

Conejo Elementary School Neighborhood and OCLM

Title I School-Family Involvement Policy 2020-2021

Introduction

Conejo Neighborhood and OCLM has developed a written Title I Parental Involvement Policy through collaboration with Title I families. This policy was developed through discussions with teachers, support staff and families. It is reviewed in conjunction with the development of the School Plan for Student Achievement (SPSA) at School Site Council (SSC). The school distributes the policy to families of Title I students and discussed its content at the annual Title I meeting held in the fall, School Site Council and ELAC. 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 families in the Title I program at Conejo Neighborhood School and OCLM the following practices have been established:

1. The school convenes an annual meeting to inform families of Title I students about Title I requirements and the right of families to be involved in the Title I program. (20 USC 6318 (c)(1)) This meeting is held each year in September or October and is one of our most heavily attended events of the school year.
 - a. All families are notified of this meeting in writing (flyers, posted calendars and classroom newsletters), via phone, email, and social media.
 - b. Information about Title I is given at Back To School Night and our first ELAC meeting of the year.
2. The school offers a flexible number of meetings for Title I families, such as meetings in the mornings or evenings, based on need, which is determined at the beginning of each year by the School Site Council (SSC) members. (20 USC 6318 (c)(2))
 - a. Monthly meetings are scheduled for the SSC, which plans, designs and monitors the program and additional meetings are scheduled as the need arises.
 - b. The Title I program is monitored through the elected School Site Council members who are families whose children participate in the program.
 - c. All SSC meetings are advertised and open to all parents.
 - d. Families are notified via school website, flyers, weekly newsletters, postings on our community bulletin boards, and social media. School Site Council members also openly invite families to attend the meeting.
3. The school involves families 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 family involvement policy. (20 USC 6318 (c)(3))
 - a. Each month the progress, development, and budget expenditures of the Title I program are monitored, reviewed and modified at the SSC meeting as part of an on-going planning cycle which is rooted in student data and progress.

- b. The SSC is integral to the joint development and monitoring of the School Plan for Student Achievement (SPSA), which outlines the school site Title I program.
 - i. The Conejo Elementary Neighborhood and OCLM Parental Involvement Policy and the School-Parent Compact are reviewed annually by SSC and ELAC
 - ii. The Title I program is reviewed as part of an annual review of the SPSA
4. The school provides families of Title I students with:
 - a. timely information about Title I programs (20 USC 6318 (c)(4))
5. Some examples of parent learning and participation opportunities at Conejo Elementary Neighborhood and OCLM are:
 - a. Thursday tutoring for students (Currently postponed due to COVID-19 Restrictions)
 - b. English as a Second Language classes for families
 - c. Leader in Me - 7 Habits Family Learning Nights
 - d. Childcare is offered in order to facilitate higher family attendance, when meetings are offered in person
 - e. Presentations regarding important community information, parenting, social skills for students, health information for families, assistance with working with government agencies and inspirational speakers.
6. At Student led – Parent Teacher Conferences, the school provides families with:
 - a. 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. (20 USC 6318 (c)(5))
7. Teachers also schedule conferences throughout the year with families and students in order to maintain home-school communication and inform families on their child’s progress. (20 USC 6318 (c)(4))
8. The school prepares and provides timely data on students’ progress and shares the results with students and their families. Some of the data includes Reading Results testing, benchmark testing, SRI scores, personal goals, class goals, and leadership goals.
9. Families receive information each week in writing through the school’s Rabbit Report, text messages, emails and the trimester progress reports from their child’s classroom teacher.
10. Families are encouraged to contact their child’s classroom teacher via email or schedule a conference before or after school for clarification or questions regarding the school curriculum, assessments, or proficiency levels as they pertain to their children.
11. All information that is sent home is translated into Spanish and interpretation is provided at all parent meetings including day and evening meetings.
12. Community Outreach Worker, Bilingual Social Worker, and our EL Facilitator serve as school liaisons for families to give them an initial point of contact between the teacher and parent.
13. Bilingual office staff is also available to families in order to communicate needs to teachers and clarify any school or classroom policies.

14. If requested by families of Title I students, the school provides opportunities for regular meetings that allow the families to participate in decisions relating to the education of their children. Families are encouraged to participate in the regularly scheduled annual Title 1 meeting as well as regularly scheduled SSC, ELAC, Individualized Education Plan (IEP) meetings, Student Study Team (SST) and 504 meetings. (20 USC 6318 (c)(4))
15. The school also actively encourages parent involvement in all parent groups such as PFA, SCOPE, ELAC, SEDAC, DAC, and GATE meetings by providing interpretation, translation, and all-call phone notifications.
16. Written materials are sent home which are designed to;
 - a. Engage families in assisting their children with their leadership and academic growth.
 - a. Invite Families to school functions such as 7 Habit Family Learning Night and Math and Science Night in order to nurture family learning and community building.
 - b. Teachers send home information in English and Spanish, as needed, to help families support their students at home.

Student Leader- Teacher -Parent Compact

Conejo Neighborhood School and OCLM distributes to families of Title I students a Student Leader-Teacher-Parent Compact each year.

1. The compact, which has been jointly developed with Title I families, outlines how they, the entire school staff, and students will share the responsibility for improved student leadership achievement. It describes specific ways the school and families will partner to help children achieve their leadership and personal goals as well as the state's high academic standards. It addresses the following legally required items, as well as other items suggested by families of Title I students.
 - a. The school's responsibility to provide high-quality curriculum and instruction.
 - b. The ways families will be responsible for supporting their children's learning.
 - c. The importance of ongoing communication between families and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for families to volunteer and participate in their child's class; and opportunities to observe classroom activities.

Building Capacity for Involvement

Conejo Neighborhood School and OCLM engages Title I families in meaningful interactions at school. It supports a partnership among staff, families, and the community to improve student leadership and academic achievements. To help reach these goals, the school has established the following practices.

1. The school provides Title I families with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children. (20 USC 6318 (c)(1))
2. Grade level curriculum, assessment, and proficiency standards are reviewed and each classroom teacher discusses strategies on how families can assist their child. (20 USC 6318 (c)(2))
 - a. Student progress toward proficiency is monitored and reported to families on a trimester basis.
 - b. A student led-parent conference is held the first trimester and as needed throughout the year to discuss student progress and ways to support each student.

3. The school educates teachers, specialized instructional support personnel, school leaders, and other staff with the assistance of parents in the following areas (20 USC 6318 (c)(3)):
 - a. The value and utility of contributions of parents.
 - b. How to reach out to, communicate with, and work with parents as equal partners.
 - c. Implementation and coordination of parent programs.
 - d. Importance of building ties between parents and the school in order to create a strong sense of community.

Accessibility

Conejo Neighborhood School and OCLM provides opportunities for the participation of all Title I families, including families with limited English proficiency, disabilities, and migratory students.

1. Information and school reports are provided in a format and language that families understand.
2. All written, oral, and electronic information is provided in multiple languages.
3. Translators are provided at school meetings and parent conferences as needed.
4. The District funds part-time Outreach Coordinator and Bilingual Social Worker to facilitate parent involvement and assist families in supporting their students personally and academically.
5. Information regarding programs, meetings, and other activities are distributed through all-call phone system and email, the school marquee, on all school bulletin boards, school website, as well as Facebook and Twitter.

This Compact was adopted by the Conejo Elementary Neighborhood and OCLM SSC on (December 15, 2020), and will be in effect for the period of August 2019-August 2020

The school will distribute the Compact to all parents and family members of students participating in the Title I, Part A program on, or before: December 18, 2020.