

**Title 1 Parent and Family Engagement Policy  
Walnut Elementary School  
2020-2021 Update**

Walnut Elementary School has developed a written Title I Parent and Family Engagement Policy with input from parent stakeholder groups, which is reviewed and updated each fall in conjunction with the development of the School Plan for Student Achievement (SPSA). Following the review process each year, the updated policy is approved by the School Site Council and forwarded to the Board of Education. The policy is posted in English and Spanish on the school website, and its contents are discussed at the annual Title I meeting held each fall in English and Spanish. A paper copy is also sent home with students.

**Involvement of Parents in the Title I Grant Program**

To involve parents in the Title I Grant program at Walnut Elementary, the following practices have been established:

- The school convenes an annual meeting to inform families about Title I requirements and about the right of parents to be involved in the Title I program. This meeting is held each year in September as part of Back to School Night, which is one of our most heavily attended events of the school year. All parents are notified of this meeting through the Blackboard email and text system as well as through the digital newsletter. In 2020-21, two meetings were held via Zoom Teleconference; one delivered in Spanish and the other delivered in English. Time was allowed for questions & answers.
- School Site Council meets monthly, and it is responsible to plan, design, and monitor 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. School Site Council meetings are held on the first Monday of each month beginning at 3:15 PM. Based on current health guidelines, SSC meetings may be held via Zoom Teleconference. Parents and community members are welcome to attend and request to speak during the Public Comments section of the meeting.
- The Parent and Engagement Policy is also reviewed during English Language Advisory Council (ELAC) meetings in the fall of each year. Parents offer feedback which informs yearly revisions. ELAC is also actively involved in SPSA formation and monitoring, especially in relation to the Family Engagement Goal.
- Each month the progress, development, and budget expenditures of the Walnut 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. Classroom teachers also keep SSC informed on the organization of their 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 Walnut Elementary Title I program.

- The school provides families with timely information about Title I programs. Parents receive information about the Walnut Title I Program at Back to School Night, at School Site Council meetings, at ELAC, at yearly parent-teacher conferences, in the digital newsletter, and through written communications via the teacher, school, and District websites.
- The school provides families 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 Walnut, 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. In 2020-21, Walnut is following the recommendations of the CVUSD Curriculum & Assessment Committee to focus on essential standards. Typically, Walnut students participate in Target Time to build reading skills based on assessment data, and they are able to participate in multiple opportunities for enrichment and standards based-review—some of which are provided after school or as lunchtime options. Although the formal Target Time program has been suspended in 2020-21 due to health restrictions, Walnut maintains its intervention program remotely--including new digital programs for English Language Learner intervention. Each year parents are encouraged to become knowledgeable about these areas through attendance at the annual Title I meeting, Back to School Night held in September, Open House Night held in May, 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. Secondary to the COVID-19 pandemic, educational opportunities are offered to help parents support their child's success with remote learning. Additionally, parents receive information through the school website, digital newsletter, the school handbook, 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.
- 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, 504 meetings, and School Study Team (SST) meetings. Additional meetings may be scheduled based on parent request as determined by parent and program need.

## **School-Parent Compact**

Walnut Elementary School a Title 1 School-Parent Compact to all families each fall. The compact, which has been jointly developed with parents, 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 the School Site Council, including parent representatives from SEDAC (Special Education District Advisory Council), DAC (District Advisory Council), DELAC (District English Language Advisory Council), GATE DAC, and PTA:

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- 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 Compact was developed, and is reviewed and updated as needed each year by the School Site Council as part of the development and monitoring of the Walnut Elementary School Plan for Student Achievement. The 2020-21 compact includes updates to reflect the remote learning setting.

## **Building Capacity for Involvement**

With our Title 1 grant in mind, Walnut Elementary 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, the digital newsletter, and scheduled parent classes.

- The school provides families with materials and training to support their children's academic achievement. Classes are also offered that focus on social-emotional support, designed to remove SEL barriers to learning.
- 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.
- Walnut employs a bilingual School Outreach Assistant who communicates with families, organizes parent classes, and helps parents become more involved at school. She also collaborates with the CVUSD Outreach program in order to provide community and District resources for our families. Walnut has added bilingual 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 bilingual facilitator, and school outreach assistant provide translation and interpretation for students and families.
- The school distributes information related to school and parent programs, meetings, and other activities to families in a format and language that the parents can access. Information regarding programs, meetings, and other activities is distributed in print through home-school communication flyers, through the Blackboard email and text system, through the school's digital newsletter, 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 Walnut Elementary School Site Council allocates the funding and monitors the implementation of parent involvement activities as suggested by stakeholder groups, survey data, and direct communication by families with the school.
- Teachers and school staff are informed about parent engagement opportunities at staff meetings, the weekly staff newsletter, yearly SPSA planning, and through participation in parent-teacher stakeholder groups, including PTA, ELAC, and School Site Council. The Walnut LCAP Leadership Team also discusses ways to improve and build parent participation and engagement on campus.

## **Accessibility**

Walnut Elementary 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, verbal, and electronic information is provided in both English and Spanish. Interpreters are provided at school meetings and parent conferences as needed, including IEP and 504 meetings.

