

## Title I, Part A School Parent and Family Engagement Policy

Board Approval: April 9, 2024



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Bill L. Williams Elementary School provides opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), which includes providing information and school reports, in a format and, to the extent practicable, in a language such parents understand.

The Parent and Family Engagement Policy is available on the school website and ParentSquare. In addition, paper copies of the Policy can be found at the school office, free of charge. Parents and families wishing to provide ongoing support and input into the Policy can participate through the School Site Council, the Title I Subcommittee, the District Advisory Committee, and other committees. Additionally, parents and families can provide input by completing the parent surveys distributed throughout the school year.

Bill L. Williams Elementary School, with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c).

**I. Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing and distributing a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):**

Bill Williams Parent and Family Engagement Policy (PFEP) is reviewed by both the English Learner Advisory Committee (ELAC) and School Site Council (SSC), where parents can provide input on developing the plan. In addition, parents are provided an opportunity to fill out a survey each year in regards to different areas of the school, and data is collected from these surveys and used when developing our Parent and Family Engagement Policy.

The Parent and Family Engagement Policy is part of the Parent-Student Handbook, which is available in the office and on the District Website: <https://www.pbvUSD.k12.ca.us/departments/instructional-services/consolidated-programs/plans-policies-district-and-school-levels>

**II. Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):**

Parents and family members of participating children in Title I, Part A programs are provided multiple opportunities to provide input in developing the upcoming school year's Parent and Family Engagement Policy. These are some of the ways parents or family members may provide suggestions or comments, which allows for an amendment to a parent and family engagement policy if necessary, to meet requirements:

- Annual Title I Meeting- current year Parent and Family Engagement Policy is discussed
- School Site Council Meetings
- Title I Parent and Family Engagement Activities
- English Learner Advisory Committee
- Title I Annual Review Meeting
- Coffee with Principal's meetings
- Parent Surveys

**III. Describe how the Local Educational Agency (LEA) involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary, to meet the requirements (ESSA Section 1116[b][3]):**

The Panama-Buena Vista Union School District (PBVUSD) Parent and Family Engagement Policy (PFEP) is reviewed annually with the District Advisory Committee (DAC) and Title I Subcommittee (TIPS), which is made up of parents and guardians as well as site and district administrators. The District English Learner Advisory Committee (DELAC) is also provided an opportunity to review the PFEP. Based on the feedback, the policy is updated periodically to meet the parents' and schools' changing needs. Parent and family members with suggested amendments to the policy are welcomed throughout the school year as well as at the annual review meeting. Comments and suggestions on the PBVUSD Parent and Family Engagement Policy can be directed to the Title I Program Specialist. The PBVUSD shall amend the Parent and Family Engagement policy if necessary to meet the requirements.

**IV. Describe how parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):**

Parents and Family members have multiple opportunities throughout the school year to provide the district with input during the development of the LCAP. The LEA provides parents and family members with surveys, meetings, and committees. The input of the educational partners is what helps with the development of the LCAP priorities. If parents are not satisfied with the draft LCAP, then they have the opportunity to submit comments during the LCAP development process, and the district responds to any written comments. Also, parents and family members may submit a public comment via email to [theboard@pbvUSD.k12.ca.us](mailto:theboard@pbvUSD.k12.ca.us) no later than 12:00 p.m. on the day of the Board of Trustees meeting.

**V. Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):**

1. All Title I parents shall be invited to the annual Title I meeting held in the fall, either virtually or in-person, that introduces the Title I program and describes the Title I requirements and parental rights to be involved in the Title I program. The meeting will be recorded and available to parents who are unable to attend.
2. Interpreters are available to parents during these meetings and child care if needed
3. Parents will be informed about the school's participation in the school-wide program, how Title I benefits all students, as well as possible dates, subject to change depending on different circumstances, for additional meetings held throughout the year. Notices regarding upcoming meetings are sent through ParentSquare, and fliers are sent home in English and Spanish, if in-person.
4. Information for Title I programs are provided at the following times: Back to School night, Fall annual Title I information meeting, Title I parent meetings, parent-teacher conferences, SST, IEP, and, when possible parental visitation of classrooms.

**VI. Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening, or other ways and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):**

All informational meetings may be held virtually or in-person at multiple times to accommodate parent schedules. Additional events such as Coffee with the Principal and Open House Family Picnic may be held during the morning or afternoon hours, but parents are given at least two weeks' notice of these events. While completing our annual survey, parents have the opportunity to provide feedback in regards to how and when our school events are held.

Bill L. Williams Elementary provides access to materials and training to help parents to work with their children to improve their children's achievement, as appropriate, to foster parental involvement by scheduling meetings and trainings at appropriate times and via Zoom throughout the year to accommodate various schedules. In addition, translation services are provided as requested for all parent meetings and trainings.

Bill L. Williams Elementary 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 by doing the following: Our School Site Council and PBIS team both consist of staff and parents who collaborate and work together on a variety of topics. Our school ELAC has opportunities for parents of English Language students to work with school staff on areas that focus on that population. In addition, at the beginning of the year staff training, school site administration's expectations are told to teachers the importance of have regular communication and collaboration with parents and are reminded throughout the year. Finally, our Parent Club will try to have events on campus, dependent on district protocols, where parents, families, and staff can be together, strengthening our school culture.

Bill L. Williams Elementary encourages and supports parents by providing various resources, activities, and strategies to improve their ability to participate in their children's education by holding Parent-Teacher Conferences, holding Student Study Team meetings for identified students, and providing at-home strategies and/or programs that parents can utilize at home to assist with their child's education.

