



El Capitan Middle School
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Title I, Part A School-Level Parent and Family Engagement Policy

This policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).

Parent Engagement Policy is made available on the site website.

To involve parents in the Title I, Part A programs, the following practices have been established:

Knowing that parent involvement is a vital portion of student Success, El Capitan has developed a written parental involvement policy with input from parents. The policy is reviewed each spring by the School Site Council and English Language Advisory Committee for any needed revisions. Both committees consist of parents, support staff, and teachers at El Capitan. El Capitan Middle School's Parent Involvement Policy is included in the Parent-Student Handbook that is distributed to all families during the first week of school in August. The policy below describes what El Capitan will carry out to involve parents.

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]). Add details about the annual meetings in the box below:

At the beginning of the school year, El Capitan hosts a Back-to-School night for our students and parents to explain programs, and policies, and meet teachers and staff.

Parents are invited to attend the quarterly School Site Council meeting by way of either being nominated and elected or as a visitor. These meetings are held after school in our library.

After the first nine weeks of school, teachers meet with parents to discuss student academics and behavior. Then ten weeks into the spring semester, parent-teacher conferences are held for students at-risk of retention or those having behavior concerns.

During the first quarter of the school year, El Capitan will host an English Learner Parent Night. At the meeting, our vice principal reviews what curriculum is used, the exit criteria for the EL program, and goal setting.

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]). Add details about the meetings in the box below:

During Back-to-School night, parents are informed of the administration's "open door policy" allowing for parents to request other meetings as needed. There are also regular parent education nights and opportunities available for parents.

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]).

All parents are invited to attend regularly scheduled quarterly meetings of the School Site Council and English Language Advisory Committee to participate in the review, planning, and improvement of school programs, the Parent Engagement Policy, and the Home School Compact.

The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116[c)(4)[A]).

During Back-to-School Night, the administration team and teachers provide parents with information regarding Parent Teacher Association, School Site Council, English Learner Advisory Council, as well as other opportunities to volunteer at school.

Quarterly parent meetings are used as a forum to share and discuss information. El Capitan sends weekly updates via ParentSquare to share upcoming events and information.

The school and district provide a Parent Information link on their websites to provide parents with information regarding policies and suggested ways of supporting their child.

The school provides parents of Title I, Part A 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 (ESSA Section 1116[c][4][B]).

This information is covered for parents during various times throughout the school year. This includes Back-to-School Night, School Site Council meetings, English Learner Advisory Committee meetings, and parent-teacher conferences.

Teachers provide curriculum descriptions, common core grade-level standards, and grading policies, in their syllabus, during Back-to-School Night and parent conferences.

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]).

All parents are invited to attend the School Site Council and English Learner Advisory Committee meetings. The meeting is held quarterly during a set time and is located in the school's library. Notices of these meetings are provided on the website. The agendas are posted in the front of the windows of the office.

Parents of students needing additional support can request a Student Success Team meeting (SST) to aid in decisions relating to the education of their child.

Parents of students who have been identified and placed on an Individual Education Plan (IEP) or Section 504 can request a meeting to discuss and participate in decisions relating to the education of their child.

The school engages Title I, Part A parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- Parents are invited and encouraged to participate in activities in the classroom, educational trips, and conferences with the teacher or administration.
- Parents are invited and encouraged to attend Parent Learning Labs that focus on how to support their students in various areas such as English Language Arts, Mathematics, Social-Emotional, and technology.

The school provides Title I, Part A parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]).

Teachers review academic content standards, assessments, and how to monitor and improve the student's achievement at Back-to-School Night and parent teacher conferences.

Administration reviews content standards, assessments, and how to monitor and improve the student's achievement at School Site Council, English Learner Advisory Committee meetings, and the Parent Teacher Association Meetings.

The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement (ESSA Section 1116[e][2]).

El Capitan offers Learning Labs throughout the year for parents that focus on how to support their students in the areas of English Language Arts, Mathematics, Social-Emotional, and technology.

With the assistance of Title I, Part A parents, the school educates staff members on the value of parent contributions, and how to work with parents as equal partners (ESSA Section 1116[e][3]).

El Capitan teachers are provided with Professional Development regularly to keep them up to date on the best and most effective ways to meet the needs of all students which includes engaging and supporting parents.

The school coordinates and integrates the Title I, Part A parental involvement program with other 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 (ESSA Section 1116[e][4]).

Back to School Night, Open House, Parent Teacher Conferences, and Learning Labs are provided for parents.

The school distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand (ESSA Section 1116[e][5]).

ParentSquare, El Capitan Website, Social Media, and flyers translated are sent home with students.

The school provides opportunities for the participation of all Title I, Part A parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand (ESSA Section 1116[f]).

Please attach the School-Parent Compact to this document.

This policy was adopted by the School Site Council/ELAC on 5/16/2023 & 5/18/2023 and will be in effect for the period of August 1, 2023 – June 30, 2024.

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before: September 30, 2023

Patricia McCurley

Signature of Authorized Official

5/18/2023

Date

California Department of Education
July 2018