

Title I School-Level Parental Involvement/Engagement Policy Burbank Elementary School

With approval from the local governing board, **Burbank Elementary School** has developed a written Title I parental involvement policy with input from Title I parents. *The Burbank School Site Council (SSC) includes site administration, Teachers, staff, and parents/community members from Burbank. A meeting was held on December 6, 2021 where the Parent, Staff, and Student Compact was discussed and updated for the 2021-2022 school year.*

It has distributed the policy to parents of Title I students. *After a review of the compact, the Burbank SSC committee advised that the compact for 2021-2022 be set home December 2021.* 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 in the Title I Program

To involve parents and family members in the Title I program at **Burbank Elementary School** the following practices have been established:

The school schedules an annual meeting where all parents of participating students are encouraged to attend to inform parents and family members of Title I students about Title I requirements and the rights of parents to be involved in the Title I program. *In September of each year the Title 1 meeting agenda is posted on the school's marquee and school website and reminders are sent home. This year we also posted it on the Burbank's Schoology page as well as the Morning Announcements. The Title 1 meeting was held via TEAMS. The information is provided in both Spanish and English. A question-and-answer session is provided as an opportunity for parental feedback. A portion of the meeting is dedicated to the solicitation of parents to participate on the various committees for the school year. We also had a Google Form for parents to fill out for suggestions and comments at Parent Teacher Conferences.*

The school offers a flexible number of meetings for Title I parents, 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.

We have meetings throughout the year and vary the time depending on parental need. Due to COVID-19 our parent meetings are now held virtually for parents on TEAMS and in person. Parents are invited and encouraged to participate in:

- Back-to-School Night
- Parent/Teachers Conference
- Annual Title I parent information meeting
- Parent Forums
- Teachers and administration are available for parent questions throughout the school year

The school involves parents of Title I students 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.

Daily Morning announcements are posted on Schoology. Information needed to give to parents is posted on Schoology as well as on the webpage in both English and Spanish. Several opportunities for parent involvement are offered, including:

- Parent Cafe
- English Learner Advisory Committee

- Parent workshops
- School Site Council meetings
- Back-to-School Night/Open House
- Parent/Teachers Conference
- Annual Title I parent information meeting
- Teachers and administration are available for parent questions throughout the school year

The school provides parents of Title I students with a description and an explanation of the curriculum used at the school, the academic assessments used to measure student progress, and the achievement levels of the challenging state academic standards.

Curriculum, assessments, and proficiency levels are explained:

- Progress reports
- Report cards
- Parent/Teacher conference
- CAASPP assessments and Summative/IAB's
- Back-to-School Night/Open House
- Parent/Teacher Conference
- Title I parent meetings
- Parent Café Meetings
- English Learner Parent Partnership Meetings
- Parent Involvement and Engagement Meetings
- Parent workshops
- School Site Council Meetings

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to formulate suggestions, participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible.

- Opportunities and regularly scheduled virtual meetings are afforded to parents that allow them to participate in decisions relating to the education of their children. Parents are encouraged to participate in various opportunities and to become involved in their children's education.

If the schoolwide program plan is not satisfactory to the parents of participating children, the school shall submit any parent comments on the plan when the school makes the plan available to the LEA.

- As a component of the school-level parental involvement policy, Burbank jointly developed with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. *See attached jointly agreed upon parent compact.*

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

2.2 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:

- The school provides Title I parents with assistance in understanding the state's academic content standards and assessments and how to monitor and improve the achievement of their children. At meetings throughout the year parents are trained on current state expectations and assessments being used to evaluate their children's progress.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. Parent trainings include resources that will facilitate parents' abilities to support their children's learning.

- With the assistance of Title I parents, the school educates staff members about the value of parent contributions and how best to work with parents as equal partners. At staff meetings and in-services, staff members are trained about the importance of the home-school connection.
- The school coordinates and integrates the Title I parental involvement program with other programs and conducts other activities to encourage and support parents to more fully participate in the education of their children. Various meetings and trainings incorporate parental participation and involvement as per the requirements of Title I.
- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that parents understand. All communications are sent home in both English and Spanish on virtual platforms.
- The school provides support for parental involvement activities requested by Title I parents. Parent requests are honored and prioritized through the advisory committees at our school.

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))

This information is shared with parents through:

- School newsletters on Schoology and Webpage
- Progress reports
- Report Cards
- Conferences

[Briefly describe or bullet the activities the school will carry out to address this requirement at your school.]

- ◆ *English Learner Advisory Committee (ELAC)*
- ◆ *School Site Council (SSC)*
- ◆ *Parent trainings*
- ◆ *Back to School Night*
- ◆ *Open House*
- ◆ *Parent Cafe*
- ◆ *Classroom participation*
- ◆ *Family activities*
- ◆ *Virtual Assemblies (BARKPROUD)*
- ◆ *Parent informational meetings and trainings*
- ◆ *Parent Conferences*

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))

- School newsletters on Schoology and Webpage
- Curriculum Newsletters
- Website
- Email
- DoJo App/PBIS Rewards

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 District - Wide In - service

- Teacher/Staff newsletters
- Teacher/staff training
- School website www.mcs4kid.com/Burbank

d)The school, to the extent feasible and appropriate, coordinates and integrates the 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 USC 6318 (e)(4))

- Preschool screening
- Continuous communication between site, ECE, and Head Start
- Teacher training
- Parent training
- School website www.mcs4kid.com/Burbank

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))

- Provide interpreters when necessary
- Send individual notices home with students
- School website www.mcs4kid.com/Burbank

f) The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))

- Solicit parent input in the development of training for teachers, principals and others to improve the effectiveness of such training
- Provide necessary literacy training
- Provide reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs to enable parents to participate in school-related meetings and training sessions
- Train parents to enhance the involvement of other parents
- Adopt and implement model approaches to improving parental involvement
- Shall provide such other reasonable support for parental involvement activities under this as parents may request.

Accessibility

2.3 [Burbank Elementary], 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))

- Provide interpreters when necessary
- Contact district liaison to assist with relaying information to parents of students with limited English proficiency
- Post on Burbank's Schoology Page
- Send individual notices home with students
- School website www.mcs4kid.com/Burbank