

Title I School-Level Parent and Family Engagement Policy

Orange Grove Middle School

2022-2023

2.0 With approval from the local governing board, Orange Grove Middle School has developed a written Title I parent and family engagement policy with input from parents and family members of participating children. Parents who were elected to be parent representatives in the School Site Council/Shared Decision Making (SSC/SDM) committee gave their recommendations regarding the content of the parent involvement policy and then the policy was distributed to all parents of students. The school has distributed the policy to parents and family members of children served under Title I, Part A. The Parent and Family Engagement Policy will be distributed by September 30, of the current school 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 at Orange Grove 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]) During this meeting, the principal and/or vice principal will explain the Title 1 programs in place at Orange Grove.
- 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]) If there is low attendance at the first meeting, a second annual meeting can be scheduled at mid-year, at the request of parents. The school will address individual questions and requests as they occur.
- 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]) Title 1 programs are discussed and reviewed throughout the year at the SSC/SDM Meeting with the input of parent representatives.
- d) The school provides parents of participating children with the following:

1. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])
Information about Title 1 programs is discussed during the annual meeting held at the beginning of the year.
 2. 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 are given this important information at the Annual Title 1 meeting. The information is also outlined in class syllabi which are sent home with students at the beginning of the year. Also, parents discuss the information at SSC/SDM and ELAC meetings.
 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 U.S.C. § 6318[c][4][C]) All parents of Orange Grove students are invited to attend SSC/SDM meetings in which decisions relating to the education of their children are discussed. Also, regular meetings can be established at the request of parents.
- e) If the schoolwide 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]) Specifically where Title funds are concerned, Orange Grove Middle School will provide intervention and tutoring students to all students in need. Further, materials and supplies that support the CCSS and curriculum are purchased to enhance learning. All said materials and supplies are for the benefit of all students.

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]) Orange Grove uses various methods to communicate with parents including, but not limited to: CANVAS, Parent Square, Back to School Night, phone blasts, email, social media, Aeries Parent Portal, individualized phone class, 8th grade parent meetings for at-promise students, parent conferences, and 6th grade orientation meetings. Furthermore, content standards and assessments are discussed during the SSC/SDM, as well as the 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])

All parents informed about the importance of attendance and parent representatives in SSC/SDM and ELAC have received information regarding various academic strategies. Parent representatives will also receive information on steps to develop positive behavior based on Response to Intervention.

- 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]) Staff receives updates on information shared by parent representatives during the SSC/SDM 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]) Orange Grove schedules parent nights to educate and share valuable information with parents on relevant topics. Also, the counselor encourages parent participation in recognition assemblies for students who demonstrate excellence and improvement in academics, attendance, and attitude.
- 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]) Documents regarding the school, parent programs, and school events are translated and sent to parents in Spanish.
- 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]) Orange Grove works with Parent Volunteers to support and implement the activities suggested, approved, and organized by the parents. Arrangements can also be made to discuss requests for other activities.

2.3 Accessibility

Orange Grove, 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]) Documents that contain school information and school reports are provided in Spanish – second to English, the language spoken by families at Orange Grove. Some of the documents that are available in Spanish are the School Accountability Report card, state testing reports, and grade portal website reports. Also, ELAC meetings are translated to Spanish and outreach is conducted for Spanish-speaking parents. Information in Spanish about the ELAC meetings can be found posted in the outside Parent Involvement bulletin board.

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])

Orange Grove will provide this information for all parents at Back to School Night and throughout the school year at parent workshops, ELAC meetings and SSC/SDM meetings.

- 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])

Parent-teacher conferences are held twice a year at Orange Grove. Parents may request a conference, meeting or SFT at any time in the school year.
 2. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B])

Academic grades are mailed home to parents every 6 weeks. Further, grades are available via the Aeries Parent Portal, and CANVAS on a daily basis.
 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])

Parents may request to visit their child's classes or shadow their child at any time during the school year. This request should be made to the Orange Grove Guidance Counselor and then he/she will coordinate with teachers. Parent(s) will receive confirmation from the counselor once approved by site administration. Parents may email a teacher or staff member at any time and receive a response within the next business day. Opportunities to volunteer are available throughout the school year. Interested parents can contact the main office at 626-933-7001 regarding the clearance process.

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])
Transparent and open communication is in place at Orange Grove. Parents are welcome to call or email any staff member at any time. Urgent matters or complaints can be directed to the site principal. Walk-ins are welcome and received to the extent possible. Parents in need of translation in Spanish or Chinese can make arrangements for this with the front office. Two members of the front office staff are bilingual in English and Spanish and one is bilingual in English and Mandarin.

***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 children receiving Title I, Part A services.*