Title I School Level Parent and Family Engagement Policy
Chaparral Middle School
September 21, 2023

2.0 Input and Distribution

With approval from the local governing board, Chaparral Middle School has developed a written Title I parent and family engagement policy with input from parents and family members of participating children. The school has distributed the policy to parents and family members of children served under title I, Part A.

Input: Input for the Parent and Family Engagement policy is collected at the following meetings ELAC, PTA, SSC, and Title I Parent Meeting. Updates to this policy are made based off the suggestions and feedback from the stakeholders at these meetings.

Distribution: The Parent and Family Engagement Policy is distributed to our stakeholders through a variety of modes of communication. Some of these include posting the policy on the school webpage, having paper copies available in the office, posting in newsletters, providing at Back to School Night, handing out at various meetings such as SSC and ELAC, posting a link to the policy on social media, providing copies at PTA meetings or Title I Parent meetings, sending home in students' folders, and providing the policy via robo call/email to families so that it can be tracked which families received and which families did not through our school messenger system.

This parent and Family Engagement Policy describe the means for carrying out designated Title I, Part A, parent and family engagement requirements pursuant to the Every Student Succeeds Act (ESSA) Section 1116(a).

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 Chaparral 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 and encouraged to attend, to inform parents and family members of their school's participation in the Title I program explaining the requirements and rights of the parents to be involved. (20 U.S.C. 6318[c][1])

Title I Parent meetings are held in the Fall each year and additional meetings are offered based on needs. Parents are invited to the meeting by phone calls, robo email, and paper invitations. Meetings are

offered in English and Spanish. There is follow-up with the parents who were unable to attend these meetings. The information covered at the Title I meeting is also shared at the SSC, ELAC, and PTSA meetings.

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])

Child care is provided at the meetings. The meetings are scheduled at different times of day including morning, afternoon, and evening times. Phone calls are made to personally invite parents to attend and information is sent home to those unable to attend.

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 and the school parent and family engagement policy indicating the joint development of the schoolwide program plan. (20 U.S.C. 6318[c][3])

Feedback, suggestions and input into the School Plan for Student Achievement (SPSA) happens at SSC, ELAC, PTA, and the Title I Parent meeting. In addition, the staff and SSC monitor the effectiveness of the SPSA throughout the school year to ensure the effectiveness of the program, to make adjustments as needed, and to guide the development of future goals.

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])

   In the Fall a Title I Parent meeting is held to provide information on the Title I programs. In addition, information on the Title I programs is provided at Back-to-School Night, SSC meetings, ELAC meetings, PTA meetings, and Parent-Teacher conferences.

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 challenging State academic standards. (20 U.S.C. 6318 [c][4][B])

   There are a variety of ways that we inform our parents about our curriculum, types of assessment, and achievement levels of students. The fall Title I parent meeting provides information to parents on all of these. Also, Back-to-School Nights provide parents with information on their child's curriculum and types of assessments used to measure progress. The Parent Portal in Q also provides parents with information on their students' academic progress as well as information on state tests such as Smarter Balance Assessment of ELA and Math or English Language Proficiency tests (ELPAC). We also provide a parent-school compact that provides this information. Letters go home multiple times throughout the year to review

students' progress (i.e. A-G status letters at high school, Improvement Plans, and Report Cards).

3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to the education of their children, including responding to any such suggestions as soon as practicably possible. (20 U.S.C. 6318 [c][4][C])

   Back-to-School Night are formalized means for parents to participate in the decisions related to their child's education. Beyond these formalized meetings parents are in regular contact with classroom teachers through phone calls, email and apps such as Remind. When requested parents and teachers meet face to face to review information.

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])

The SPSA and Parent and Family Engagement Policy is presented to the board in the Fall. Any comments regarding parent satisfaction of the plan are also presented to the school board and LEA at the same time.

2.2 Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds establishing 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 while working with educators to improve the achievement of their children. (20 U.S.C. 6318[e][1])

The following are various ways in which our school provides parents with assistance in understanding the state standards, state and local assessments, requirements of Title I, and how to monitor their child's progress: Various family engagement nights such as Rube Goldberg night, etc.; Back to School Nights; Coffee Chats; Parent Portal in our School Parent Q; Calls, conferences and letters to parents from teachers; PTSA meetings; SSC meetings; ELAC meetings; Parent Square notifications; Parent Handbook; Webpage; and Social Media posts.

