



# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

## SPARKS MIDDLE SCHOOL

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### **Title I School-Level Parent and Family Engagement Policy Sparks Middle School 2021-2022**

2.0 With approval from the local governing board, Sparks Middle School has developed a written Title I parent and family engagement policy with input from parents and family members of participating children. Parents shall have the responsibility and opportunity to work with the school in a mutually supportive and respectful partnership with the goal of helping their child succeed in school. This policy was created with the input of the parents during School Site Council and ELAC meetings, while be distributed to parents of Title I students. The school has distributed the policy to parents and family members of children served under Title I, Part A. Students can find this document in their agenda, was received during 1<sup>st</sup> period, and was made available at the front office throughout the year. (20 United States Code [U.S.C.] Section [§] 6318[b][1])

#### **2.1 Involvement of Parents in the Title I Program**

The policy describes the means for carrying out Title I parent and family engagement requirements. (20 U.S.C. § 6318[b][1])

To involve parents and family members in the Title I program Sparks Middle 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 U.S.C. § 6318[c][1])
  - An annual meeting, which all parents are encouraged to attend, shall be held in August and September at a time and date that is convenient for the parent community.
  - The written notice (in English, Spanish, and to the extent possible, other languages as needed) shall be mailed to all parents and will include the rights of parents to be actively involved in supporting their children's academic achievement.
  - Parents will also receive a description of the services provided to children participating in the Title I program.
  
- 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 U.S.C. § 6318[c][2])
  - Each year parents shall be invited to attend a number of regularly scheduled meetings that are planned at times convenient for their participation.

- 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])
- In addition, parents will receive specific information about Title I program participants and program implementation.
- d) The school provides parents of participating children with the following:
- Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A]) The principal and school staff shall provide timely information about curriculum, local and state assessment results, the proficiency levels students are expected to meet, and the status of the school's California Accountability Model and School Dashboard.
  - 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]) Parents will be kept informed regarding the progress of students in the core academic program.
  - 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]) Through these meetings, parents will be involved on an ongoing basis in the planning, review and improvement of programs, including the parental involvement policy and school plan. Parents will be informed on an ongoing basis about student support programs, classroom activities and school events. They will provide suggestions for, and receive information and training on, family and education related topics to assist them with their children.
  - If the school wide 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. (20 U.S.C. § 6318[c][5])

## **2.2 Building Capacity for Involvement (Parent and Family Engagement Policy Continued)**

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 establishes the practices listed below. (20 U.S.C. § 6318[e])

- 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 U.S.C. § 6318[e][1])
- Every other month parental meetings are held based on topics which include state standards, at-risk criteria, ELPAC, reclassifications and promotion criteria. Also, these requirements are reviewed during SSC and ELAC meetings.

- b.) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 U.S.C. § 6318[e][2])
- At each meeting, the power points are made available, supporting documents, and any other necessary evidence requested is made available.
- 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])
- Administrators offer multiple staff trainings throughout the school year in this area. Also, teachers are sent to trainings which may be off-site or on-site based on these topics. Suggestions are given during SSC and ELAC meetings.
- 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, to encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])
- Train parents in leadership roles in order to effectively serve on Title I Advisory Committee, Safe-School Committee, and the School Site Council.
- e.) 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. (20 U.S.C. § 6318[e][5])
- Flyers, pamphlets, and other supplemental materials are provided to students and parents via Parent Square, mailings, and school flyers.
- 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])
- Form alliances with community-based agencies and businesses outside of the school to connect families, in need of assistance, to appropriate services. Better utilize the parent/community representative as the liaison between home and school to increase parent communication and participation (Funded through Title I).

### **2.3 Accessibility**

Sparks Middle 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 children) including providing information and school reports required under 20 U.S.C. § 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

- Sparks Middle School shall provide parents with limited English proficiency, parents with disabilities, and parents of migratory student's ample opportunities to fully participate in school-sponsored activities by using translation at all meetings and workshops. Also, by using Parent Square in both English and Spanish, written notices and reports in a language (to the extent possible) in which parents understand. This includes providing information and school reports in a form and language parents understand.

## 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 requirements listed below. (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 this part 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])  
Sparks Middle School will utilize the support of a parent liaison to assist in communication between teachers and parents to support the individual needs of improving student achievement. Sparks believes in the importance of fostering open dialogue between the student and family with the school. Parents will be informed of upcoming tests, exams, grade progress monitoring, school wide events, and ways to be more involved at the site. The parent liaison will also encourage parents to be a part of district parent workshops as well as site opportunities to be involved.
- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the requirements listed below. (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])  
Sparks Middle School will utilize SFTs and IEPs to maintain conferences between teachers and students. School-wide conferences will occur twice a year – in the fall and spring. The school will use My Messenger and flyers to remind all parents and guardians of upcoming conferences with students. In addition, an AERIES support teacher will be available for all students and parents who would like help in accessing their AERIES account. Translators will be available for all parents requesting translations for conferences.
  2. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B])  
Sparks Middle School will utilize the site counselor and parent liaison to communicate to parents and guardians student progress in both academics and behavior. Progress reports will be sent out every 6 weeks, and access to AERIES for both students and parents/guardians will provide everyone with updated access to grades. The site counselor will communicate with teachers and parents/guardians for any student who is at-risk of not meeting promotion requirements.
  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])  
Sparks Middle School will provide opportunities for all parents/guardians to participate in school wide events. For example, parents are welcome to attend our annual Career

Day, end of the year student showcase, and field trips. The school will sponsor 3 parents to be fingerprinted at the District Office every year. In addition, parents will be able to request classroom observation with the teacher, as long as ample notice is provided.

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])

Sparks Middle School will provide translation for parents who are unable to communicate in English. The parent liaison will provide translations of meeting flyers, documents, and in-person translations for parents/guardians requesting it. Open communication between parents/guardians and teachers and administration can be requested throughout the school year.