Title I, Part A Single-School LEA
Parent and Family Engagement Policy

Sycamore Elementary, with parents and family, has jointly developed, mutually agreed upon, and distributed to the parents of children a written parent and family engagement district-level policy requirements (ESSA Section 1116[a][2]) and school-level policy requirements (ESSA sections 1116[b] and [c]).

Describe how parents and family members are involved in the development of the Title I, Part A parent and family engagement policy (ESSA Section 1116[a][2]):

Sycamore Elementary has developed a written Title I Parent engagement policy with input from Title I parents. The policy will be developed through parent committees such as SSC & ELAC, parent input from surveys, and the Annual LCAP Stakeholder meeting. This policy and all school policies will be posted on our school website, and copies will be available in our school office.

Parents and family members will be involved in the development of the school improvement plan and support and improvement plans under ESSA Section 1111(d)(1-2) (ESSA Section 1116[a][2][A]) by the following actions:

- Include parents in the School Site Council Meetings to annually review the plan and policy.
- Provide parents access to the school's Title I School Plan for Student Achievement (SPSA)
- Distribute surveys to parents to involve them in the design, review, and improvement of the School Plan
- Record observations and comments in the minutes of annual school meetings
- ELAC Meetings

Describe how the LEA provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, and how this may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education (ESSA Section 1116[a][2][B]):

Upland Unified School District will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance as follows:

- Provide regular meetings to support and guide school site administrators with the process to jointly develop and review parent/family engagement policies and school compacts
- Use findings from the needs assessment to assist schools with parent engagement
- Review school, parent, and family engagement policy/plan to ensure compliance
- Provide documents in English and Spanish for site ELAC meetings
- Provide on-going in-service for parent liaisons (at applicable sites) and site administrators on programs and means of effectively involving parents.

Describe how the LEA coordinates or integrates parent and family engagement strategies with other relevant federal, state, local laws, and programs (ESSA Section 1116[a[[2][C]):

Sycamore Elementary will assist parents and families in need of services provided by the school, district, county, and other state agencies. Parent/guardian outreach and support events will be held that encourage and support parents/guardians in fully participating in the education of their children.

Describe how the LEA will conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Policy on improving the academic quality of all schools served under Title I, Part A (ESSA Section 1116[a][2][D]):

- UUSD and School Site Councils will review parent surveys and this parental involvement policy to determine if parent involvement is increasing and to explore ways to increase the involvement.
- Review of the needs assessment from SSC, ELAC and DELAC meetings.
- Review of available state and local assessment data, LCAP goals, metrics results, relevant student participation data, and relevant survey results.
- The Title 1 Annual Meeting and a meeting to evaluate the effectiveness of the policy are integrated into our LCAP and SPSA process for continual improvement.
- Parents/Guardians' involvement opportunities are as follows; Annual LCAP development process and surveys, Information shared via the school's website, and school publications.

Describe how the LEA includes the following in the annual evaluation of the Title I, Part A. The parent and family engagement policy: identify barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); identify the needs of parents and family members to assist with the learning of their children, including

engaging with school personnel and teachers; and identify strategies to support successful school and family interactions (ESSA Section 1116[a][2][D][i-iii]):

Sycamore Elementary, with the involvement of parents/guardians will facilitate an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of the school served under Title I, Part A, including identifying barriers to greater participation by parents/guardians in activities under federal law. Parents/guardians will be asked to complete a survey to identify the needs of parents/guardians to assist with the learning of their children. The annual evaluation will be done with the participation and consultation of the SSC and ELAC parents/guardians exploring the school data and providing their valuable insight. The parent/guardian survey will be shared out with all parents/guardians of the school. We will pay 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 and/or any student demographic that shows inequities.

We work to build relationships with our parents in less formal settings such as community events; Family Nights, school events, Kiwanis Track Meet, Watchdog Dads, conversations in the parking lot, and through community reach-out events such as Community Chat and Coffee with the Principal.

Describe how the LEA will use the findings of such evaluation ESSA Section 1116(a)(2)(D)(i-iii) to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement policy (ESSA Section 1116[a][2][E]):

Sycamore Elementary will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, this parent and family engagement policy. Sycamore Elementary will develop, revise, and approve the Parent and Family Engagement Policy in a format and language that promotes meaningful engagement and is easy to understand. The policy will be reviewed and revised, if necessary, to ensure accessibility to all community members. In addition, we will provide parents/guardians with a variety of meeting

Sycamore Elementary will use the findings of evaluation methods to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement policy. In order to assist with the learning of their children, parents/guardians need to know how to;

- Support their child’s learning through strategies that are aligned with what teachers are using.

- Reinforce good study habits in the home by designating study/workspaces/areas and solidifying independent work time to complete schoolwork.

- What and how their children are learning on a consistent basis.

- How to establish a partnership with consistent two-way communication between home and school to support successful school and parent/guardian interactions and partnership.

We are committed to engaging parents/guardians through the use of multiple methods of communication such as; flyers, phone calls, school websites, and scheduled SSC and ELAC meetings to promote parent participation.

