



Title I School-Level Parent and Family Engagement Policy

Smythe School

August, 2022-23

2.0 With approval from the local governing board, Smythe has jointly developed with, and distributed to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, and updated periodically to meet the changing needs of parents and the school. (EC Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4]) Smythe School will involve parents in the joint development of the Smythe School Local Education Agency (LEA) Plan by inviting parents of Title I students to participate in Local District Title I Parent Study Groups, in the District's Title I Focus Group, and in school level activities related to the SYSD LEA Plan, including program and budget development for categorical programs. Smythe School will involve parents in the activities of Title I schools, ensuring that schools listen responsively to parents, welcome them as partners, and provide leadership and learning opportunities to them. Smythe School will ensure that parents and family members are knowledgeable about school and District programs, engagement opportunities, student and school performance data, parents' rights and responsibilities, and how to support their children's education.

Parents meet at meetings, such as Coffee with the Principal, the English Learner Advisory Committee (ELAC), and the School Site Council (SSC). Parents were also emailed and asked for input on the Parent and Family Engagement Policy via Blackboard and Class Dojo. Two additional meetings will be held to discuss the School-Level Parent and Family Engagement Policy. In addition, this policy will be discussed with staff and will be asked to provide input on the School-Level Parent and Family Engagement Policy. At all these meetings, parents and teachers will be given the opportunity to participate in the development and revision of the policy. The policy will be uploaded on the Smythe School website.

2.1 Involvement of Parents in the Title I Program

The school-level parent and family engagement policy shall describe the means for how Smythe School shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

- 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])

Smythe School will hold an Annual Title I Meeting which will be scheduled early in the year and in the evening to inform parents of the Title I program. Parents are informed by Blackboard Connect, Class Dojo, and flyers.

- 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 parental involvement. (20 U.S.C. § 6318[c][2])

The Principal of Smythe School will do outreach when it is the best time for parents. Ocean View Hills School will continue hosting Zoom Meetings for parents, in order to make them more accessible.

- 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])

Smythe School involves parents in planning and reviewing the School Plan for Student Achievement. At least a week in advance the school will advertise these meetings by Blackboard, Class Dojo, flyers, and posting information on the school website.

- d) The school provides parents of participating children with the following:

- i. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])

Smythe School will advertise meetings by Blackboard, Class Dojo, flyers, school postings, and the school website.

- ii. 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])

Smythe School will inform parents of the curriculum standards and school programs. This information is given by classroom teachers at parent meetings. Smythe School will explain and describe the curriculum and assessment methods used to measure student progress by:

- Passing out grade level standards to parents
- Providing explanation of standards at ELAC meetings
- Providing explanation of standards at Coffee with the Principal meetings
- Teachers provide explanations at Back to School Night, Open House, and parent conferences.

- iii. 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])

Smyte School will hold regular ELAC and SSC meetings, Parent Workshops, and Coffee with the Principal meetings. Parents are informed by Blackboard, Class Dojo, and flyers on these opportunities to be involved in their child's learning.

- e) If the schoolwide program (SWP) 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 (LEA). (20 U.S.C. § 6318[c][5])

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Parents can submit comments through the principal or SSC if they are not satisfied with the program. Those comments will be shared with the district.

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 under Title I, Part A shall carry out the following requirements: (20 U.S.C. § 6318[e])

- a) The school provides assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic 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])

Parent workshops are centered around topics which include: Most training will be held in the Smythe Parent Training Center (Room 33)

- Smarter Balanced Assessments and understanding the results
- Math
- Literacy
- ELPAC Testing and Reclassification
- Importance of Attendance
- Graduation Requirements
- How to Support Learning at Home
- Parent Portal
- Socio-Emotional Health
- *Universidad de Padres
- *Promise Neighborhood trainings

- b) The school provides materials and training to help parents work with their children to improve their children's achievement, as appropriate, to foster parental involvement. (20 U.S.C. § 6318[e][2])

In addition to our Parent Workshops, Smythe School also hosts Coffee with the Principal, STEM Night, Back to School, Open House and assemblies. They are hosted during the school day, evening, and Saturdays. These trainings are presented by school personnel and Local District experts. Handouts are disseminated to parents at these workshops. These sessions are designed to provide families a variety of strategies to partner with teachers in the education of their child.

- 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])

Parents are an integral part of the education of Smythe School and our teachers are trained and encouraged to form a partnership with our families. Regular contact is maintained through Class Dojo and phone calls, to keep parents informed of their child's progress. Many teachers utilize technology as a quick way to keep in touch with parents on a more regular basis. Class Dojo translates English messages to Spanish, making communication more accessible to parents.

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The Title I Coordinator, with the support of the Local District Parent Educator Coach will provide Professional Development to the school staff. All Professional Development occurs on Mondays.

- 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, that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4]) At Smythe School our Parent Center provides our community with information and support. Our parents participate in these parent workshops, in order to empower themselves. Smythe School will continue to support parents by hosting meetings on Zoom. In addition, parent workshops that are on Zoom will be recorded and placed on the school's website.
- e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])
Smythe School will ensure information is provided in a variety of methods to ensure parents are kept up to date with programs, meetings, and activities. Students are provided flyers and notices in English and Spanish. Utilizing social media has proven to be another effective method as parents are able to look at the school webpage for current information. In addition, Blackboard calls are bilingual. Translators if needed are provided at meetings: Coffee with the Principal, ELAC, Parent Conferences, and SSC.
- 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])
Smythe School will provide translation when needed. Handouts are provided in a language other than English when it is known.

2.3 Accessibility

In carrying out the parent and family engagement requirements of Title I, Part A, Smythe School, to the extent practicable, shall provide 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])

When known all information and meetings are bilingual to accommodate the needs of both our English and Spanish speaking families. Parent meetings are held in locations accessible to parents with disabilities. The school is wheelchair accessible.

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 following requirements: (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 Title I, Part A 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])

Smythe School will provide Professional Development to staff, so high-quality curriculum and instruction is provided, so our student's meet California's academic standards. Parents will be welcomed and informed throughout the year on how to volunteer in their child's classroom. The school will provide workshops on how parents can support their child's learning. Staff will have ongoing Professional Development on how to develop partnerships with parents.

- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following: (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])

The school will conduct conferences available to all students and families in the Trimester 1, 2 and 3. During these conferences, student performance will be discussed and the elements of the compact that directly relate to student achievement.

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

The school will issue progress reports at the midway point for each grading period. Further, the school will utilize Parent Conferences in order for parents and students to have access to their progress throughout the grading periods if needed. At the end of each grading period, report cards will be issued to detail

student progress.

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])

Parents have access to staff via email, phone calls, and Class Dojo. Parents may volunteer with our committees, PTA activities, and community activities.

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Parents may observe student activities such as festivals, performances, and Open House that are available at different points during the year.

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])

To further build ties between home and school, and support academic achievement for all students, effective two-way communication is emphasized. Whenever possible, information is communicated to parents in the language and form that they understand.

It may be helpful to include the parent and family engagement policy review in the annual review of the School 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.*

