

**Los Peñasquitos Elementary School**  
**Title I, Part A School-Level Parent and Family Engagement Policy**  
**2021-2022**

Los Peñasquitos Elementary School has jointly developed with and distributed to, parent and family members of participating children a written parent and family engagement policy, agreed on by such parents and updated periodically to meet the changing needs of parents, family, and the school. *(20 U.S.C. § 6318[b][1])*. This policy describes how the school will carry out designated Title I, Part A parent and family engagement requirements *(20 U.S.C. § 6318[b][1])*.

For the 2021-2022 school year, due to COVID-19 related effects; for example the inability to congregate in person, this policy is has been slightly modified.

The policy is developed with parent and family input:

- The School Site Council reviews the plan at the November SSC meeting.
- This plan was shared during the fall 2021 Title I Parent and Family meeting, and participants were encouraged to give feedback.

The policy is distributed by:

- A copy is posted in the office and additional copies are available in the office.
- Hard copies of this policy and the Los Peñasquitos Compact (Three Way Pledge) are distributed at conference time, November 2021.
- The policy is posted on the website.

### **Involvement of Parents and Families in the Title I Program**

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

The school convenes an annual Title I meeting, at a convenient time, to which all parents and families of participating children shall be invited and encouraged to attend. The purpose of this meeting is 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 and families to be involved *(20 U.S.C. § 6318[c][1])*.

- Virtual ZOOM meetings will be held at 2 different times on different days – before school, after school.
- Meetings are advertised in Blackboard Connect messages and participation will be noted.

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]*).

- Meetings are held throughout the year on a variety of topics to engage parents and family.
- In prior years, meetings were held in the mornings before Friday Flags, and some were held right after school ended, or in the evenings. Child care was available during the meetings.
- Currently, we can only hold virtual meetings. Parents are notified of meetings by Blackboard Connect messages, or announcements in the monthly newsletter.

The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs, including the planning, review, and improvement of the school parent and engagement policy and the joint development of the schoolwide program plan (*20 U.S.C. § 6318[c][3]*).

- School Site Council meets on a regular basis to help develop the SPSA, review the budget, and evaluate the effectiveness of the plan.
- SSC also reviews the School Safety Plan and Family Engagement Policy.
- Parents participate in NEU Parent Forums.

The school provides parents of Title I students with timely information about the Title I program (*20 U.S.C. § 6318[c][4]*)

- Annual meetings held in the Fall for parents and families to hear about the Title I program
- The SPSA is posted on the website and it describes the program and explains the school's goals for all students and various sub-groups.
- The SARC is posted on the website and available hard copy
- Parent and Family Engagement Policy is made available, hard copy and electronically.
- The Principal's message in the monthly newsletter describes the "No Excuses University" philosophy, detailing how parents can work collaboratively with school personnel.

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 U.S.C. § 6318[c][4][B]*).

- Teachers share information at Back-to-School night.
- The Principal's message in the monthly newsletter may contain curriculum information and the message in April/May contains information about the state assessments.
- Teachers share assessment information at parent-teacher conferences and send home assessment results three times each year.

- Report cards are sent home three times a year and progress reports are sent home in between report cards (for some students).
- In the fall parents receive their students' results from the prior spring on the state assessment along with a guide explaining the California Assessment of Student performance.
- Parents of students who may need interventions attend meetings where assessment results are discussed. The PUSD Response to Intervention model may be utilized.
- Information is shared at our Annual Title I meeting and at our NEU Parent Forums.
- Parent University sessions include curricular focus, such as growth mindset.
- Parents and families have access to student and school resources and information via the PUSD MyConnect Portal.

If requested by parents, the school provides 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 suggestions as soon as practicably possible (*20 U.S.C. § 6318[c][4][C]*).

- For the 2021-2022 school year, parent-teacher conferences will be held in November.
- Parents may contact the teacher, counselor, or principal by email and may request a meeting at any time to discuss student progress.
- Information regarding parent/staff collaboration is shared at the NEU Parent Forum for all new parents and others.
- The principal and counselor are visible and accessible to connect with parents and families during drop-off and pick-up.

If the schoolwide program 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 U.S.C. § 6318[c][5]*).

- Comments or concerns submitted to the school from parents regarding the site plan are submitted in written form to the district office.

