



Acacia Magnet School for Enriched Learning

55 W. Norman Avenue / Thousand Oaks, CA 91360
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Bennett Wutkee, Principal

Mark McLaughlin, Ed.D.
Superintendent



Title I Parent and Family Engagement Policy 2020-2021

Acacia Magnet School for Enriched Learning (Acacia Magnet School) has developed a written Title I Parental Involvement Policy with input from Title I families (via surveys, phone calls, parent conferences, Outreach Assistant, etc.). This policy was developed through discussions with teachers and families, and is reviewed in conjunction with the development of the School Plan for Student Achievement (SPSA) at School Site Council (SSC). The school distributed the policy to families of Title I students and discussed its content at the annual Title I meeting held in the fall. The policy describes the means for carrying out the following Title I family involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Families in the Title I Program

To involve parents in the Title I program at Acacia Magnet School, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. This meeting is held during a Parent Coffee, focused on providing information on Title I, the Parent and Family Engagement Policy, and the School Parent Compact. All parents are notified of this meeting through a flyer sent home and via email blast. It is also posted on our social media accounts through Facebook and Twitter.
- Monthly meetings are scheduled for the School Site Council, which plans, designs, and monitors the Title 1 program. SSC meetings are open to the public, and all parents are notified of meetings at least 72 hours before they are held. Agendas and past minutes are posted on the school website and are available in the school office. School Site Council meetings are held on the third Tuesday of each month, starting at 3:15 P.M.
- 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 programs and the Title I Parental Involvement Policy. Each month the progress, development, and budget expenditures of the Acacia Title I program are monitored, reviewed and modified based on discussion at the School Site Council meeting. This includes information on student data provided to the SSC by the Academic Specialists, all of whom are credentialed teachers and focus on literacy and math. The teachers also inform the SSC on the organization of teacher time to provide students with necessary instruction and intervention, while still having an opportunity to collaborate on instructional strategies within and across the grade levels. The SSC is integral to the development and monitoring of the SPSA which outlines the Acacia Magnet School Title I program.
- The school provides parents of Title I students with timely information about Title I and school programs. Parents receive information about the Acacia Magnet School Title I Programs at Back to School Night, at School Site Council meetings, at yearly parent-teacher conferences, via school-to-home communications, and through written communications via the teacher, school, and District websites. The school's Outreach Assistant and other school staff communicate directly with parents via phone calls, emails, Zoom meetings, and face-to-face meetings.
- The school provides parents of Title I 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. Specific to Acacia Magnet School, students are assessed using grade level reading passages and phonics based-testing using CVUSD benchmarks and passages from adopted curriculum, CVUSD trimester assessments in writing and in math, Scholastic Reading Inventory and Achieve 3000 reading Lexiles, and publisher-created assessments in all content standards. Additionally, students participate in Excel/Daily 5 to build reading skills based on assessment data, and they are able to participate in multiple opportunities for enrichment and standards based-review. Each year parents are encouraged to become knowledgeable about these areas through attendance at the annual Title I meeting, Back



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to School Night held in September, Open House Night held in the spring, regularly scheduled parent-teacher conferences and individual Student Study Team meetings. Parent education classes are also provided each year on topics including how to help students with math, reading skills, and study skills. Additionally, parents receive information through the school website, digital newsletters and emails, emails/notes from the classroom teacher, periodic notifications from the school and the District, as well as trimester report cards. Parents are encouraged to contact their child's classroom teacher via email or telephone to schedule a private conference before or after school for clarification or questions regarding the school curriculum, assessment, or proficiency levels as they pertain to their children.

- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. Parents are encouraged to participate in the regularly scheduled annual Title 1 meeting as well as regularly scheduled School Site Council, English Language Advisory Council (ELAC), Individualized Education Plan (IEP) meetings and School Study Team meetings. Additional meetings may be scheduled based on parent request as determined by parent and program need.

School-Parent Compact

Acacia Magnet School distributes to parents of all students a Title I School-Parent Compact each fall. The compact outlines how parents, the school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students:

- The school's responsibility to provide high-quality curriculum and instruction
- The ways in which students and parents will share responsibility in a child's educational experience
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

The School-Parent Compact was reviewed by the SSC as part of the development and monitoring of the Acacia Magnet School Plan for Student Achievement.

Building Capacity for Involvement

Acacia Magnet School engages all parents in meaningful interactions with the school. It 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.

- The school provides parents with assistance in understanding the California State Standards, assessments, and how to monitor and improve the achievement of their children. Grade level curriculum and assessment and proficiency standards are reviewed, and strategies for parents to assist their children are discussed each year at Back to School Night by each classroom teacher. Student progress toward proficiency is monitored and reported to parents on a trimester basis. A parent conference to discuss student progress and ways to support struggling students is held at the first trimester and as needed at any time throughout the year. Parents receive guidance and suggestions for ways to assist their child via teacher website information, home to school communication



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(phone calls, emails, Zoom, face-to-face meetings, etc.), the digital newsletter, and scheduled parent trainings. Brochures and other printed and digital support materials are provided at no cost to support parents as they work with their children.

- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. Parents are invited to participate in training focused on strategies to assist their child academically. Written materials designed to support parents in assisting their students are provided on an on-going basis and are accessible on the Acacia Magnet School website.
- With the assistance of parents, the school educates staff members about the value of parent contributions and on how to work with parents as equal partners. Parents serving on the School Site Council and the ELAC hear presentations from staff members to better understand programs offered for their children. Feedback and additional ideas from parents are welcomed. The chairperson for both SSC and ELAC work with the principal to set the agenda for meetings.
- The school coordinates and integrates the Title I parental involvement program to encourage and support parents in more fully participating in the education of their children. Acacia Magnet School employs a bilingual School Outreach Assistant who communicates with families, organizes parent classes, and helps parents become more involved at school. She also provides a vital link to community and District resources. Acacia Magnet School has paraprofessional support in classrooms designed specifically to help beginning-English students who are new to the United States within the past 12 months. Our paraprofessionals and school outreach assistant also provide translation and interpretation for students and families.
- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. Information regarding programs, meetings, and other activities is distributed in writing through home-school communications, through a parent link email system, on the school marquee at the front of the school, and via the school website. The school also maintains a social media presence on Facebook and Twitter.
- The school provides support for parental involvement activities requested by parents. The Acacia Magnet School Site Council allocates the funding and monitors the implementation of parent involvement activities as suggested.
- Teachers and school staff are informed about parent engagement opportunities at staff meetings, yearly SPSA planning, and through participation in parent-teacher stakeholder groups, including PTA and School Site Council. The Acacia Magnet School LCAP Leadership Team also discusses ways to improve and build parent participation and engagement on campus.

Accessibility

Acacia Magnet School provides opportunities for the participation of all 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. Written, oral, and electronic information is provided in both English and Spanish. Translators are provided at school meetings and parent conferences as needed.

The Acacia Magnet School SSC adopted this policy on December 15, 2020 and the policy will be in effect for the period of August 2020 – August 2021.

The school will distribute the policy to all families on or before December 18, 2020.

Approved by School Site Council 12/15/2020