

Utah Street Span School

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

Utah Street Span School has developed a written Title I Parent and Family Engagement Policy (PFEP) with input from Title I parents and agreed upon by Title I parents. Utah Street Span School developed this policy jointly with parents by first helping them understand their Title I rights, such as their right to monitor their children's progress and their right to work with teachers to improve the performance of their children. Parents revised this PFEP on January 25, 2023 at a designated meeting to review and revise the PFEP and School Compact. Information was provided in English and Spanish. There was an opportunity for discussion and recommendations from parents that were added to the PFEP. The newly adopted PFEP was posted on the school website on Jan 26, 2023. Physical distribution was done on Jan 26, 2023. Each family was provided a copy of the current Parent and Family Engagement Policy (PFEP). The PFEP will also be posted on our school website <https://www.utahspanschool.net> in both English and Spanish. 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 **Utah Street 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. A written notice is sent home to all parents before the meeting and includes the right of parents to be involved in supporting their children's academic achievement. A ConnectEd call is also sent to parents before the meeting as a reminder, signage is posted at school entrances, and it is also indicated on the school calendar and on the website. Parents are also informed of their right to be involved in the Title 1 Program when we convene on campus and/or virtually, all contingent on CDC recommendations and Los Angeles Public Health Guidance, during, but not limited to:
 - Back-to-School Night
 - SSC/ELAC Trainings and meetings
 - Coffee with the Principal every third Thursday of each month
 - Sending information out through monthly flyers and Connect-Ed phone calls for SSC, ELAC and other meetings.
 - Announcements in Parent Center
 - Social media platforms
 - Annual Title 1 Meeting was held on 11/8/2022
- The school offers a flexible number of meetings for Title I parents, such as; meetings in the morning or evening on campus, hybrid and virtual.
 - Back-to-School Night is offered in the early evening, with two sessions, so more parents can attend
 - SSC meetings are held based on parent and teacher availability
 - Parent Conferences are held twice per year as early as 7:00 am and into the evening so working parents may attend
 - Teachers and staff are available through appointments for early morning, after-school, and during the school day if needed, for parents of Title I students.
 - Parents are invited to attend monthly Coffee and Data with the Principal
- 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. This includes 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 (SPSA).
 - Annual Title I Meeting and throughout the year at the regularly scheduled SSC and ELAC meetings
 - Back to School Night provides Utah Street Span School an opportunity to give information about Title I and other programs
 - Parents may obtain information regarding Title 1 and other programs at bi-annual parent conferences and Open House
 - Specific information regarding accomplishments/ needs of Title 1 students are distributed in letters and personal communications

- o Student performances and assemblies provide Utah Street Span School an opportunity to give information about Title I and other programs to parents
- o In addition, parents receive additional information through phone calls, trainings, parent conferences, social media, the school website <https://www.utahspanschool.net> , and correspondence
- The school provides parents of Title I students with timely information about Title I programs. Parents are notified ahead of time regarding meetings and trainings. New information and updates are shared with parents at subsequent meetings using
 - o Communication apps like Class Dojo and Remind
 - o Flyers/ announcements
 - o Blackboard Connect messages
 - o And monthly school calendars
- 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.
 - o Parents are invited to attend meetings throughout the year to receive information and relevant data in order to offer suggestions, celebrate successes and establish needs.
 - o During “Back to School Night”, teachers explain and share grade level standards and encourage to sign up for the parent portal and communication apps used by the teacher to communicate with parents
 - o Throughout the year, workshops are held to help parents understand grades, standards, assessments, and how they can help their child be successful in school.
 - o Report cards, progress reports, and parent conferences help parents understand their child’s academic proficiency.
 - o Parents receive an overview of district accountability at the annual Title I Meeting.
 - o Parents are invited to Awards Assemblies that celebrate student successes
 - o Kindergarten Orientation is held annually to explain the Kindergarten program to parents, answer questions, and help students acclimate to the school setting.
 - o Every five weeks parents receive Mid-term marks report for students in middle school
 - o Open house provides parents another opportunity to visit, review and inform themselves as to their children’s progress and visit the classrooms of the next grade level.
- 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.
 - o SSC and ELAC meetings are open to all parents and include opportunities for the public to comment on school decisions and agenda items.
 - o Parent center and parent community representatives serve as liaison to assist parents to participate and be involved at all phases of all school related activities, meetings, and functions.
 - o Parents may also participate by attending Coffee with the Principal, and other informal parent meetings, where they can provide direct input and have meaningful conversations with school administration and leadership.
 - o Parents are able to make appointments with their children’s teachers in order to participate in decisions affecting their children. Parents may come into the office or call the school to set up appointments with individual teachers in person or virtually.
 - o Parents are also invited to attend SSPT and IEP meetings as well to participate in decisions related to their children.
 - o All support personnel are available to meet with parents to discuss individual student needs.
- 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

Utah Street 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.
 - Teachers explain the Common Core state content standards to parents during the annual “Back to School” meeting held at the beginning of the school year. Parents are also given tips on how to monitor and improve the achievement of their children.
 - During Parent Teacher Conferences, teachers explain the connection between the content standards, grades, and state testing measures.
 - The Testing Coordinator provides trainings for parents on the various tests that students take throughout the year (ELPAC, GM, SBAC, CAASPP, DIBELS, OLSAT, and GATE). The training is announced via ConnectEd, Parent Calendar, flyers sent home, social media and the website are used.
 - The Community Representatives train parents on registering and accessing the Parent Portal to access grades and test results. Additional written instructions will be available for parents who need them or were unable to attend trainings.