## **Building Capacity for Involvement**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the following practices have been established (*20 U.S.C. § 6318[e]*):

The school provides assistance to parents of children served by the school or local educational agency, 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 (*20 U.S.C. § 6318[e][1]*).

- Academic overview provided at Back to School Night.
- Annual Title I Parent meetings are held in the fall.
- Parent-teacher conferences are held in November.

- Assessment Reports are sent home 3 times a year and individual growth goals are shared with students and parents.

The school provides materials and training to help parents work with their children to improve their children's achievement (20 U.S.C. § 6318[e][2]).

- Parent University is held multiple times a year with such topics as: Home to School Connections, Growth Mindset, Helping Children Manage Stress, and The Challenges of Mindful Parenting in Our Digital World.
- NEU Parent Forums are held to explain the details of "No Excuses University". This approach is grounded in the idea that students, parents, and staff will make significant commitments to ensure school success for our students.
- Principal newsletter messages may contain academic guidelines.
- During COVID-19, a counseling website was created with numerous resources and a digital form to request a meeting with the counselor. Additionally a counseling classroom was created and made available in every students' Canvas page with information for students and parents. A monthly electronic counseling newsletter is sent to parents via Blackboard Connect.

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]).

- When restrictions of COVID-19 are lifted, parent volunteers will be invited to help in classrooms and accompany classes on field trips.
- Teachers use MyConnect to include parents in their student's learning.
- Parent University classes are held multiple times during the school year.
- The principal and counselor are visible and accessible to connect with parents and families during drop-off and pick-up.

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]).

- The counselor connects families with outside resources.
- The health technician refers families to the Lyon's Club for glasses for students.
- There is a parent resource center in room 26 on campus with many informational pamphlets and books available.
- Monthly community collaborative meetings are held. The participants include local school personnel, local business representatives, law enforcement, and community members.
- The Los Peñasquitos Parent Teacher organization works collaboratively with staff to support students and families.

- EL parents are referred to the district for resources including the English Language classes held on our campus. Child care is provided for these classes. (These classes are temporarily suspended due to COVID-19.)
- In addition to the Extended Student Services child care program, which is accessible through the district, Los Peñasquitos, offers an affordable after school program titled BLAST.
- Los Peñasquitos Elementary School serves as the flagship of the No Excuses University Network. Collaboration between the five PUSD-NEU schools is ongoing to support staff development and parent and family engagement.

The school ensures 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]*).

- The monthly newsletter lists meetings on the calendar.
- Blackboard Connect messages are sent home and are available in multiple languages.
- Students and staff list information in daily planner.

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]*). All of these activities have been suspended due to COVID-19 and will resume when able.

- Parents are involved in the Fall Festival and the Spring Fling.
- Parents attend and help chaperone field trips.
- Parents are invited to Friday Flag ceremonies twice a month.
- Parents are invited to Academic Award Assemblies.
- Parents are invited (when allowed) to grade level assemblies to showcase a particular curricular area.

## **Accessibility**

In carrying out the parent and family engagement requirements of this part, local education agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parent 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 *20 U.S.C. § 6311* in a format and, to the extent practicable, in a language such parents understand (*20 U.S.C. § 6318[f]*).

- Interpreters are provided for registration and meetings as needed.
- Report cards are provided in Spanish for our Spanish speaking families.
- School free and reduced lunch applications are available in Spanish.
- School registration forms are available in Spanish on the district website.
- Blackboard Connect is available in multiple languages, upon parent request.

## 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 standard. The school-parent compact shall carry out the following requirements: *(20 U.S.C. § 6318[d])*.

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 *(20 U.S.C. § 6318[d][1])*.

Addressing the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following: *(20 U.S.C. § 6318[d][2])*.

Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact related to the individual child's achievement *(20 U.S.C. § 6318[d][2][A])*.

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

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])*.

Ensuring regular two-way, meaningful communication between family members, and school staff, and, to the extent practicable, in a language the family members can understand *(20 U.S.C. § 6318[d][2][D])*.

**A copy of the School-parent Compact is attached to this document.**

This policy was adopted by Los Peñasquitos Elementary School in December 2021, and will be in effect for the period of one year.

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before: November 19, 2021.

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Deanne McLaughlin

Date