Bill L. Williams Elementary ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand by using our ParentSquare notification system and sending home paper copies, as needed. Parents can change the ParentSquare setting so that it comes to them electronically in their native language. Our paper notifications are sent home in English and Spanish to our families.

**VII. Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):**

Bill L. Williams Parent and Family Engagement Policy (PFEP) is reviewed annually with the ELAC and School Site Council, which is made up of parents and guardians as well as staff and site administration. Based on the feedback, the policy is updated periodically to meet the parents' and schools' changing needs. Parent and family members with suggested amendments to the policy are welcomed throughout the school year as well as at the annual review meeting. Comments and suggestions on our Parent and Family Engagement Policy and School Plan for Student Achievement (SPSA) can be directed to the site administration. Bill Williams shall amend the Parent and Family Engagement policy if necessary to meet the requirements.

**VIII. Describe how the school is providing parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; 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; and 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 (ESSA sections 1116[c][4][A-C]):**

Parents are provided information for Title I programs at the following times: Back to School night, Fall annual Title I information meeting, Title I parent meetings, parent-teacher conferences, and Student Study Teams. At our Back to School and annual Title I meeting, parents are informed of the district-adopted curriculum that is used at Bill Williams as well as the different types of assessments teachers use to check for student proficiency levels. This includes information about the academic assessments (local and state-mandated), progress monitoring by teachers, and achievement levels on California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC). Proficiency reports are given to parents on a quarterly basis; however, parents can request proficiency reports at any time with either the teacher or the office.

Bill L. Williams Elementary provides such other reasonable support for parental involvement activities under this section as parents may request by providing at-home strategies and resources that provide the parents and students additional assistance.

Bill L. Williams Elementary will to the extent practicable inform parents and family members of opportunities to participate in parent and family engagement activities by sending home paper notices, posting them on our front door, and posting them on our ParentSquare account.

**IX. Describe how the schoolwide program plan, ESSA Section 1114(b), is not satisfactory to the parents of participating children in Title I, Part A programs, and submit any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):**

At this time, there have been no unsatisfactory comments made by parents or family members of participating children in Title I, Part A programs regarding the schoolwide program plan. However, should the parents or family members find the schoolwide program plan unsatisfactory, then the school site will take the following measures:

- the School Site Council (SSC) will review the comments submitted regarding the unsatisfactory areas located in the schoolwide program plan
- the School Site Council may make adjustments or corrections if the SSC determines that there is a need to amend a particular area of the schoolwide plan
- the School Site Council will approve any revisions to the schoolwide plan
- the revised schoolwide plan will be presented to the LEA board for approval

**X. Describe how the school provides assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic 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. Section 6318[e][1])**

Parents are provided academic information and/or assistance in a variety of ways including, but not limited to, Parent-Teacher conferences, Student Study Teams, IEP's, Coffee with the Principal events, and meetings with school administration or academic coaches.

**XI. Describe how the school provides materials and training to help parents to work with their children to improve their children's achievement, as appropriate, to foster parental involvement.**

Bill L. Williams Elementary provides access to materials and training to help parents to work with their children to improve their children's achievement, as appropriate, to foster parental involvement by scheduling meetings and trainings at appropriate times and via Zoom throughout the year to accommodate various schedules. In addition, translation services are provided as requested for all parent meetings and trainings.

**XII. Describe how the school educates teachers, specialized instructional support personnel, principals, 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.**

Bill L. Williams Elementary 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 by doing the following: Our School Site Council and PBIS team both consist of staff and parents who collaborate and work together on a variety of topics. Our school ELAC has opportunities for parents of English Language students to work with school staff on areas that focus on that population. In addition, at the beginning of the year staff training, school site administration's expectations are told to teachers the importance of have regular communication and collaboration with parents and are reminded throughout

the year. Finally, our Parent Club will try to have events on campus where parents, families, and staff can be together, strengthening our school culture.

**XIII. Describe how the school provides, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.**

Bill L. Williams Elementary encourages and supports parents by providing various resources, activities, and strategies to improve their ability to participate in their children's education by holding Parent-Teacher Conferences, holding Student Study Team meetings for identified students, and providing at-home strategies and/or programs that parents can utilize at home to assist with their child's education.

**XIV. Describe how the school ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.**

Bill L. Williams Elementary ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand by using our ParentSquare notification system and sending home paper copies, as needed. Parents can change the ParentSquare setting so that it comes to them electronically in their native language. Our paper notifications are sent home in English and Spanish to our families.

**XV. Describe how the school provides such other reasonable support for parental involvement activities under this section as parents may request.**

Bill L. Williams Elementary provides such other reasonable support for parental involvement activities under this section as parents may request by providing at-home strategies and resources that provide the parents and students additional assistance.

**XVI. Describe how the school to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have 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 Section 1111 of the ESEA, as amended by the ESSA, in a format and, to the extent practicable, in a language such parents understand.**

Bill L. Williams Elementary will to the extent practicable inform parents and family members of opportunities to participate in parent and family engagement activities by sending home translated paper notices, posting them on our front door, and posting them on our ParentSquare account.

Bill L. Williams Elementary School's Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on March 12, 2024. The School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before September 30, 2024.

Dion Lovio, Principal

**Name and Title of Authorized Official**

A handwritten signature in blue ink, appearing to read "D. J. ...", is written on a white rectangular background. To the right of this background is a larger, empty light gray rectangular area.

Signature of Authorized Official

3/12/24

Date