

Barstow Unified School District
Districtwide Parent and Family Engagement Policy
2023-2024 School Year

In order to assure collaborative partnerships among Title I and Compensatory Education Programs, schools, parents, community and the Barstow Unified School District Board of Trustees, the administration is committed to:

Involve parents/guardians of participating students in the joint development of the District's Title I and Compensatory Education Program plans and the process of school review and improvement.

The Superintendent or designee may:

- Establish a district-level committee including parent/guardian representatives from each school site to review and comment on the Local Education Agency (LEA) plan in accordance with the review schedule established by the Governing Board
- Invite input on the LEA plan from other district committees and school site councils
- Communicate with parents/guardians through the District Advisory Council (DAC), web site, or other methods regarding the LEA plan and the opportunity to provide input
- Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan
- Ensure that school-level policies on parent involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

The Superintendent or designee may:

- Assign a person(s) in the district office to serve as a liaison to the schools regarding Title I parent involvement issues
 - BUSD has an Outreach Liaison to provide support for parents and students.
 - Each school site has a Parent Involvement Coordinator
- Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities
 - The District will ensure school level policies on parent involvement address the role of the school site council and other parents/guardians in the development and review of school plans
 - Schools will include in their School Plan for Student Achievement a parent involvement component identifying what activities they will hold throughout the year

- Provide ongoing district-level workshops to assist school site staff and parents/guardians in planning and implementing improvement strategies, and seek input from parents/guardians in developing the workshops
- Provide information to schools about the indicators and assessment tools that will be used to monitor progress
 - School sites will be encouraged to host parent training sessions to teach parents how to help their children with reading, math, homework and study skills
 - School sites will share information related to the Common Core State Standards for each grade level
 - School sites will hold parent conferences during the annual District Parent Conference schedule after the first reporting period
 - Parents of students in grades 7-12 will receive Progress Reports of students that are “at risk of failing” a class prior to the end of the grading period
 - Teachers will contact parents regularly concerning a student’s overall welfare and academic achievement using progress reports, phone calls, or parent conferences as needed
 - Teachers will meet with all parents of students who are “at risk of failing” as soon as assessments indicate a student is not mastering grade level standards
 - Teachers will develop Individual Learning Plans for students who are “at risk of failing” in cooperation with parents

Build the capacity of schools and parents/guardians for strong parent involvement (District Strategies for Title I schools).

The Superintendent or designee shall:

- Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
- Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
- Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
- To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, district pre-school programs, public preschools, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in their children's education
- Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

- Provide other such reasonable support for parent involvement activities as parents/guardians may request
- Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

- Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- Train parents/guardians to enhance the involvement of other parents/guardians
- Arrange school meetings at a variety of times or, when parents/guardians are able to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students
- Adopt and implement model approaches to improving parent involvement
- Establish a District Advisory Council to provide advice on all matters related to parent involvement in Title I programs
- Develop appropriate roles for community-based organizations and businesses in parent involvement activities
- Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families
- Provide a master calendar of district activities and district meetings
- Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means
- Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions
- To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed
- Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- Regularly evaluate the effectiveness of staff development activities related to parent involvement
- Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

Coordinate and integrate Title I parent involvement strategies with Head Start, district pre-school programs, after school programs, public preschools, and other programs.

The Superintendent or designee may:

- Involve district and school site representatives from other programs to assist in identifying specific population needs
- Schedule joint meetings with representatives from related programs and share data and information across programs
- Develop a cohesive, coordinated plan focused on student needs and shared goals

Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I.

The Superintendent or designee shall:

- Ensure that the evaluation includes the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
- Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the Parent and Family Engagement Policy
 - Parent surveys will be completed annually. The District Advisory Council and School Site Councils will be informed of the survey results
- Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request

The Superintendent or designee may:

- Use a variety of methods, such as focus groups, surveys, and workshops to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged
- Recommend to the Board measures to evaluate the impact of the district's parent involvement efforts on student achievement

Involve parents/guardians in the activities of schools served by Title I.

The Superintendent or designee may:

- Include information about school activities in district communications to parents/guardians
- To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians with special needs
- Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs.

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will:

- Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the rights of parents/guardians to be involved
- Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent involvement
- Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's Parent and Family Engagement Policy and, if applicable, the joint development of the plan for school wide programs
 - The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs if the process includes adequate representation of parents/guardians of participating students
- Provide the parents/guardians of participating students all of the following:
 - Timely information about Title I programs
 - A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
 - If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education and as soon as practicably possible, responses to the suggestions of parents/guardians
- If the school wide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
- Jointly develop with the parents/guardians of participating students a School-Parent Compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards
- This compact shall address:
 - The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards
 - Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

- The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
 - Frequent reports to parents/guardians on their children's progress
 - Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
- Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities "District Strategies for Title I Schools" above
- To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required in a format and language such parents/guardians can understand

Each school's Parent and Family Engagement Policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand.

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the School Plan for Student Achievement (SPSA) in accordance with Education Code 64001.

The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school.

Adoption

This Districtwide Parent and Family Engagement Policy has been developed jointly with, and agreed on with parents of children participating in Title I Part A programs, as evidenced by the meeting agendas and sign-in sheets and meeting minutes.

This policy was adopted by the Barstow Unified School District on April 25, 2023 and will be in effect for the period of the 2023-2024 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before the first reporting period of the school year.

Barstow Unified School District

Date

President, Board of Trustees

Date