

Fontana Unified School District
Title I School-Level Parent and Family Engagement Policy
Chaparral Academy of Technology
2020-2021

With approval from the local governing board, Chaparral Academy of Technology has developed a written Title I parent and family engagement policy with input from parents and family members of participating children. In order to obtain parent/family input, we sent home an email, a PeachJar reminder, a phone dialer, and created a website banner to obtain input on our policy. We also asked our teachers via email for their input. We discussed it with parents and teachers at our School Site Council meeting on November 16th, 2020.

The school has distributed the policy to parents and family members of children served under Title I, Part A. We send home the policy as part of our student handbook annually in the fall.

Chaparral's policy describes the means for carrying out Title I parent and family engagement requirements.

INVOLVEMENT OF PARENTS IN THE TITLE I PROGRAM

To involve parents and family members in the Title I program at Chaparral, the following practices have been established:

- a) Chaparral Academy of Technology convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged, to inform parents and family members of their school's participation in the Title I, Part A program and to explain the requirements, and the right of the parents to be involved. This year, our annual meeting was held on Oct. 28th, 2020 via Zoom.
- b) Chaparral offers a flexible number of meetings, such as meetings in the morning or evening, and the school may provide, with Title I funds, transportation, childcare, or home visits, as such services related to parent involvement. This year, given our COVID-19 related distance learning, we are holding our meetings after school using Microsoft Teams or Zoom, so childcare is not an issue. Also due to distance learning, we need to hold the meetings after the teachers' instructional day is over. We will hold some parent engagement events in the evening, such as our math and literacy night events. During more typical years, we do offer childcare.
- c) Chaparral Academy of Technology 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 (SWP) program plan. For example, we hold regular School Site Council meetings monthly (and sometimes twice a month) and keep SSC members updated via email so they can look at documents at their convenience.
- d) Chaparral provides parents of participating children with the following:

1. Timely information about the Title I program.

We will share our SPSA on our school website once it has been approved, and also let our parents know how we are spending our Title 1 money to help students maximize their learning here at Chaparral.

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.

The principal will create a power point, which will be shared via a website link, to share information about our district-adopted curriculum and assessments to share on our school website.

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.

Here at Chaparral, parents/guardians are truly our partners in education. We hold regular parent conferences every fall, and also hold parent-teacher conferences upon request throughout the year.

Additionally, for students with IEPs and 504s, we hold annual meetings to ensure that we are best meeting their needs.

- e) If the SWP 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 LEA.

Our SPSA will be available online on our school website once it has been approved, and our Title 1 policy power point is already online. We will notify parents that they are welcome to call or email the principal with any concerns.

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 shall carry out the following requirements.

- a) Chaparral Academy of Technology provides to parents of children served by the school or LEA, as appropriate, 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.

At Chaparral, we regularly hold Coffee with the Principal events, SSC and ELAC meetings, and evening enrichment events such as Code to the Future Epic Builds, Math Night, Literacy Night, and STEM night. At these events, we also share information about state standards, standardized testing, Title 1, and ways to help your child at home. As part of our parent/community outreach, we also started a Parent Library in our school library stocked with books about parenting, early literacy, and fun topics, such as cooking with kids.

- b) Chaparral Academy of Technology provides materials and training to help parents work with their children to improve their children's achievement as appropriate, to foster parental involvement.

In addition to providing parents with opportunities to meet with the teacher as well as the principal at conferences and schoolwide events, we also promote ways to help students at home during themed evening events (Epic Builds, Math Night, Literacy Night, STEAM Night) and Coffee with the Principal.

- c) Chaparral Academy of Technology 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.

At Chaparral, we routinely reach out to parents for their input by using surveys and hosting events with opportunities to share ideas. At staff meetings, we discuss ways to reach out and include parents. Teachers routinely provide parents with opportunities to support classroom learning (such as sharing information about units of study, flashcards, or word lists). Teachers also use a variety of media to reach out to parents. Currently, during distance learning, teachers are available for office hours daily from 1:00-2:00 p.m., and many parents use this time to discuss ways to help their children.

- d) Chaparral Academy of Technology, 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 conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

We do not have a state preschool program at Chaparral, but we have created a Parent Library in our school library and hold regular events to engage with families. Additionally, we share information via our website and a variety of media to keep parents well informed and to gather their input.

- e) Chaparral Academy of Technology 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.

Here at Chaparral, all information is sent home in English and Spanish. This includes phone dialer calls, emails, PeachJar messages, website information, and written correspondence. We also have three bilingual colleagues who work in the office area who can help parents over the phone as well as in person.

- f) Chaparral Academy of Technology provides such other reasonable support for parental involvement activities under this section as parents may request.

Translation services are one example of this. At evening events, we now use special headphones for interpreting at parent events.

Accessibility

Chaparral Academy of Technology, to the extent practicable, shall provide 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 111 of the ESEA, as amended by the ESSA, in a format and, to the extent practicable, in a language such parents understand.

Chaparral Academy of Technology provides opportunities for all parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. These opportunities include:

Assistance from office personnel, teachers, and the principal for individual assistance as needed; translation/interpreting services at meetings and special events; and assistance from both our bilingual community aide and our district liaison to assist families in need.

School-Parent Compact

As a component of the school-level parent and family engagement policy, each school served under Title I, Part A 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 following requirements.

- 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 this part 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.

Our Chaparral teachers are dedicated to helping students maximize their achievement in the core subject areas while enjoying being part of a caring, supportive classroom and schoolwide environment. Our teachers utilize a wide variety of strategies, to include engagement techniques and technology, to ensure that students enjoy learning. Our teachers keep parents informed and involved through meetings, emails, and other media to let them know what skills students are learning and ways to support them at home. We welcome parents as partners and volunteers, as

well as participants at events such as Fall Festival, Epic Builds, and Literacy Night. We provide information about and access to online programs that students can use after school.

- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following.
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;
 2. Frequent reports to parents on their children's progress;
 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 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;

At Chaparral, we have annual parent teacher conferences every fall. Additionally, teachers provide parents with ongoing feedback via progress reports, report cards, emails, conferences upon parent or teacher request, and other forms of communication. All parents are welcome to sign up to volunteer during the school day or at special events, such as Fall Festival, Math Night, Literacy Night, STEM Night, and other events. All parents are welcome to observe in their child's classroom, per our student handbook. We communicate frequently with all stakeholders in English and Spanish via our website, phone dialer calls, emails, PeachJar notifications, and individual calls or emails to individual parents. We are always available to schedule a parent-teacher conference throughout the school year as needed/requested. Currently, during distance learning, teachers are free daily from 1:00-2:00 pm to meet with students for extra assistance and to meet with parents who have questions or concerns.