

Willow Oaks School

Parent and Family Engagement Policy

2019 – 2020



Michelle Masuda

Principal

Willow Oaks Elementary School has developed a written Title I parent and family engagement policy with input from Title I parents. The school site annually involves parents in the joint development and agreement of the policy, which is reviewed as part of the Single Plan for Student Achievement/English Learner Advisory Committee (SPSA/ELAC) and through a site advisory group, e.g. School Site Council (SSC). The policy has been distributed to parents. The policy describes the means for carrying out the following Title I parent and family engagement requirements.

CE 02: School Parent and Family Engagement Policy

2.1 The school-level policy shall describe the means for how each school shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

- (a) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, 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. (20 U.S.C. § 6318[c][1])

SSC/ELAC will meet annually in the fall to develop, review, and revise the plan. Invitations are sent to all student's parents. The final product is then placed on the board agenda for approval and distributed to all parents of the school. Our school holds Title 1 meetings and report any needed information to parents and the community. Parents are invited to attend all planning and developing opportunities for all plans and are encouraged to be an active and engaged tool in their child's education. Evaluations and feedback are strongly encouraged from our parents.

- (b) Offer 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])

SSC/ELAC meet once a month at a time that is agreed upon by all members of SSC/ELAC. SSC/ELAC will decide how to allocate funds to help support parents with transportation, child care, or home visits. Willow Oaks currently provides child care with support of the YMCA. Parents are given applications at the beginning of each year for their child to be signed up for the program. All parents will receive notation of all school events and different opportunities for parent involvement.

- (c) Involve 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 U.S.C. § 6318[c][3])

The Willow Oaks School Parental Involvement Policy are reviewed annually by SSC/ELAC, School Site Council, and School Leadership Team – the title 1 program is reviewed as part of the annual review of the SPSA.

(d) The school provides parents of participating children with the following:

- i. (Timely information about the Title I program.
(20 U.S.C. § 6318[c][4][A])

Willow Oaks sends home parent newsletters, conducts parent-teacher conferences and has many school events including: back to school night, family engagement night, and open house.

- ii. 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. (20 U.S.C. § 6318[c][4][B])

Willow Oaks conducts parent-teacher conferences that includes information about assessment information on student academic progress and grade level standards are shared with parents. Student progress in relation to state and local standards will be explained to parents including the curriculum being used, grade-leveled expectations for proficiency, data reporting for state and local assessments and available interventions in reading, ELA, and mathematics for students needing assistance.

- iii. 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 U.S.C. § 6318[c][4][C])

Willow Oaks encourages parents to be actively involved in their child's academics. All parents are able to request formal as well as informal meetings to discuss their child's academic and social progress in the classroom.

- (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 LEA. (20 U.S.C. § 6318[c][5])

Willow Oaks will submit all written documentation of parent comments that reflect that the program is not satisfactory to LEA.

- 2.2 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 LEA assisted under Title I, Part A shall carry out the following requirements: (20 U.S.C. § 6318[e])

Willow Oaks Elementary School engages Title I parents in meaningful interactions with the school. It supports a partnership among the school involved, parents, and the community to improve student academic achievement.

- (a) The school shall provide assistance 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.
(20 U.S.C. § 6318[e][1])

At parent-teacher conferences, informal parent requests, parent trainings, and through teacher's ongoing parent communication, information on standards mastery, assessment data, intervention and how to support parents in monitoring their child's education are provided.

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

Willow Oaks provides training to enhance parents' abilities to support and assist their children's education. Many of these trainings include: Academic Nights and Family Engagement Nights.

(c) The school shall educate 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])

At Willow Oaks staff meetings and grade-level teacher meetings, strategies to enhance parent involvement are discussed and integrated into our educational program.

(d) The school shall, to the extent feasible and appropriate, coordinate and integrate 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. (20 U.S.C. § 6318[e][4])

Willow Oaks coordinates with East Palo Alto Library annually for multiple events that include: Academic Night, Family Engagement Night, and Author Visits. Local businesses in the community coordinate with Willow Oaks to include all students and parents with local events.

(e) The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to the 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])

Willow Oaks sends out communication about Title 1 programs on Tuesday News Days. All communication is distributed in the languages spoken by the families of students in the school.

(f) The school shall provide such other reasonable support for parental involvement activities under this section as parents may request.
(20 U.S.C. § 6318[e][14])

Parent involvement strategies within the SPSA are integrated based on parent input.

- 2.3 In carrying out the parent and family engagement requirements of this part, LEAs and schools, 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 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])

Willow Oaks 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 parents, including parents with limited English proficiency are provided information in an understandable format as outlined in law.

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

Willow Oaks School distributes to parents and family members of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents and family members, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. The separate school-parent compact addresses the following legally required items, as well as other items suggested by parents and family members of Title I students.

- (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. (20 U.S.C. § 6318[d][1])

1. The ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom

2. Parental participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time

(b) Address 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])

- i. 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; (20 U.S.C. § 6318[d][2][A])

Willow Oaks School conducts parent-teacher conferences twice a year to discuss the compact, student academics and achievement.

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

Willow Oaks School sends home three report cards annually. Teachers communicate with parent as needed about student's progress.

- iii. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and (20 U.S.C. § 6318[d][2][C])

Willow Oaks School has an open door policy and encourages all parents to be actively involved with their child's daily academics.

- iv. 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. (20 U.S.C. § 6318[d][2][D])

Willow Oaks School has a designated translator to provide communication support between all staff and families.

2.5 Each LEA or school receiving funds under Part E of Title IV shall inform parents and organizations of the existence of Title IV. (20 U.S.C. § 6318[g])

Willow Oaks School communicates with SSC/ELAC when new funds are received through Title IV. SSC/ELAC discuss the allocation of the funds and decide where they will best support the school.