Describe how the LEA involves parents in the activities of the schools served under Title I, Part A, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population served by the LEA for the purposes of developing, revising, and reviewing the parent and family engagement policy (ESSA Section 1116[a][2][F]):

Sycamore Elementary has a SSC composed of a representative group of parents/guardians that is larger than the number of staff members, for purposes of developing, revising, and reviewing the parent and family engagement policy, school activities, and the SPSA. The SSC includes ELAC parents/guardians, and parents/guardians of low-income, foster youth, and special education students. All are welcome to attend SSC meetings as they are open to the public. We provide regular communication through newsletters, professional development training, and community interaction to promote the mission of the school which requires parental involvement in meeting the achievement needs of the student. The school will coordinate and integrate the Parent and Family Engagement Policy with other applicable federal, state, and local programs, where applicable. Parent/guardian outreach and support events will be held that encourage and support parents/guardians in more fully participating in the education of their children.

Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, 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]):

In order to involve parents/guardians and family members in the development and agreement of this policy, the following documents will be disseminated to parents/guardians for review and feedback through informational meetings (SSC; ELAC; Annual Title 1 Meeting): 1. Title 1, Part A Parent and Family Engagement Policy 2. School-Parent Compact 3. Parent Notices as they apply to the Title 1, Part A Non-Regulatory Guidance.

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]):

At Sycamore Elementary, parents/guardians and family members may propose amendments to the parent and family engagement school policy at any time by providing input at an informational meeting where the policy is being discussed. The input will be brought to SSC and ELAC where members and attendees of the SSC and ELAC will discuss the input and make amendments to the policy as needed.

Describe how the 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]):

Sycamore Elementary is one school in the Upland Unified School District and its policy applies to all parents/guardians, and students at Sycamore. Committees like DELAC, DFAC, and advisory committees are facilitated at the district level while ELAC, SSC, and advisory committees are facilitated at the site level. District-level committee updates are provided to SSC from district-level meetings. The LEA may amend the Policy, if necessary to meet the requirements of the district. We will utilize the following methods of communication with parents and family:

- The Title 1 Parent and Family Engagement Policy is provided in both English and Spanish.

- The Policy is distributed to parents/guardians who attend Title 1 Meetings, ELAC Meetings, SSC Meetings, and any other school events and/or Back to School Night.

- The Policy is included on our Aeries Portal and is posted on our school website.

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]):

If the LEA plan is not satisfactory to the parents/guardians of participating children, Sycamore Elementary will submit concerns to SSC committees for revision consideration. Our parents/guardians are encouraged to give feedback and input on Title 1 Part A at the meetings below;

-Title 1 Annual Meeting (Back to School Night)

-SSC/ELAC Meetings

- Coffee with the Administrators

- Surveys

- School contact information is provided on the school website

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]):

Sycamore Elementary will hold an annual meeting to which all parents/guardians of children participating in Title I, Part A programs are invited and encouraged to attend at the beginning of each year. We will additionally hold meetings to ensure further parental participation where we provide the same information, to be offered at flexible times, such as in the morning or evening. The information provided at the meetings will inform parents/guardians of the receipt of Title I, Part A funds and the specific requirements of Title I, Part A. Additionally, parents/guardians shall be informed of their rights to be involved in Title I, Part A programs.

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]):

Sycamore Elementary will take the following steps to ensure maximum parent/guardian involvement:

-Emails, All-Calls, and Parent Square notifications will be sent to the students and parents/guardians on multiple separate occasions.

-The agendas for the SSC and ELAC meetings will be posted to the school calendar on the school website and front office doors.

-If specific needs/accommodations arise, parents/guardians will be provided options to assist in their participation in school events (i.e. childcare, transportation).

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]):

Sycamore Elementary will involve parents/guardians in an organized, ongoing and timely way in the planning, review, and improvement of Title I, Part A programs, the parent and family engagement policy, and the LCAP plan. We will provide this participation as follows:

- Annual LCAP development process and surveys.

- Annual Title 1 meeting in October

-Scheduled SSC and ELAC Meetings

-Parent/Teacher conferences and regular check-in meetings with parents/guardians regarding student academic progress.

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 Section 1116[c][4][A-C])

Sycamore Elementary will send communication via Parent Square, Aeries Portal, and on our school website about Title I, Part A programs.

-A copy of the most current Parent and Family Engagement Policy

-A copy of SPSA (School Plan for Student Achievement)

-Sycamore Elementary will post SSC/ELAC Meeting dates and times and minutes

-Annual LCAP feedback and input opportunities

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, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):

If the LEA plan is not satisfactory to the parents/guardians of participating children, Sycamore Elementary will submit any comments from parents/guardians of participating children with the LEA plan when it is submitted to the CDE.

Sycamore Elementary, Title I, Part A School Parent and Family Engagement Policy was developed/updated jointly and agreed on with parents and family members of children participating in Title I, Part A programs on October 14, 2024. The School will distribute the updated policy to all parents and family members of participating Title I, Part A students annually on or before June 5, 2025.

Susan Holstrom, Principal
October 14, 2024