

Bushnell Way Elementary School

Title I School-Level Parent and Family Engagement Policy 2024-2025

Bushnell Way Elementary School has developed a written Title I parent and family engagement policy with input from Title I parents and agreed upon by Title I parents. During SSC parents were able to take a look at the policy and provide information as to what needed to be adjusted. Parents are notified of the policy through a hard copy sent home with students and through our school website. ***The school developed its policy with parent input during the School Site Council (SSC) meetings, where parents actively participated in discussions. After reviewing the proposed policy, parents agreed unanimously to adopt it through a formal vote. To ensure clear communication, parents were notified of the new policy via the school's website and other standard communication platforms. The policy was shared in an understandable and uniform format, ensuring accessibility. Additionally, it was translated into multiple languages to accommodate non-English-speaking parents and ensure broad understanding.***

This policy describes the means for carrying out the following Title I parent and family requirements:

Section I: Involvement of Parents in the Title I Program

To involve parents in the Title I program at **Bushnell Way Elementary School**, the following practices have been established:

- The school convenes an annual meeting, at a convenient time, inviting all parents and family members of Title I students, informing them about Title I requirements, the school's involvement in the program, and about the right of parents to be involved in the Title I program.
 - ***The flyer and letter was sent home to incite parents to our Annual Title I Meeting***
 - ***An announcement of the meeting was posted on the school marquee located in front of the school.***
 - ***Reminder was sent to parents through Class Dojo***
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning, afternoon, or evening.
 - ***We offered the meeting in the morning, due to a better turn out of parents in the morning than in the afternoon.***

- 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, including the planning, review and improvement of the school's Title I parent and family engagement policy and the joint development of the School Plan for Student Achievement.
 - ***Parents review the parent policy during the Title I meeting***
 - ***Parents review the parent policy during ELAC (if applicable)***
 - ***Parents and staff review the policy during SSC.***
 - ***Parents are able to come in with our coordinator or community representative to discuss parental involvement.***
- The school provides parents of Title I students with timely information about Title I programs.
 - ***Parents are able to come in with our coordinator to discuss any of our Title I programs***
 - ***Parents are informed and are able to provide feedback of budgetary items during our SSC meetings***
 - ***Parents are informed and are able to provide input and feedback on SPSA goals during our SSC Meetings.***
- 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 students are expected to meet with the state standards.

- ***Parents will receive information during Parent Orientations, Back to School Night, Open House, parent conferences and workshops provided through the parent center.***
 - ***Parents receive training on the Smarter Balanced Testing***
 - ***Parents receive information regarding the curriculum and assessments during parent conferences***
- If requested by parents of Title I students, the school provides opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and to respond to any such suggestions as soon as possible.
 - ***SSC and ELAC meetings are held monthly and give the parents an opportunity to express, give suggestions and vote***
 - ***Parents are invited to speak to the coordinator to give or express suggestions relating to the education of their children***
 - ***Parents are given the opportunity to meet individually or in a group setting with the coordinator or the teacher to participate in their child's education.***
 - ***Parents are invited to the student Success and Progress Team (SSPT) to discuss the needs of each individual student to ensure that students are successful***
- If the School Plan for Student Achievement is not satisfactory to Title I parents, parent comments can be submitted on the plan.
 - ***Parents are encouraged to speak to the coordinator in regards to the SPSA and concerns that they may have on the plan***
 - ***Parents are encouraged to attend SSC or ELAC meetings to discuss concerns about the SPSA***
 - ***Parents are encouraged to submit any concerns about the SPSA through writing and turning it to the coordinator to discuss during a SSC Meeting.***

Section II: Building Capacity for Involvement

Bushnell Way Elementary School engages Title I parents and family members in meaningful interactions with the school to ensure effective involvement of parents and to support a partnership among the school to improve student achievement. 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 Title I parents with assistance in understanding the State's academic content standards, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.
 - ***Teachers and parents meet every 6 weeks to discuss student academic progress after warning notices are sent or through parent- teacher conferences.***
 - ***parents receive home connection letters after Beginning of the Year (BOY), Middle of the Year (MOY) and End of the Year (EOY) through the Amplify Network for students in K-2 for Language Arts***
 - ***Parents receive Home Connection Letters after Beginning of the Year (BOY), Middle of the Year (MOY) and End of the Year (EOY) through the i-Ready network for students in 3-5 in Language Arts***
 - ***Parents receive Home Connection Letters after Beginning of the Year (BOY), Middle of the Year (MOY) and End of the Year (EOY) through the i-Ready network for students in K-5 in Math***
 - ***Parents attend the Annual Title I Meeting***
 - ***Parents are invited to Back to School Night and Open House to view the standards and to observe what is being taught at each grade level and what standards students need to acquire before leaving that specific grade level.***
 - ***Parents are invited to parent workshops to go over the state's academic content standards***
 - ***Parents are invited to training where assessments are reviewed***
 - ***Teachers assist parents during parent conferences in understanding the standards and assessments***
 - ***Parents are invited to SSPT to discuss individual student social-emotional and academic needs.***