- 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.
 - Monthly calendars, which display dates, meeting links and times of all workshops and activities for parents.
 - List of upcoming events including trainings are listed on the school website
 - Workshops conducted by school or district invited personnel and local or community agencies.
 - Resources for parents in the Parent Center (sample textbooks, supplemental materials, pencils, paper, folders, college guides, copies of district memos, test-prep materials, etc.) are accessible on campus.
 - Monthly Parent English Learner Advisory Committee, School Site Council meetings, and English Learner Advisory Council.

- 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.
 - Data provided via the School Experience Survey is shared with staff and used to determine professional development and training for teachers, administrators, and other staff members.
 - Through professional development, all staff members receive the required and recommended resources to enable them to work with their parents as equal partners. Teachers are provided with a list of apps that will enable them to increase communication with parents.
 - Teachers are provided with resources and training on effective parent-teacher conferences.
 - All staff receive training on the benefits of parental involvement and welcoming environments.
 - Suggestion box available in the Parent Center
 - During Zoom meetings parents have access to questions and answers and or chat features for input.

- 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.
 - Parent center is available daily from 8:15 am-1:30 pm and information is disseminated regarding upcoming events.
 - Parent trainings, advisory committee meetings, Local school Leadership Council, and school activities are scheduled accordingly so parents do not have to make a choice between attending the classes and participating in school activities.
 - Parents have the opportunity to volunteer in classrooms
 - Zoom meeting IDs are made available to parents on meeting agenda and on live links on the website.

- 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.
 - All correspondences are distributed (flyers, bulletins, monthly calendars, phone messages, etc.) in English and Spanish.
 - Information on the website is available in English and Spanish

- o The school arranges for translation for all meetings.
 - o Parent Teacher conferences, SSPT, and IEP meetings are conducted in the language the parents understand.
 - o Banners and posters posted on school entrance and exit doors
- The school provides support for parent and family involvement activities requested by Title I parents.
 - o Morning, mid-afternoon, and afternoon parent workshops are held based on district, school, student, programs, and parent needs.
 - o Parent center outreach to parents through personal phone calls, Connect-ED, and written communication.
 - o Any training requested by parents during Coffee with the Principal, recommended by SSC or ELAC members, or brought to the attention of the Administrative team, are made available as soon as resources and the school calendar permit.
 - o Parents are invited to student assemblies and performances with adequate notice.
 - o Parents are able to serve as volunteers through the school's Volunteer Program.

Section III. Accessibility

Utah Street 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.

- Parent Community Representatives are available for students, parents, and staff to disseminate information regarding district, school, and community needs.
- Announcements, newsletters, flyers, Connect-Ed, mailings, and all written materials are communicated in English and Spanish.
- All meetings and events are directed and held in both languages if required.
- Agendas include information for parents who may need translation or interpretation support for council and advisory committee meetings.
- Translators and Interpreters are provided for Parent Conferences.

Section IV: Shared Responsibilities for High Student Academic Achievement

Utah Street 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. Utah Street Span School revised this Compact jointly with parents on **January 25, 2022** at a meeting designated to reviewing PFEP and Compact. Information was provided in English and Spanish. Recommendations from parents were added to the Compact. During the 2022-23 school year, the newly adopted Compact was distributed to all parents this year via the school website in both English and Spanish only, additionally, paper copy was distributed to each family via students.

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.

- Our school provides a high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet California's academic standards. We review state standards, assessments, and their results regularly during Professional Development, Instruction Leadership meetings, SSPTs, SSC and ELAC meetings, Coffee with the Principal, parent workshops and other meetings requested by parents. School staff provide workshops to all stakeholders on state and district tests. The school presents assessment data regularly to the SSC and ELAC to better align resources with areas of need. Teachers receive training on how to work with parents to improve student achievement.
- Parents are trained on how to sign up and meet safety requirements to volunteer at our school. Applications are processed as received and acted on within 30 days of application. Our Volunteer designee is available to support parents along the process. Volunteers receive proper training before working with students and staff.

- Parents and families are invited to participate in their child’s educational progress. They are consulted before their student is reclassified as English Proficient from limited English proficient. Families are invited to attend SSPTs and IEP meetings to contribute and help make decisions on their child’s educational programs. Parents are provided with information on learning apps available for student use outside of school and of resources available in their community that are free to visit and extend learning and build background for learning like the local library and museums.

- Parents establish routines to support their child academically and communicate regularly with their child’s teachers and stay informed about their child’s academic progress. Parents attend the workshops, trainings, conferences, volunteer, and participation opportunities provided by Utah Street Span School. Parents participate in the School Experience Survey to provide feedback. Parents will stay informed about their child’s education and communicate with the school by promptly reading all notices from the school, district, website or social media accounts and the LAUSD Parent Portal site and responding promptly. Parents provide input and support the school’s homework, uniform, discipline, Positive Behavior Support, and attendance policies.

- 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
 - Frequent reports are sent to parents on student progress, including progress reports sent every six weeks.
 - Reasonable access to staff
 - Communication regarding opportunities for parents to volunteer and participate in their child’s class and opportunities to observe classroom 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

This policy and compact was adopted by Utah Street Span School on January 25, 2023 and will be in effect for the entire school year. It has been distributed to all parents on January 26, 2023 and is made available to the local community by a Blackboard Connect message on the adoption and access to the documents online at our website <https://www.utahspanschoo.net>