Zane Middle School Title 1 Parent Involvement Policy

2155 “S” St Eureka, CA 95501 (707) 441-2470 zane.eurekacityschools.org

Zane Middle School has developed a written Title I parental involvement policy with input from Title I parents/guardians. Zane Middle School developed this policy jointly with parents/guardians by helping parents/guardians to understand their Title I rights, including the right to monitor their student’s progress, the right to work with Zane teachers and staff to improve their student’s performance. Zane contacted parents/guardians as to how they could best participate in decisions relating to the improvement of their student’s education. Zane has distributed the policy to parents/guardians of Title I students. The policy is mailed to all parents/guardians of Title I students. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents/Guardians in the Title I Program

To involve parents/guardians in the Title I program at Zane Middle School, the following practices have been established:

The school convenes an annual meeting to inform parents/guardians of Title I students about Title I requirements and about the right of parents/guardians to be involved in the Title I program. Zane also informs parents/guardians of their right to be involved in the Title I program, its planning, improvement, and reviews during and not limited to:

- Back to School Night, Student Led Parent Teacher Conferences, Open House, Parent/Guardian Orientation.
- School Site Council(SSC) and English Learner Advisory Committee (ELAC) Meetings.
- Sending information out to parents/guardians through meeting flyers and phone-dialer calls for School Site Council, ELAC, Student Led Conferences, Back to School Night, and Parent/Guardian Orientation Meeting.

The school offers a flexible number of meetings for Title I parents/guardians, such as meetings in the morning or evening such as:

- Back to School Night
- SSC meetings will be determined by the committee to accommodate staff and parents/guardians.
- ELAC meetings are held at flexible times; parents/guardians are surveyed at the beginning of the year in order to find best available times.
- Parent/Guardian Conferences are offered from 7:30 until 3:15, and other appointment times available upon request in order to accommodate parent/guardian schedules.

The school involves parents/guardians of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school’s Title I programs and the Title I parental involvement policy. Some ways Zane accomplishes this are:

- At least quarterly School Site Council Meetings.
- English Learner Advisory Committee Meetings a minimum of three times per year.
- Other parent/guardian meetings are conducted where feedback is incorporated utilizing a local needs assessment for instructional programs. Discussions and suggestions are made for the School Plan For Student Achievement (SPSA).

The school provides parents/guardians of Title I students with timely information about Title I programs. Some of the ways that Zane accomplishes this are:

- Back to School Nights provide teachers an opportunity to provide parents/guardians with information about Title I programs.
- Annual student-led parent/guardian conferences as well as parent guardian conferences upon request or a teacher/administrative discretion throughout the year allowing teachers and staff to provide information about Title I programs.
- Open House provides parents/guardians with the opportunity to learn about Title I and other program information.
- Family feedback nights to gather input and share about current programs

The school provides parents/guardians of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Some of the ways that Zane accomplishes this are:

- Back to School Nights provide teachers an opportunity to give an overview of the instructional programs, curriculum, and assessments used at Zane.
- Annual student led parent/guardian conferences are offered to all parents/guardians as well as the Student Study Teams process.
- The Eureka City Schools Parent Handbook, available on the school website, discusses school curriculum as well as testing and assessments.
- Assessment results are reviewed at School Site Council and ELAC meetings.

If requested by parents/guardians of Title I students, the school provides opportunities for regular meetings that allow the parents/guardians to participate in decisions relating to the education of their students. Some of the ways that Zane accomplishes this are:

- Teachers and Administrative Staff are available at parent/guardian request to receive input regarding a student's educational program and progress.
- Parent/guardian conferences are held annually and scheduled at parents'/guardians' convenience.
- Parents/guardians receive ongoing notifications of their student's academic progress and are able to monitor student progress online through PowerSchool.
- Parents/guardians are also invited to participate in School Site Council meetings, ELAC meetings, IEP team meetings, and informal parent/guardian meetings.

