. Also, we have a community liaison who supports the school with increasing family engagement by readily translating for Spanish-speaking parents, planning Parent Cafes with administrators and community agencies, and recruiting and supporting students through community outreach.
- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. Adelante distributes weekly newsletters called the "Que Pasa" in English and Spanish. These, along with fliers that consist of school, district, and community announcements, are distributed Monday afternoons for the students to take home to their families. The community liaison and administrative assistant also work together to disseminate information in English and Spanish about parent programs, meetings, and other activities through ParentLink (automated phone calls), Parent Square (smartphone app), and personalized phone calls as needed. Grade-level teams send out emails in English and Spanish about important school and grade-level events and announcements. The PTA announces events through ParentSquare and the school Facebook page.
- The school provides support for parental involvement activities requested by

Title I parents. . The administrative team, school counselor, and community liaison meet to plan the parent cafe topics and to enlist the appropriate community resources to meet the parents' requests. This school year's parent cafe topics include discussing physical, mental, and social-emotional wellness.

Accessibility

Adelante Dual Language Academy provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. Adelante Dual Language Academy provides parents with documents that are available in English and in Spanish. All paperwork or documentation that is sent home is in a format that is applicable to the parent's home language.

**The SPSA must be updated periodically to meet changing needs of parents and the school. The school site leadership strives to include parents representative of Title I students to plan and design the school's programs. [20 USC 6318 Section 1118(c)(3)]*

School-Parent Compact

Adelante Dual Language Academy distributes to parents of Title I students a school-parent compact. The compact outlines how parents, 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. It addresses the following legally required items, as well as other items suggested by parents of Title I students:

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; reports on

student progress; access to staff; opportunities for parents to volunteer and participate in their child's class.

Adelante Parent Participation Roles & Responsibilities

Parent Coordinator Role & Responsibilities

- Meet classroom's 100 % Parent Participation Goal
- Ensure parent participation from parents (minimum 30 hours per family-10 of which should be in the classroom)
- Develop relationships with teacher & classroom parents
- Establish community within the classroom.
- Be friendly and accessible
- Help parents get involved
- Coordinate work that teacher needs help with
- Organize and keep parents informed of volunteer opportunities
- Support school wide events
- Make personal contact and phone calls to parents
- Keep running tab of volunteer hours
- Attend monthly PC meetings
- Schedule monthly meetings with teacher

Teacher Role & Responsibilities

- Meet classroom's 100 % Parent Participation Goal
- Hold parents accountable for parent participation
- Develop relationships with PC & parents
- Establish community within the classroom.
- Be friendly and accessible
- Provide opportunities for parent involvement
- Communicate help needed to PC
- Support school wide events
- Schedule monthly meetings with PC

Parent Responsibilities

- Meet 30 or more parent participation hours
- Log participation hours
- Be friendly and accessible
- Communicate with teacher &/or PC as needed
- Participate as much as possible
- Attend & when possible support with school wide events