



OXNARD SCHOOL DISTRICT

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Christa McAuliffe K-5 School

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Title I School-Level Parent and Family Engagement Policy

Christa McAuliffe School

School Year 2023-24

2.0 With approval from the local governing board, McAuliffe Elementary has developed a written Title I parent and family engagement policy with input from parents and family members of participating children. The policy is created and approved annually with input and feedback from School Site Council and English Learner Advisory Committee (ELAC). The school has distributed the policy to parents and family members of children served under Title I, Part A. through our website, communication via parent newsletter, and directly to our parents and student iPads via application. (EC Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

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 McAuliffe Elementary, 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])
The annual Title 1 meeting takes place at Back to School night where all parents are invited to attend and encouraged to attend. The meeting informs parents and family members of McAuliffe's participation in the Title 1 program and the requirements are explained.
- 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])
McAuliffe offers all meetings to meet the needs of the participants. Meetings are held in the morning, after school and in the evening. Parents are also invited to attend in-person, but may choose to attend via Zoom.
Meetings offer child-care if needed. Typically, paraeducators and/or campus supervisors supervise child care during meetings.

Home visits are conducted as needed to meet family needs and provide resources.

There are a variety of meetings that are offered to parents that range from: School Site Council (SSC), English Learner Advisory Committee (ELAC), Coffee with the Principal, PTA, STEAM night, Parent-Teacher conferences, Parent info nights, Math Night, Literacy night, and many more. The intent of the variety of meetings are to provide a range of services and to meet parent needs. Here, at McAuliffe School, we value the partnership between the school and community.

- 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])

McAuliffe holds an annual Title 1 meeting via Back to School Night to inform the community of Title 1.

Title 1 funds are reviewed at School Site Council Meetings throughout the school year. SSC meetings are held 6 times a year. In addition, ELAC reviews and is provided an opportunity for input on Title 1 and Title 3 funding decisions.

Title 1 funds, as well as the McAuliffe budget are reviewed by the Leadership team at the school.

The Parent and Family Engagement Policy is reviewed at ELAC and participants provide input. In addition, the Parent and Family Engagement policy is reviewed by SSC. SSC provides input, takes ELAC suggestions into consideration, and gives final approval.

At the school site, The Parent and Family Engagement Policy is reviewed by the Leadership team and by the ORC and Counselor.

- 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])

McAuliffe holds an annual Title 1 meeting via Back to School Night at the beginning of the school year to inform the community of Title 1.

Communication about the Title 1 program and Back to School Night is timely through weekly announcements from the Principal sent via ParentSquare, Teacher communication platforms (i.e., ParentSquare, Class Dojo, Remind, Canvas), and ORC/counselor newsletters and social media.

In addition, a video is recorded of the presentation with Title 1 information. The video is posted on the school website.

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])

School-wide:

- Advisory Meetings, such as ELAC and SSC, where curriculum is explained and academic assessment data are reviewed.

- Posting of California School Accountability Report Card annually, as required.
- Chat with the Principal Meetings where curriculum is reviewed, as well as academic assessment data.
- Monthly ORC/Counselor newsletter with reference to SEL and Panorama data.
- Math Night and Literacy Night where curriculum is reviewed.
- Student state testing results (ELPAC and CAASPP) are made available through Parent Connect. Hard copies are available on request.

Classroom:

- Parent/Teacher conferences for all students in the fall, and as needed in the Spring Trimester. Parent/Teacher conferences are also scheduled as necessary.
- Report cards sent home three times a year – at the end of each trimester.

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])

Parents are offered the opportunity to provide input for the School Plan for Student achievement during regularly scheduled parent meetings such as, ELAC, SSC and PTA. Other meeting opportunities for parents to formulate suggestions in decisions relating to the education of their children:

- Chat with the Principal
- School Site Council
- ELAC
- PTA
- IEPs, SST, 504
- Per parent request

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])

McAuliffe will immediately submit all written documentation of parent comments that reflect that the program is not satisfactory to the LEA (Oxnard School District). In addition, parents have the opportunity to submit a Uniform Complaint Procedure form via the Oxnard School District website.

2.2 Building Capacity for Involvement

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])

At parent/teacher conferences, teachers explain topics such as the CA academic standards, the local (STAR) assessment, and the student's progress.

Report cards encompass how individual students are performing based on CA state standards.

School-wide achievement data through State and Local assessments are presented at; Back to School Night, ELAC, SSC, and Coffee with the Principal.

- 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])

Chat with the Principal provides parents with materials and trainings to help parents work with their children to improve student achievement. Topics addressed include; attendance, reading at home, HW strategies, and much more.

The ORC continually provides parents with materials and resources to help and support parents. The ORC presents information at meetings, attends events, sets up an area to provide information, posts all updated info on the website, conduct SART Attendance Meetings, and contacts individual families to meet family needs.