- The school provides Title I parents and family members with materials and training to help them work with their children to improve their children's achievement, paying special attention to support for foster parents.
 - ***Parents are invited to various parent workshops in order to improve the success of students***
 - ***Parents are invited to the SSPT meeting to discuss individual student social-emotional and academic needs***
- *With the assistance of Title I parents, the school educates teachers, specialized instructional support personnel, assistant principals and other school leaders, and other staff about the value and utility of the contributions of parents and family members, and about how to reach out to, and communicate with, and work with parents as equal partners to build ties between parents and the school.*
 - **Faculty discusses the Parent Involvement Policy during staff meetings**
 - **Faculty receives professional development on how they are able to create a welcoming environment**
- The school coordinates and integrates the Title I parent and family engagement program with other programs, and conducts other activities, such as Parent and Family Centers, to encourage and support parents in more fully participating in the education of their children.
 - **Parents are welcomed at our school site for various activities as Back to School Night, Open House, and School Assemblies**
 - **Parents are also invited to school programs as the Halloween Parade, Winter Program, Spring Fling, Boogie Night, Literacy Night, Math Night, Culmination and Cultural Events**
- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents and family members in a format and, to the extent practicable, in a language that they understand.
 - ***Parents receive flyers, Blackboard Connect calls in both***

English and Spanish

- ***Translation in English and Spanish is offered to parents during conferences and meetings***
- The school provides support for parent and family involvement activities requested by Title I parents.
 - ***Parents are given the opportunity during meetings, parent workshops and conferences to request various parental activities***
 - ***Parent requests are honored when they request an SSPT meeting.***

Section III: Accessibility

Bushnell Way Elementary School provides opportunities, to the extent practicable, for the participation of all Title I 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.

Information and school reports are provided in a format and language that parents understand.

- Parents are informed in English and Spanish of all our meetings
- Our parents who have students with disabilities are informed during their IEPs
- Our parents of English Learners receive Annual Notification Letters with students' progress
- Our parents are given the ELPAC reports where teachers discuss student progress
- Our parents receive Initial Test Notification Letters
- Our parents receive Progress Monitoring Letters for students that have reclassified
- Our parents receive student progress reports during parent conferences

Section IV: Shared Responsibilities for High Student Academic Achievement

Bushnell Way Elementary School distributes to parents of Title I students a

School-Parent Compact. **It is attached to this policy.** The Compact, which has been jointly developed with parents and approved by them, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. ***In collaboration with parents, teachers, and staff we had looked over our previous school compact and came to a consensus through discussion to add or delete items on our compact. After the compact was approved, individual compacts were mailed to families through school mail in both English and Spanish.***

The Compact describes specific ways the school and families will build and develop a partnership to help children achieve California'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 in a supportive and effective learning environment that enables children to meet California's academic standards**
- **High- Quality Curriculum and Instruction:**
 - **Visible Curricular Standards**
 - **Professional Development: Faculty training and development programs that highlight the school's commitment to providing high quality education**
- **The ways that parents can volunteer:**
 - **Volunteering in the Classroom:**
 - Volunteer Programs: Establish structured volunteer programs, clearly communicating opportunities for parents to participate in classroom activities.
 - Communication Channels: Information about volunteering can be disseminated through newsletters, websites, and parent-teacher meetings.
 - **Participation in Decisions:**
 - Parent Advisory Committees: Establish committees where parents can actively participate in decision-making processes like Local School Leadership, Coffee with the Principal and School Site Council
 - Surveys and Feedback: Regular surveys and feedback mechanisms to involve parents in decisions related to education and extracurricular activities such as CAP and Budget Consultation.
 - **Parental Support for Learning:**