School-Parent/Guardian Compact

Zane distributes to parents/guardians of Title I students a school-parent/guardian compact. The compact, which has been jointly developed with parents/guardians, outlines how parents/guardians, the entire school staff, and students will share the responsibility for improved

academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents/guardians of Title I students.

- The school's responsibility is to provide high-quality curriculum and instruction.
- The ways parents/guardians will be responsible for supporting their student's learning.
- The importance of ongoing communication between families and teachers through, at a minimum, annual parent/guardian-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents/guardians to volunteer and participate in their student's class; and opportunities to observe classroom activities.

Zane Middle School developed the School-Parent/Guardian compact jointly in discussion with parents/guardians at Parent/Guardian Orientation, Back to School Night, School Site Council, and ELAC. The compact is reviewed by the SSC and the ELAC. The school-parent/guardian compact is mailed to all parents/guardians at the beginning of the school year.

Building Capacity for Involvement

Zane Middle School engages Title I parents/guardians in meaningful interactions with the school. It supports a partnership among staff, parents/guardians, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

The school provides Title I parents/guardians with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their students. Some of the ways that Zane accomplishes this are:

- Parents/guardians are instructed and supported in how to access and use PowerSchool in order to monitor student progress in real time.
- Formal and informal parent/guardian conferences to discuss ELPAC results, reclassification criteria and interim assessments.
- Parent/guardian conferences with the goal of parent/guardian-school collaboration in supporting student achievement.

The school provides Title I parents/guardians with materials and training to help them work with their students to improve their students' achievement. Some of the ways that Zane accomplishes this are:

- All parents/guardians at Zane receive a copy of the School-Parent/Guardian Compact via mail.
- The counseling clerk arranges Student Study Teams with parents/guardians and teachers to help improve teacher-parent/guardian-student communication regarding student achievement.
- Parents/guardians are offered multiple opportunities to be trained informally in the use of PowerSchool in order to monitor student progress.

With the assistance of Title I parents/guardians, the school educates staff members about the value of parent/guardian contributions, and on how to work with parents/guardians as equal partners.

- Within ELAC and SSC, parents/guardians and teachers work together to improve student achievement. SSC and ELAC teacher representatives report out to Zane teachers at staff collaborations
- .District teacher professional development for Zane includes culturally relevant training.
- Zane teachers are required to respond in a timely manner, during their work week, to parent/guardian communications and are encouraged to meet directly with parents/guardians about concerns.

The school coordinates and integrates the Title I parent/guardian involvement program with other programs, and conducts other activities, such as parent/guardian resource centers, to encourage and support parents/guardians in more fully participating in the education of their students.

- Zane Principal reports on student assessment data and intervention programs to Zane PTSA.
- ELAC representatives report to the SSC at least quarterly.
- All parents/guardians are invited to attend Lunch on the Lawn on the first Friday of each month.

The school distributes information related to school and parent/guardian programs, meetings, and other activities to Title I parents/guardians in a format and language that the parents/guardians understand.

- Announcements, newsletters, and flyers are communicated in English and Spanish when possible.
- The School-Parent/Guardian Compact is provided in both English and Spanish.
- A Spanish translator is provided at all meetings and events if required.

The school provides support for parent/guardian involvement activities requested by Title I parents/guardians.

- When parents/guardians or parent/guardian groups request additional parent/guardian involvement activities, the school staff will work to accommodate those requests.
- Parent/guardian outreach is made by the school counseling clerk and teachers to hold conferences throughout the year.
- Accessibility

Zane provides opportunities for the participation of all Title I parents/guardians, including parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migratory students. Information and school reports are provided in a format and language that parents/guardians understand.

- Announcements, newsletters, and flyers are communicated in English and Spanish when possible.
- The School-Parent/Guardian Compact is provided in both English and Spanish.
- A Spanish translator is provided at all meetings and events if required.
- All classrooms and meeting rooms are ADA accessible.