

Title I School-Level Parent and Family Engagement Policy Portola Middle School

Portola Middle School has developed a written Title I parent and family engagement policy with input from Title I parents. *[Describe how the school developed the policy with parent input.]* It has distributed the policy to parents and family members of Title I students. *Describe how the school distributes the policy.* 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 1 Program

To involve parents and family members in the Title I program at Portola Middle School, the following practices have been established:

The school convenes an annual meeting to inform parents and family members of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.

- Portola Middle School hold it annual Title 1 Parent Meeting immediately preceding our Back-to-School Night
- The principal presents a power point that shares with parents the requirements of a Title 1 School as well as their rights as parents to be involved with the school

The school offers a flexible number of meetings such as meetings in the morning or evening and may provide, with Title I funds, transportation and childcare, as such services relate to parent involvement.

- We also have a Title One Parent Meeting in the late afternoons prior to Back-to-School Night and Open House.
- We offer ELAC Parent Meetings in the morning and School Site Council Meetings in the afternoons.

The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parent and family engagement policy and joint development of the school-wide program plan.

- At our Title 1 Parent Meeting that takes place at the beginning of the year, parents are informed of our Title 1 requirements and their rights. As part of this discussion, there is an open forum for parents to provide input on our Title 1 programs and parental involvement policy.
- During our first School Site Council Meeting, parents review our Title 1 parental involvement policy to review our previous policy, evaluate its effectiveness, and make changes as needed.
- During our first School Site Council Meeting, our SPSA is presented for approval. This plan is based on input from all stakeholders.

- Throughout the year, School Site Council allows time to review and plan new programs as needed. Decisions are made regarding programs and events that we will offer for this year and what changes may need to be made for the following year.
- At our front counter, there is a parent suggestion form which parents can complete in reference to input on programs, questions about the school, concerns they may have, etc.

The school provides parents of Title I students with timely information about Title I programs.

- Portola Middle School provides all parents information about our Title 1 Program within the first month of school.
- Portola Middle School also provides NEW parents information about our Title 1 Program on the first day of school.
- Follow Up information and updates are provided on a monthly basis during our School Site Council Meetings.

The school provides parents of Title I students with a description and explanation of the curriculum in use at the school, the assessments used to measure student progress, and the achievement of the challenging State academic standards

- During our Title 1 Parent Meeting, parents are informed about content curricula, state assessments, and the assessments are used to measure student progress. We also review the proficiency levels students are expected to meet.
- Additionally, during Back-to-School Night, all teachers review their curriculum, how they use it, the wide variety of assessments used to measure student progress for their specific content area, and proficiency levels students are supposed to meet.
- Teachers write a classroom management plan that is given during the first week of school. This includes information on the curricula, assessments, and proficiency levels students are expected to meet.

If requested by parents, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. If the school-wide plan is not satisfactory to the parents of participating children, parents may submit comments on the plan when submitted to the LEA.

- Parents are able to request Student Study Teams through our counselor, psychologist, administrators, or teachers in order to work collaboratively with school personnel in decisions relating to the education of their children.
- Parents are also able to attend parent-teacher conferences that are pre-scheduled twice a year or schedule conferences with teachers and/or administrators at any time throughout the school year to actively participate in the education of their children.
- All teachers, administrators, and counselor are available during their daily conference period, before, and after school to meet with parents so they make work collaboratively with key personnel from the school regarding their child's education.

School Parent Compact

Portola Middle School distributes to parents of Title I students a school parent compact. The compact, which has been jointly developed with parents, 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; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

- During registration, every parent receives a copy of our School-Parent Compact.
- At our Title 1 Parent Meeting that takes place at the beginning of the year, the School-Parent Compact is reviewed. As part of this discussion, there is an open forum for parents to provide input on our School-Parent Compact.
- During our ELAC Meeting, parents are also asked for their input on our School-Parent Compact.
- Teachers are also asked for their input, and this information is consolidated at our Instructional Leadership Team Meeting
- All of this input is presented to School Site Council and the School Site Council votes to approve the School-Parent Compact

Building Capacity for Involvement

Portola Middle School 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 parents with assistance in understanding the State's academic content 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 achievement of their children.

- This information is provided during New Parent Meeting and Title One Parent Meeting.
- Specific information for individual content areas is provided to parents during Back-to-School Night and Parent-Teacher Conferences
- This information is also provided on classroom management plans that are distributed to all students during the first week of school.
- Parents are notified and encouraged by phone, mail, and in person during registration/parent meetings to sign up for parent portal where they can access their student's grades and monitor student progress.

The school provides parents with materials and training to help parents work with their children to improve their children's achievement.

- Portola Middle School offers individual trainings for parents to learn how to use the Parent Portal.

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 parent contributions, and in how to reach out, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

- Parents are an integral part of our GRIP Program where they are able to access resources (both through the school and community) to support the education of their child.
- Our AVID Program hosts a parent night to encourage parents to fully participate in the education of their child
- Our parents are actively encouraged to attend student events such as Academic Showcase and STEM Night which both provide interactive activities with their children.
- Parents are actively encouraged to participate and volunteer to support the education of their children.
- In the front of our office, is are computers and hand-outs that parents may use as resources to support the education of their children (information on after-school programs, tutoring, meetings, bell schedules, etc.)

The school, to the extend 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, to encourage and support parents in more fully participating in the education of their children.

- The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand. All parent meetings are presented in both English and Spanish. Parent are provided headsets which are our Community Liaison translates for Spanish-speaking parents
- Our school employs full-time community liaison who is bilingual. We also have two additional clerical staff, counselor, and psychologist who are all bilingual and able to translate information about school activities, meetings, etc. for parents.
- All information (newsletters, field trip permission slips, upcoming parent events, report cards, etc.) that is emailed home regarding school activities and information is provided in English and Spanish.
- Portola Middle School provides phone calls home in both English and Spanish to inform all parents about upcoming events and school information.

The school provides such other reasonable support for parental involvement activities as parents may request.

- Portola Middle School works with community resources to assist parents and students with bus passes so they may attend school and school events
- Portola Middle School provides parents with materials and access to technology so they may participate in parent involvement activities, workshops, and parent portal.

Accessibility

Portola Middle School, to the extent possible, 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. Information and school reports are provided in a format and language that parents understand.

- All report cards, newsletters, registration information, parent meeting dates etc. are provided in a format (visuals, maps, etc.) and language that parents understand.
- All information on our website can also be accessed in Spanish.
- All information regarding meetings, report card distribution dates, etc. is sent home in a phone call in both English and Spanish

Jointly developed and approved by the School Site Council and ELAC:

Signature of School Site Council President

Date

Chasom 20 Apr. 2022

Signature of ELAC President

Date

Maria G Medina 04/22/2022

Signature of Principal

Date

[Signature] 4/20/22

Disseminated to parents via:

Date

Disseminated in

English

Spanish

Vietnamese