



Title I School-Level Parent and Family Engagement Policy

EastLake Elementary School

July 24, 2024

With approval from the local governing board, EastLake Elementary School 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])

EastLake Elementary School jointly develops the Parent and Family Engagement Policy and School-Parent Compact through School Site Council. A Title I Annual Parent Meeting is held at the beginning of the school year to share information about Title I, the programs at the school, and how parents can provide input into this policy and the compact. The Parent and Family Engagement Policy is distributed during the first quarter of the school year at Coffee with the Principal, School Site Council, ELAC and at the fall Parent-Teacher Conference. Additionally, the Parent and Family Engagement Policy and School-Parent Compact is distributed to parents via School Messenger and is posted on the school website.

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 EastLake Elementary School, 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])

The Title I Annual Parent Meeting takes place during Back to School Night in August at the beginning of each new school year. Additionally, information regarding Title I is also presented at the first Coffee with the Principal. A copy of the Title I Annual Parent Meeting presentation is also available on the school's website.

- 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])

EastLake Elementary offers quarterly Coffee Chats in the morning or Pizza with the Principal in the evening, monthly hybrid (in-person or virtual) School Site Council meetings in the afternoons, and in person ELAC meetings twice per quarter. Additionally, parent education workshops are offered virtually in the evenings at least once per quarter. Childcare is provided for in-person parent meetings after school.

- 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 have the opportunity to participate in School Site Council to assist in the development of the School Plan for Student Achievement. Five parents/community members are elected to serve on the SSC as educational partners in our school plan and in development in the School Parent and Family Engagement Policy and the School-Parent Compact.

- 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])

This information is presented at Back to School Night and the first Coffee Chat of the school year. The Title I Annual Parent Meeting presentation is also available on our school 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])

This information is presented at Back to School Night and at the first Coffee Chat of the school year. Teachers also provide a more detailed explanation of grade level curriculum and assessments during their classroom Back to School Night presentations and during Parent-Teacher Conferences.

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])

A calendar of SSC meetings, ELAC meetings, Coffee Chats and parent workshops will be provided to parents on a quarterly basis to provide opportunities for parent participation and input regarding the education of their children.

- 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])

Educational Partner Involvement is a critical component of the School Plan for Student Achievement and input is documented on the plan prior to submitting for approval by the Chula Vista Elementary School District Board of Education. Parents can provide input during SSC and ELAC meetings throughout the school year.

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])

Title I programs and services provided to students at EastLake Elementary include: After School LEAD Clubs, certificated Intervention Specialist, early literacy Instructional Aides, 1:1 devices for all students, full time school counselor, and supplemental instructional materials such as diverse classroom libraries and family literacy books for at-home use.

- 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])

Parent workshops and trainings that will be offered include: Family Literacy, How to Help your Child with Homework, Social Emotional Supports for School and At Home, and Understanding Conceptual Math. Additional workshops based on parent input may also be provided.

- 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])

Frequent, open, two-way communication between school staff and parents is an expectation and is communicated regularly during School Site Council, ELAC, Coffee with the Principal and Parent-Teacher Conferences.

- 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])

EastLake Elementary School utilizes Title I Parent Participation funds to support programs that encourage parent involvement. For example, parents of English Learners are encouraged to attend our local Mini-CABE Conference every year, and guest speakers are funded to provide valuable parenting workshops.

- 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])

A calendar of SSC meetings, ELAC meetings, Coffee Chats and parent workshops will be provided to parents on a quarterly basis to provide opportunities for parent participation and input regarding the education of their children. Interpretation in Spanish, and any other language as needed, is provided to provide access to the content and information.

- 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 are welcome to have meetings and conferences with school administration and their classroom teacher upon request, and staff is asked to reach out to parents to encourage involvement for classroom activities, field trips, projects, and support regarding their child's learning and progress.

Accessibility

EastLake Elementary School, 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])

Communication to parents is provided in English and Spanish, and interpretation services are provided in Spanish and other languages as needed during parent meetings, workshops, IEP meetings and parent-teacher conferences. Handouts and materials from parent workshops and trainings are also provided in English and Spanish to ensure accessibility to our parent community. Other accommodations, such as American Sign Language, amplified audio, etc. will also be provided as needed to ensure that parents have access to the content and information.

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])

EastLake Elementary School uses state-adopted curriculum aligned to the California State Standards to provide high-quality instruction. Materials and resources are available in each classroom, and online instructional resources such as Benchmark Universe, iReady Math, and Achieve 3000 are also accessed by students during the school day. Parents are encouraged to volunteer during literacy and math rotations to support their child in academics. During Parent-Teacher Conferences and Student Study Team meetings, parents are provided the opportunity to collaborate with the teacher in making decisions and goals related to their child's learning and progress.

- 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])

The School-Parent Compact is shared and discussed with parents during the fall Parent-Teacher Conference. At this conference, the teacher shares baseline data in reading and math and progress on goals for their child to meet the challenging state standards. Parents walk away with a Student Success Action Plan that specifies how the school, parent and student will work together to achieve goals.

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

Bimonthly progress reports are provided to parents via email sharing timely academic growth in language arts and math. Specifically for grades 2-6, Lexile is reported to ensure that parents know where their child is at all times in relation to Lexile goals.

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])

Parents make appointments to meet with their classroom teacher to discuss their child's school progress and observe in the classroom with the school principal.

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])

Various forms of communication to include phone calls, after school meetings, email and Class Dojo are utilized to ensure regular, two-way communication between school, staff and parents. Interpretation and translation services will be provided as needed to ensure that parents and family members can understand the information being provided and can ask questions and provide input regarding their child.

*It may be helpful to include the parent and family engagement policy review in the annual review of the Single Plan for Student Achievement.

**The policy must be updated periodically to meet changing needs of parents and family members and the school. If the school has a process in place for involving parents and family members in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents and family members of children receiving Title I, Part A services.