

Title I School-Level Parent and Family Engagement Policy
ACCESS Community Schools
2020-2021

2.0 With approval from the local governing board, ACCESS Community Schools program 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])

The ACCESS Community School Parent and Family Engagement Policy is provided to parents in English and Spanish at enrollment or via mail, and is available electronically or by mail upon request

Families and community stakeholders may also view the Policy on the ACCESS website, at school offices, and at Parent Resource Centers

Families and stakeholders are encouraged to provide input on the Policy during Title I Annual Meetings, School Site Council meetings, ELAC/DELAC meetings, Parent Advisory Committee meetings, and community stakeholder meetings

Surveys are conducted throughout the year via telephone, online, and in written form to collect input on the Policy

Suggestion boxes are available at school offices and Parent Resource Centers to allow parents to submit feedback

The Policy is evaluated annually based on collected feedback and revised as needed to reflect the changing needs of the school community

2.1 Involvement of Parents in the Title I Program

The policy describes the means for carrying out Title I parent and family engagement requirements. (20 U.S.C. § 6318[b][1])

To involve parents and family members in the Title I program at ACCESS Community Schools 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 U.S.C. § 6318[c][1])

Title I Annual Meetings are held in conjunction with Parent Night events at the school sites or virtually

All materials are provided in English and Spanish and interpretation is provided

Parents receive information about the Title I services available for their children, including tutoring assistance, paraeducator support, and transition services

School staff discuss the rights of parents to be involved in the school program and the importance of engagement, and share opportunities for participation, such as serving on the School Site Council and participating in ELAC/DELAC

Teachers present information about the school program, including graduation requirements, academic assessment, curriculum, and instruction, and the state's academic standards

Families have the opportunity to tour the classrooms and meet with school staff either in person or virtually

Surveys are conducted with families via telephone, online, or in written form to assist the school with continuous improvement efforts

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])

Meetings, workshops, and events are held throughout the school year at a variety of times to meet the needs of parents, such as weekday mornings, evenings, and Saturdays

Meetings, workshops, and events may be held via videoconference to meet the needs of parents during distance learning

Additional support is provided to reduce barriers to attendance, such as transportation, activities for children, and refreshments

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])

Parents are invited to provide input on the school's Title I, Part A Programs and Parent and Family Engagement Policy at Title I Annual Meetings, School Site Council meetings, Parent Advisory Committee meetings, and ELAC/DELAC meetings

Focus Groups are held throughout the year to provide a forum for students and stakeholders to comment on the schoolwide plans

Surveys are conducted throughout the school year via telephone, online, and in written form to collect input

A Suggestion Box is available at school offices and Parent Resource Centers for parents to provide input and ask questions

Parent feedback is incorporated into the Policy and schoolwide program plans as part of the process of continuous school improvement

The Policy is distributed to parents at enrollment and Title I Annual Meeting, posted online, available electronically and by mail upon request

School plans are posted online and available electronically upon request

Parents may also view the school plans at the school administrative offices and Family Resource Centers

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

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

Information about the school's Title I Part A programs is provided to parents at enrollment or via mail

The school also provides this information at the Title I Annual meeting

Information is available in school offices, Family Resource Centers, during Parent-Teacher conferences, and at school meetings and events

Information is posted on the ACCESS website

2. 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])

Information about curriculum, instruction, and assessment is provided to parents at enrollment or via mail, and at Title I Annual Meetings

This information, along with state testing results, is included in the School Accountability Report Card (SARC), posted on the ACCESS website

Information is also available at workshops, meetings, and events

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 U.S.C. § 6318[c][4][C])

The school schedules annual Placement Review meetings which allow parents the opportunity to meet with Probation and/or school staff to discuss their child's academic progress and set college and career readiness goals

School meetings may be held via videoconference

Parent/teacher conferences are scheduled at the request of the parent and/or the school

School Counselors and Title I Transition Specialists keep parents informed about their child's academic progress and assist parents with participating in decisions related to their child's education via telephone, videoconference, and email

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

Parents are invited to provide input on the school plan at School Site Council meetings, DELAC/ELAC meetings, and Parent Advisory Committee meetings

Focus Groups are held throughout the year to provide a forum for students and stakeholders to comment on the school plans

School plans are posted on the ACCESS website and families may submit comments regarding the school plan electronically and in written form

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 with Title I, Part A funds establishes the practices listed below. (20 U.S.C. § 6318[e])

- a) The school provides parents with assistance 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])**

Teachers and school counselors meet with families to discuss academic standards, interpret score reports, set academic and career goals, and work together to support learning

Bilingual Title I Family Community Liaisons reach out to families to encourage student participation in state assessments

Materials and training are provided to parents during parenting classes, the Title I Annual Meeting, and ELAC/DELAC meetings

Resources are also available at enrollment, in the Parent Resource Center, and posted on the school's website

Materials include handouts on topics such as navigating the state's online school dashboard and interpreting score reports

