

Harry Bridges Span School

Title I School-Level Parent and Family Engagement Policy 2022-2023

Harry Bridges Span 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.

Harry Bridges span School took input from the Title I parents by scheduling a meeting to discuss the Title I parent and family engagement policy. We began by giving them the PFEP from last year as a starting point. Parents were given the opportunity to read, discuss, ask questions and exchange ideas. Ideas were added to the policy. Parents are notified that the ELAC and SSC will also have a chance to have input and that those meeting are open for all. The policy, with additions, is presented to ELAC and then to SSC, who has final approval after any new additions.

Parents are notified of this policy as it is mailed to them. We also announce the mailing of the policy on our website and keep extra copies in the office in case parents request another copy.

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 **Harry Bridges Span School** the following practices have been established:

- The school convenes an annual meeting, at a convenient time, to inform parents and family members of Title I students 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 Title I Coordinator decides on a date and time to hold a meeting. She cross references with various calendars and schedules for facilities. She creates a flyer announcing the meeting and it is sent home with all students. It is also posted around the perimeter of the school. The coordinator creates a Blackboard connect message to go out at the beginning of the week as well as the day before to remind the parents if the meeting taking place. The date of the meeting, parent volunteers hand out reminders during the drop off valet to once again remind parents that the meeting is taking place.
 - The above requirements are met at the meeting where everything is thoroughly explained.
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
 - Informational meetings, monthly advisory councils and School Site Council meetings are conducted in English and Spanish. Parents Representatives, Coordinators, Coaches, and administrative staff members disseminate information from district, program and community meetings at least once a month. Meeting are held at different times in order to meet the needs of the parent community
- 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.

- Informational discussion and collaborative development of SPSA, budget decisions, and various school instructional and operational issues through active participation in advisory councils, safety committee and School-Wide Positive Support Committee. In addition, collaboration between teacher and family focused on individual academic achievement and social development.
- The school provides parents of Title I students with timely information about Title I programs.
 - Language appropriate bulletins, flyers and newsletters are sent to all parents informing them of all Title I events, programs and activities. In addition, parents are informed about Title I programs through Blackboard Connect messages inviting them to participate in the programs offered at Harry Bridges Span School. Agendas are posted in the parent center and main office.
- 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.
 - Participation in workshops, seminars, and conferences are encouraged to enhance the knowledge of Culturally Relevant Responsive Education and address the learning styles and strengths of a diverse population of students. Parents are invited to participate in Back to School Night, Open House, parent/teacher conferences, Parent Workshops given at the Parent Center as well as by the NBC teachers, Academic English Mastery Program, and advisory councils through flyers, announcements, monthly newsletters, Blackboard Connect and the school's marquee located at the main entrance of the school on Broad Avenue.
- 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.
 - Communication between home and school is maintained in the following ways: School wide Master Calendar is available online in English and Spanish. The calendar is developed to coordinate programs and activities that involve all stakeholders allowing parents to schedule opportunities to participate and volunteer. Language appropriate (English and Spanish) bulletins, flyers and newsletters are sent to all parents informing them of all school events, programs and activities. Informational meetings, advisory councils and School Site Council meetings are conducted in English and Spanish.
- If the School Plan for Student Achievement is not satisfactory to Title I parents, the reasons will be shared in this policy.

Section II: Building Capacity for Involvement

Harry Bridges Span 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. Involve parents in the school's ongoing efforts to increase student achievement through Family Math and Literacy Nights focusing on targeted sub-skills based on periodic unit assessments and state test Data. National Board

Certified teacher parent Workshops to provide parents with a better understanding of different subjects. Community representatives serve a critical role in the link between home and school. They disseminate information through parent workshops and monthly advisory council meetings.