During Math Night and Literacy night, parents are provided materials and resources to help improve the achievement of their child(ren).

IEPs, SSTs, and 504s, provide an action plan for the student to progress and also serves as a platform to discuss ways to improve the child's achievement.

During SSC and ELAC meetings, topics and trainings are discussed to help support parents based on need.

- 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])

The staff at McAuliffe continues to reiterate the theme with families that the partnership between the school and families is vital to student success. Programs have been implemented to build ties between parents and the school:

- Back to School Night
- Math Night/Literacy Night/STEAM Night
- Book Fair

- Kinder Reading on the Lawn
- Student Awards Assemblies (e.g., Trimester Awards, Reclassification, and Accelerated Reader Assemblies)
- Site and District Parent/Family Workshops
- Halloween Parade
- Coffee with the Cops
- PTA Skate Nights
- Read Across America Week
- Black History Celebration
- 5th Grade Promotion

In addition, parents are invited to volunteer in the classroom and supervise field trips.

- 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])

Parent involvement activities and programs to support parents in fully participating in the education of their children include:

- Resources supported by ORC/School Counselor.
 - o The ORC/School Counselor presents at meetings such as ELAC, SSC, and Chat with the Principal. The ORC/School Counselor presents on topics such as reading at home, homework strategies, attendance, and time management.
 - o Frequent communication and resources for student groups such as English Learners, McKinney-Vento, Foster, and low-socioeconomic.
 - o Resources and information available during school events such as STEAM night, Math Night, Literacy Night, Back to School Night.
 - Math Night and Literacy Night for families to learn about the curriculum and learn strategies to support learning at home.
 - ELAC and Coffee with the Principal frequently address topics to support parents in participating in their child's education.
 - Every week parents are notified through the Weekly Announcements of important events at school.
 - Kinder Reading on the Lawn is scheduled to encourage families to read with their children.
 - Celebrations such as Trimester Awards, AR assemblies, and Reclassification help communicate the value of the partnership between the families and the school.
- 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])

School communications, including print, video, and pictures, are sent home in both English and Spanish.

Translation is offered for all meetings.

Spanish translation is immediately available when necessary for a parent.

- 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])

(See all parental involvement activities listed under “d” of this section)

In addition, meetings will be held by parent request.

2.3 Accessibility

McAuliffe School, to the extent practicable, 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) including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

School communications, including print, video, and pictures, are sent home in both English and Spanish

Translation is offered for all committee meetings including SSC, ELAC, etc.

Spanish translation is immediately available when necessary for a parent.

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])

At McAuliffe school, we understand that a supportive and effective learning environment is a pillar of academic success. This type of learning environment is provided through three characteristics; safety, student culture and staff culture. First, our safety plan is outlined in the Comprehensive School Safety Plan. This plan explains our measures for disasters, our policy on student behavior and classroom management. Second, our goal with student culture is to create a sense of belonging and joy when students are on campus. Different ways we accomplish this is through awards assemblies, extracurricular activities, and Reading Buddies.

Teachers, support staff, and administrative staff attend various meetings and professional development to continue their learning and improve services for our students. Teachers collaborate weekly as a professional learning community.

High quality curriculum and instruction is delivered by certificated professional teachers who teach the California state standards with high expectations.

Parents are communicated all the ways in which they are responsible for supporting their children's learning. Communication takes place via:

- State assessment results sent via Q
- Local assessment results communicated by the teacher through parent-teacher conferences.
- Progress toward grade level California State standards demonstrated through report cards
- Parent-Teacher conferences and regular communication.

Parents are notified of the process to volunteer in the classroom. District protocols must be followed to volunteer.

Input and decisions by families related to the education of their children and positive use of extracurricular are welcome. Families have an opportunity to give input at SSC, ELAC, Chat with the Principal in more formal settings. Other input is encouraged through parent conferences, parent-request meetings and informal conversations.

- 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])

McAuliffe Teachers hold parent/teacher conferences for all students in the fall and as necessary or requested by parents throughout the school year.

The school compact is sent home in "Beginning of the Year" packets to all students. Students, families, and teachers are required to sign and return them to school.

The compact is reviewed annually and revised as needed by SSC and ELAC.

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

McAuliffe sends out formal grade notifications three times per year (at the conclusion of each trimester in November, March, and June)

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])

The community is informed of ways to volunteer and observe on campus. A protocol is followed and parents are encouraged to volunteer/observe.

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])

Communication to families includes:

- Weekly announcements
- Regular meetings (ELAC, SSC, Chat with the Principal)
- Blackboard connect messages (phone, email, text)
- Social Media
- ParentSquare
- Teacher communication platforms: ParentSquare, Canvas, Dojo, Remind
- Parent conferences
- Meetings at parent request.

All meetings are held in a language that family members can understand.

**It may be helpful to include the parent and family engagement policy review in the annual review of the Single Plan for Student Achievement.*

***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.*