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

Title I Transition Specialists meet with families to discuss college applications, financial aid, and career pathways, and to develop goals for students

Materials and training are provided to parents during parenting classes, Title I Annual Meetings, and ELAC/DELAC meetings

Families are invited to attend other workshops, conferences, and resource fairs

Resources are also provided at enrollment, available in the Parent Resource Center, and posted on the ACCESS website

Materials include handouts on topics such as college applications and financial aid, career pathways, and goal setting

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])

To build the capacity of school staff to support family engagement, training is provided for teachers, administrators, and instructional staff during regular staff development meetings, Family and Community Partnership Network meetings, local and regional trainings, conferences, and workshops

The ACCESS Family Engagement Committee works with school administrators to support an effective family engagement program

A Family Events Toolkit, which provides guidance for designing effective in-person and virtual family engagement events, is distributed to school staff

Families attend meetings, workshops, resource fairs, conferences, and other events along with school staff in order to foster collaboration and partnership

- 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, to encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])**

The school collaborates with community stakeholders to coordinate a program of family engagement activities that promote student academic achievement

Program activities integrate the requirements of relevant federal, state, and local laws, such as ESSA and the McKinney-Vento Act

Family engagement strategies are aligned with the California Department of Education's Family Engagement Framework and Toolkit

Parent Resource Centers at designated school sites provide information and resources for families, students, and stakeholders

- 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])**

All school notices are contained in the Student Rights and Responsibilities Handbook which is provided in English or Spanish at enrollment and posted on the ACCESS website

Fliers and information about parent programs, meetings, and other school events are written in English and Spanish

Information is posted in English and Spanish on the ACCESS website

- 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])**

Parents may request support for family engagement activities by contacting school staff directly as well as through the Parent Resource Center

Parents may also request support via School Site Council and ELAC/DELAC

Bilingual Title I Family Community Liaisons reach out to parents via phone, text, email, videoconference, and during school meetings and events to provide information, resources, and support

2.3 Accessibility

ACCESS Community Schools, to the extent practicable, provides 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])

All school notices are contained in the Student Rights and Responsibilities Handbook which is provided in English or Spanish at enrollment and posted on the ACCESS website

Fliers and information about parent programs, meetings, and other school events are written in English and Spanish

School reports and program plans are posted in English and Spanish on the ACCESS website and are available electronically upon request

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 requirements listed below. (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])**

Research shows that when schools, families, and communities work together, student achievement increases. Developed with the input of teachers, families, and students, this

Compact outlines our shared responsibility to build a partnership to help students meet or exceed the state standards and describes specific ways that the school and families agree to support student learning goals.

School Pledge

ACCESS will support student learning in these ways: promoting authentic family engagement, providing high quality curriculum and instruction, and facilitating meaningful, two-way communication.

Family Engagement

ACCESS believes in a shared vision of family engagement that includes all school staff, students, families, and community stakeholders working in partnership to support college and career readiness and student success. We build authentic relationships to provide opportunities for all stakeholders to connect, feel heard, valued, and included in decision-making as part of the educational team. We recognize the importance of each family's cultural and linguistic assets and welcome and invite their contributions to the ACCESS school community.

Curriculum and Instruction

ACCESS will provide a rigorous, relevant, and realistic curriculum that is accredited by the Western Association of Schools and Colleges (WASC), and aligned with local district and state standards. Information about curriculum and assessment is provided at enrollment, included in the School Accountability Report Card (SARC), and posted on the ACCESS website. The school will assist parents in understanding the state's academic content standards, assessments, and how to monitor and improve their children's achievement through presentations at Title I Annual meetings, ELAC/DELAC meetings, and parent workshops. Materials are also available in the Parent Resource Centers, school offices, and on the ACCESS website.

- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the requirements listed below. (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])**

Regular, two-way, meaningful communication is essential for an effective school-family partnership. ACCESS will promote effective communication with families by holding parent-teacher conferences for all students as needed throughout the year. The school also conducts annual Placement Review meetings, which are attended by administrators, school counselors, and other school support staff to provide additional resources and support to students and families.

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

ACCESS teachers maintain frequent contact with parents throughout the school year via phone, email, and other messaging platforms as appropriate. Parents may monitor assignments and observe their children’s online learning by visiting their child’s virtual classroom.

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])

The school will facilitate reasonable access to staff by in-person or video appointment, phone, email, or other messaging platforms as appropriate. ACCESS will provide opportunities for parents to volunteer, participate, and observe classroom activities, both in person and virtually. We encourage families to attend school events and workshops, participate actively in Parent-Teacher conferences, and serve in decision-making roles on the School Site Council, ELAC/DELAC, or ACCESS Parent Advisory Committee.

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])

ACCESS will distribute information related to school and parent programs, meetings, and other activities for families in a format and language that parents can understand by providing interpreting and translation in multiple languages. To enhance school-family communication, Family Community Liaisons build relationships with families from the time of enrollment using culturally proficient practices.