- 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.
 - Coaches, Coordinators, and Instructional support person will conduct advisory council meetings and parent center workshops once a month, in the morning and afternoon to learn affective strategies for assisting their children and to allow maximum participation. In addition, there will be instructional and interactive workshops focusing on specific skills and strategies that can be used at home to assist with the academic achievement of their child through Parent Center, Coordinators, Coaches and National Board Certified Teachers.
- 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.
 - Staff and parents will participate in workshops, seminars, professional developments, and conferences to enhance the knowledge of Culturally Relevant Responsive Education and address the learning styles and strengths of a diverse population of students. Parents will assist school and classroom by observing structures, strategies and skills used in academic instruction and intervention as will be invited to contribute their expertise to further expand all students' academic achievement.
- 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.
 - Harry Bridges Span will use strategic methods to encourage wide parent participation. These methods include: Parental Volunteer Program, Participation in Academic English Mastery Program, Family Math and Literacy Nights, Back to School Night, Informational Meetings (topical), Parent Conferences, Open House, NBC Teacher parent Workshops, Advisory Councils & School Site Council, and monthly Parent Center workshops and 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.
 - Language appropriate (English and Spanish) bulletins, flyers, Blackboard Connect, the school's marquee and newsletters are sent to all parents informing them of all school events, programs, meetings and activities. Informational meetings, advisory councils and School Site Council meetings are conducted in English and Spanish. Parents Representatives, Coordinators, Coaches, and administrative staff members disseminate information from district, program and community meetings.

- The school provides support for parent and family involvement activities requested by Title I parents.
 - Through our school’s parent center, information will be disseminated, there will be collaborative activities, learning opportunities, sharing of school goals and objectives and supporting the needs of parents, students, teachers and staff. The parent center will provide childcare opportunities to allow parents with small children to become more involved. There are opportunities, space and resources for parents to share talent beyond the core curriculum.

Section III. Accessibility

Harry Bridges Span 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.

All parent needs are taken into consideration, to the extent possible. All parents are always invited and welcomed to participate in a variety of events. Interpreters are made available whenever possible and staff is always present to assist parents.

Section IV: Shared Responsibilities for High Student Academic Achievement

Harry Bridges Span 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.

Harry Bridges span School took input from the Title I parents by scheduling a meeting to discuss the Title I parent and family engagement policy and the School Parent Compact. We began by giving them the School Parent Compact from last year as a starting point. Parents were given the opportunity to read, discuss, ask questions and exchange ideas. Ideas were added to the policy. Parents are notified that the ELAC and SSC will also have a chance to have input and that those meeting are open for all. The policy, with additions, is presented to ELAVC and then to SSC, who has final approval after any new additions.

Parents are notified of this policy as it is mailed to them. We also announce the mailing of the policy on our website and keep extra copies in the office in case parents request another copy

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
 - Highly Trained Teachers
 - Rigorous instruction
- The ways that parents can volunteer in their child’s classroom
 - Parents fill out Volunteer application and meet all process requirements
 - Parents request to be a Classroom Volunteer
 - Classroom Volunteers are assigned
- The ways that parents can participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
 - Leadership Council

- English Learner Advisory Committee
 - School Site Council
 - PTO
 - Parent Center
 - Coffee with the Principal
 - Individual discussions with Principal or teacher
- The ways parents will be responsible for supporting their children’s learning
 - Be in contact with the school and the teacher
 - Attend Parent Conferences
 - Activate and participate on Parent Portal Account
 - Participate in Parent Workshops
 - Be aware of School Events
 - Be an academic support at home
 - Encourage their children to do their best
- The importance of ongoing communication between parents and teachers on an ongoing basis through, at a minimum, the following:
 - annual parent-teacher conferences in elementary schools during which the compact shall be discussed as the compact relates to the individual child’s achievement
 - Parent conferences take place twice a year, however, parents can always schedule a conference with their child’s teacher at any time.
 - frequent reports to parents on student progress
 - Teachers communicate progress regarding their students to parents through Schoology, parent portal, Class Dojo, Clever, phone, email and face-to-face discussions.
 - reasonable access to staff
 - Parents have access to contact staff via Schoology, parent portal, Class Dojo, Clever, phone, email and face-to-face discussions.
 - communication regarding opportunities for parents to volunteer and participate in their child’s class and opportunities to observe classroom activities
 - Parents are always welcomed. The Parent Center holds a few meetings throughout the year inviting parents to become volunteers, sends out invitations for parents to become participate in the parent center workshops and activities.
 - 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
 - Parents have access to contact staff via Schoology, parent portal, Class Dojo, Clever, phone, email and face-to-face discussions. Interpreters are available upon request.

This policy and compact was adopted by **Harry Bridges Span School** on December 1, 2022 and will be in effect for the entire school year. It has been distributed to all parents on December 5, 2022 and is made available to the local community by December 15, 2022.

Parents are notified of this policy as it is mailed. We also announce the mailing of the policy on our website(www.harrybridges.net), on Blackboard connect and on Class Dojo and keep extra copies in the office in case parents request another copy.

