

## Parent Involvement Policy 2025-2026

### 2.0 Title I School-Level Parent and Family Engagement Policy Alta Vista Academy

With approval from the local governing board, *Alta Vista Academy* has developed a written Title I parent and family engagement policy with input from Title I parents and family members. Input was taken from previous surveys, suggestions from parents/guardians/education right's holders and other members of the students' educational team and guidance provided by the program director for New Alternatives.

It has distributed the policy to parents and family members of Title I students. The parent and family engagement policy are distributed in the following way:

- Mailed at the beginning of the school year
- A copy is provided in the student handbook
- Link on the student handbook
- Upon enrollment, this policy is emailed to students' parents, guardians, and/or educational rights holders, during the transition period from the Newcomer Center (aka, the NEST)

The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c), -(g) inclusive].

### 2.1 Involvement of Parents in the Title I Program

To involve parents and family members in the Title I program at Alta Vista Academy, 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 USC 6318 (c)(1))
  - Annual Title I meeting
  - Open House
  - School Site Council Meeting
- 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, childcare, or home visits, as such services relate to parent involvement. (20 USC 6318 (c)(2))
  - Coffee with the admin team (consisting of the principal, school psychologist, counselor, and/or resource teacher)
  - Home visits are done, as needed
  - Other: Newcomer Center (NEST) transition meeting, IEP meetings, AB167/216 meetings, SST meetings, other meetings as requested or needed
- 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 USC 6318 (c)(3))
  - Annual Title I meeting

- Open house
  - School site council quarterly meeting
  - School festivals, fairs, and awards assemblies
  - Coffee with the admin team
  - Newcomer Center (NEST) transition meeting
- d) The school provides parents of participating students with:
1. Timely information about the Title I program. (20 USC 6318 (c)(4)(A))
    - i. Annual Title I meeting
    - ii. Open house
    - iii. School site council meeting
    - iv. Information provided via emails and updates on school websites
  2. A description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards. (20 USC 6318 (c)(4)(B))
    - i. Common Core Curriculum & course descriptions provided by the district's of Instruction and Curriculum
    - ii. SRI lexile reading comprehension scores
    - iii. Achieve 3000 lexile reading comprehension scores
    - iv. SMI quantile math scores
    - v. Individual teacher assessments and information from SBAC & the CA Dashboard
  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 USC 6318 (c)(4)(C))
    - i. Coffee with the admin team (consisting of the principal, school psychologist, counselor, and/or resource teacher)
    - ii. Newcomer Center (Nest) Transition Meeting
    - iii. School Site Council Meetings
    - iv. IEP/504 Meetings
    - v. AB167/216 Meetings
    - vi. SST Meetings
- e) If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. (20 USC 6318 (c)(5))
- Upon evaluation of the Single Plan for Student Achievement, at each School Site Council meeting minutes are taken. Parent comments are reviewed and addressed by the site administrator.
  - State and federal programs request that parent comments be included when schools submit their site plan for board approval.

## 2.2 Building Capacity for Involvement (Parent and Family Engagement Policy continued)

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, the school has established the following practices:

- 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 USC 6318 (e)(1))
  - Upon request, interpreters are available at SSC, Title I meetings, Open House, etc. to provide assistance to parents who speak Spanish. Most documents related to the above are translated into Spanish and any document may be translated to Spanish upon request.
- b) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 USC 6318 (e)(2))

*See examples below:*

- Access to online supplemental resources (i.e. Achieve 3000 & Review 360)
  - Jupiter Grades information for parents to monitor student progress
  - Information on how to access supplemental software in the parent/student handbook
  - Workshops to demonstrate the various programs
- 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 USC 6318 (e)(3))
    - District/Site PD for teachers
    - Site staff meetings
    - PLC meetings
    - SLT meetings
    - Site PD for all staff
  - d) The school, to the extent feasible and appropriate, coordinate and integrate the parent involvement programs and activities with other Federal, State, and local programs and conduct other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 USC 6318 (e)(4))
    - Foster and homeless youth support
    - Communication and collaboration via Jupiter Grades, Infinite Campus, and Review 360
    - Parent tutorial/question and answer session on various programs used school site
    - Collaboration with New Alternatives (as needed)
  - e) The school ensures that information related to school and parent programs, meetings, and other activities to parents is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318 (e)(5))
    - Meetings agendas are posted in English and available in Spanish on request

- Emails are sent in English and are available in Spanish on request
  - No other language in the district exceeds the minimum requirement for translation. (3% Filipino, 3% Asian)
- f) The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))
- Input is gathered at School Site Council, Coffee with Admin Team, Open House, and during other meetings with parents/guardians etc.
  - Goal 3 of the LCAP and school site plan is directed toward fostering and honoring parent/guardian and community engagement to support excellence in each student's success.

## 2.3 Accessibility

*Alta Vista Academy*, to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students) including providing information and school reports are provided in a format and language that parents understand. (20 USC 6318 (f))

- Meetings agendas are posted in English and available in Spanish on request
- Emails are sent in English and are available in Spanish on request
- No other language in the district exceeds the minimum requirement for translation. (3% Filipino, 3% Asian).

*\*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 the 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 Title I children.*