



## Title I School-Level Parent and Family Engagement Policy Dr. Martin Luther King, Jr. Elementary School

*Dr. Martin Luther King, Jr. Elementary School* has developed a written Title I parent and family engagement policy with input from Title I parents and family members. Parents are an essential part to the academic success of our students. This plan was developed with the input from the parents of our Title I students including EL learners and Special Education students, and the staff. It has distributed the policy to parents and family members of Title I students. The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c),-(g) inclusive].

### Involvement of Parents in the Title I Program

To involve parents and family members in the Title I program at King 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 USC 6318 (c)(1))  
*-We provide clear and timely information/explanation of the Annual Title I Parent Meetings, school and in the district, grade level standards, programs or activities within the school, and special events with reminder letters.*
- 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 parent involvement. (20 USC 6318 (c)(2))  
*-We host flexible (morning and evening) parent meetings, Back to School Night, and Open House*
- 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 USC 6318 (c)(3))  
*-We have active parent committees such as ELAC and School Site Council.  
-Parent representatives meet as a committee on a monthly basis to review, plan, and provide feedback and their opinions about our programs and policies.*
- d) The school provides parents of participating students with
  1. timely information about the Title I program. (20 USC 6318 (c)(4)(A))  
*-We conduct the yearly Title I parent meeting in which information about the Title I programs is discussed with our parents.*
  2. a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards. (20 USC 6318 (c)(4)(B))  
*-We discuss the state tests results with our parents in a timely manner.  
-We host parent workshops to review new adopted teacher and student materials.  
-We discuss our goals and objectives as a result of our state test data.*
  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 USC 6318 (c)(4)(C))

*-We have ongoing communication with our parents through a monthly parent bulletin. We have created classes for parents based on their interest and based on our needs assessment surveys.*

- e) if the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. (20 USC 6318 (c)(5))
- Our parents have multiple opportunities to provide us with their opinions and ideas on how to improve our schoolwide program plan. The plan is discussed and analyzed throughout the school year and revised (with parent input) as we deem necessary.*

### Building Capacity for Involvement (Parental Involvement Policy continued)

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, the school has established the following practices:

- a) The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local 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 USC 6318 (e)(1))
- We conduct parent workshops and leadership courses (CABE Project 2 Inspire) to learn the educational system and state academic standards.*
- We send home information about the homework policy, standards, uniform policy, and attendance policy.*
- b) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 USC 6318 (e)(2))
- We conduct a series of literacy workshops for parents to learn different strategies to better assist their children at home.*
- We have a Parent University in which parents are able to take a variety of classes to help them improve their parenting and relationship skills.*
- 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 USC 6318 (e)(3))
- Teachers conference with parents at least twice a year to discuss academic progress, with follow-ups as needed.*
- Trimester report cards, progress reports and Academic Intervention Plans are sent home every trimester.*
- d) The school, to the extent feasible and appropriate, coordinate and integrate the parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 USC 6318 (e)(4))
- Our parents have their parent resource room in which they are able to hold meetings, workshops, trainings, and gatherings.*
- As part of the Early Learning Plan, our school has opened up a Dual Language*

*Preschool to offer parents the opportunity to have their children learn both English and Spanish.*

- e) The school ensures that information related to school and parent programs, meetings, and other activities to parents is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318 (e)(5))
  - A monthly parent bulletin is sent home in both English and Spanish. In it are upcoming events and meetings, tips and advise for parents.*
  - All parent notices and flyers are sent home in both English and Spanish.*
  - All meetings are conducted in English and Spanish.*
- f) The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))
  - We provide translators to assist families as needed (parent/teacher conferences, meetings, trainings, SSTs, IEPs, BOR)*

- **Accessibility**

*King School, to the extent practicable, provides opportunities for the informed participation of all 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) including providing information and school reports are provided in a format and language that parents understand.*

*-All of our parent notices, parent bulletins, parent flyers and any other information sent home is always sent in both English and Spanish. (20 USC 6318 (f))*

*\*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 Title I children.*