- Homework Policies: Clearly communicated homework policies outline the role of parents in supporting their child's learning at home.
- Workshops and Resources: Organize workshops or provide resources to help parents understand and contribute to their child's education.
- **The ways that parents can participate in, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time**
 - o **Parent-Teacher Conferences:**
 - Scheduled Meetings: Set a schedule for annual parent-teacher conferences, ensuring that compacts are discussed comprehensively.
 - o **Reports on Student Progress:**
 - Regular Updates: Frequent reports on student progress communicated through report cards, online portals, or regular newsletters.
 - o **Access to Staff:**
 - Open-Door Policy: Have an open-door policy to ensure parents have reasonable access to teachers and staff.
 - Scheduled Meetings: Staff availability for scheduled meetings that are communicated in advance.
 - o **Communication on Opportunities:**
 - Event Notifications: Regular communication about volunteering opportunities, class participation, and parent meetings are shared through various channels.
 - o **Language Accessibility:**
 - Translated Materials: Providing information in multiple languages ensures that families, regardless of their primary language, can understand and engage with school communications.
- The ways parents will be responsible for supporting their children's learning

1. Establish a Learning-Friendly Environment:

- - Create a dedicated study space at home.
- - Encourage daily routines that include time for homework and reading.
- - Minimize distractions during study time.

2. Promote a Love for Reading:

- - Read regularly with the child and discuss the content.
- - Provide access to a variety of age-appropriate books.
- - Encourage visits to the local library.

3. Monitor Homework and Assignments:

- - Check and discuss daily assignments and homework.
- - Offer assistance when needed, but encourage independent problem-solving.
- - Communicate with teachers about any challenges with assignments.

4. Engage in Educational Activities:

- - Participate in educational games and activities aligned with classroom learning.
- - Explore educational apps or websites together.
- - Attend educational events or workshops in the community.

5. Communicate with Teachers:

- - Attend parent-teacher conferences and actively participate in discussions about the child's progress.
- - Respond promptly to teacher communication and stay informed about school events and policies.
- - Collaborate with teachers to address any learning challenges.

6. Encourage a Positive Attitude Towards Learning:

- - Reinforce the importance of education and a growth

mindset.

- - Celebrate achievements and efforts, fostering a positive attitude toward learning.
- - Encourage curiosity and exploration.

7. Promote Organization and Time Management:

- - Teach organizational skills, such as using a planner or calendar.
- - Help the child manage time effectively, balancing academic and extracurricular activities.
- - Foster a sense of responsibility for deadlines and commitments.

8. Provide Additional Educational Support:

- - Arrange for additional tutoring or academic support if needed.
- - Explore educational resources, such as online tutorials or educational programs.
- - Foster a love for learning by exposing the child to different subjects and interests.

9. Involvement in School Activities:

- - Attend school events, performances, and meetings to stay connected with the school community.
- - Volunteer for school activities and engage with other parents.
- The importance of ongoing communication between parents and teachers

on an ongoing basis through, at a minimum, the following:

- o annual parent-teacher conferences in elementary schools during which the compact shall be discussed as the compact relates to the individual child's achievement.
- o frequent reports to parents on student progress.
- o reasonable access to staff
- o communication regarding opportunities for parents to volunteer and participate in their child's class and opportunities to observe classroom activities
- o Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent possible, in a language that family members can understand.

This policy and compact was adopted by **Bushnell Way Elementary School on October 24, 2024** and will be in effect for the entire school year. This policy can be amended each year when **we meet for SSC**. It has been distributed to all parents on **November 4, 2024** and is made available to the local community by **the school website**. This policy is a companion document to the School Plan for Student Achievement. If there are concerns about the School Plan for Student Achievement, parents can submit their concerns to **Liliana Narvaez, Principal**. The school principal will submit the comments with the School Plan to the Federal and State Education Programs Office for submission to the state.

Lastly, there is a LAUSD Title I Parent and Family Engagement Policy that is sent to parents each year and applies to all parents at Title I schools. It is amended periodically to meet the requirements of the Elementary and Secondary Education Act.

SSC= School Site Council

ELAC= English Learner Advisory Committee

DIBELS= Dynamic Indicators of Basic English Language Skills ELA Assessment for K-2

i-Ready= Assessment administered for students in K-5 in Math and 3-5 in Language Arts

ELA= English Language Arts