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])

Parent and family engagement nights such as Rube Goldberg, etc.; Teacher websites; Grade powerpoints; Parent-Teacher conferences; Adult education, Back-to-School Night, and Title I parent meetings.

c) With the assistance of parents, the school educates teachers, specialized instructional support personnel, principals, other school leaders, and other staff in the value and utility of contributions of parents, how to communicate with and work with parents as equal partners, implementing and coordinating parent programs, and building ties between parents and the school. (20 U.S.C. 6318[e][3])

The following provide opportunities for these types of trainings: Staff meetings; Professional Learning Communities; Districtwide Leadership Meetings; In-Service days; Professional Development; and Latino Family Literacy program nights.

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])

We offer a variety of programs and resources to families including our Latino Family Literacy project, Parent Institute of Quality Education (PIQE), coordination with our preschool programs, College and Career Center at our High School, Adult Education center, comprehensive counseling department, and special education family support meetings.

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])

Based on our school's demographics all of our communications go out in English and in Spanish. We use a variety of modes of communication including the following: robo calls and emails which generate reports so that we can see who is getting our calls and emails, District Pulse parent data in our Student Information System also indicates which parents we still need emails or phone numbers from to ensure that when we do send out information families can access, webpages, social media, weekly student folders, Newsletter, parent handbook, and agendas & minutes posted, physical posting of flyers

f) The school provides other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. 6318[e][6])

Our school has an open door policy and various ways for parents to be involved including SSC, ELAC, PTSA, Moorpark Education Foundation, Booster clubs, and volunteering on campus. Parents frequently communicate with teachers and administration and provide input into family engagement activities. Translation and child care are provided when needed.

2.3 Accessibility

Chaparral 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) by providing information and school reports required under 20 U.S.C 6318 in a format and, to the extent practicable, in a language that parents understand. (20 U.S.C. 6318[f])

Based on our demographics all communications are in English and Spanish. Translation is provided and our school is accessible.

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 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 children to meet challenging state academic standards. Describe the ways in which each parent will be responsible for supporting their children's learning (e.g. volunteering at the school; 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])

There are a variety of ways our school guides parents in supporting their child's learning including the following: parent volunteer opportunities, parent-teacher conferences, access to the student information system Parent Portal Q, newsletters, parent advisory groups, ELAC/DELAC, School Site Council, Coffee Chats (English & Spanish), and family engagement nights such as Latino Literacy Family project, Reading Nights, Science Fair Nights, STEAM Night, etc.

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. Back-to School Nights are held, parent teacher conferences occur in the Fall, teacher's provide information via websites and newsletters, teachers make frequent phone calls and emails to parents, weekly student folders go home to parents, progress reports and Improvement Plans go home, google classroom provides for communication, social media and apps such as Remind, Expected Classroom Learning Results (ECLRs) which are handed out at the beginning of each class, and robo calls/emails.

2. Frequent reports to parents on their child's progress. (20 U.S.C. 6318 [d][2][B])

The following are ways in which we provide parents with information on their child's progress: Progress reports and Improvement Plans, progress updates from the teacher, report cards,

remediation plans, Parent Portal in Q our student information system, SST meetings and notes, and testing notifications.

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])

   Families are encouraged to actively volunteer on campus. During instructional time access to teachers is limited to messages and emails unless there is an emergency. Parents have access to staff via email, phone calls, and messages on a daily basis. There are volunteer opportunities through the school or as part of PTSA events. Parents are also encouraged to volunteer and participate in our SSC, ELAC, PTSA and coffee chats. Classroom visits can be set up with the principal. Several events occur throughout the year where parents have access to staff including student recognition events, performances or family engagement nights.

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])

   Due to our school demographics communications are provided in English and Spanish. There are formal and informal ways in which meaningful communication occurs between family and staff. Formal means include phone calls, meetings, parent-teacher conferences as well as parent advisory groups such as SSC, ELAC, or PTSA. Informal communication includes open door policy, coffee chats and family engagement nights such as Literacy Nights, or Latino Family Literacy project. Bilingual staff aid in communication.

The policy is 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.

Date plan updated: September 21, 2023