



Title I School-Level Parent and Family Engagement Policy Castle Park Middle School

2.0 With approval from the local governing board, Castle Park Middle School has developed a written Title I parent and family engagement policy with input from Title I parents and family members. All Title I parents are invited to multiple monthly parent meetings that include, Title I Annual Parent Meeting, School Site Council, Coffee with the Principal, and ELAC, where they all have the opportunity to provide input into the development of the parent involvement policy.

It has distributed the policy to parents and family members of Title I students. The parent and family engagement policy is distributed in the following way:

- Back to School Parent Mailer
- School Website under Parent –Involvement
 - <http://cpm.sweetwaterschools.org/parent-involvement/>

The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c),-(g) inclusive].

2.1 Involvement of Parents in the Title I Program

To involve parents and family members in the Title I program at Castle Park Middle School the following practices have been established:

- a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 USC 6318 (c)(1))
 - Annual Title I Parent Meeting
- b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, childcare, or home visits, as such services relate to parent involvement. (20 USC 6318 (c)(2))
 - Coffee with the Principal
 - Open House
 - School Site Council Meetings
 - Teacher/Parent Conferences
 - Curriculum Parent Nights
 - Technology Workshops
 - College Making it Happen
- c) The school 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 program plan. (20 USC 6318 (c)(3))
 - Annual Title I Parent meeting
 - School Site Council Monthly Meetings
 - English Learner Advisory Committee Meetings
 - Coffee with the Principal
 - Input through Needs Assessment Surveys (online and paper copy)

d) The school provides parents of participating students with

1. timely information about the Title I program. (20 USC 6318 (c)(4)(A))

- Open House
- Annual Title I Parent meeting
- School Site Council meetings
- English Learner Advisory Committee
- All communication sources are used to ensure parents are informed in a timely manner. This includes phone calls, emails, and texts through Infinite Campus, Jupiter Grades, school website, mailers, and emails.

2. 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 USC 6318 (c)(4)(B))

- Our parent meetings and curriculum nights at Castle Park Middle provide parents timely information about: achievement testing results, student performance in classes, timely and targeted interventions for students, interpretation of individual student assessment results, curriculum (Common Core), and teaching strategies implemented in all classrooms. Our school utilizes CA Dashboard as a data source to identify our academic progress and develop targeted goals. In addition, content information is available on our school website: <http://cpm.sweetwaterschools.org/academics/>

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. (20 USC 6318 (c)(4)(C))

- Coffee with the Principal
- English Learner Advisory Committee Meetings
- School Site Council Meetings
- Parent Walkthroughs
- Teacher/Parent Conferences
- Curriculum Parent Nights
- Technology Workshops
- College Making it Happen

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 local educational agency. (20 USC 6318 (c)(5))

- Upon evaluation of the Single Plan for Student Achievement, at each School Site Council meeting minutes are taken. Parent comments are reviewed and addressed by the site administrator.
- State and Federal programs requests that parent comments be included when school submits their site plan for board approval.

Building Capacity for Involvement (Parent and Family Engagement Policy continued)

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 local educational agency assisted with Title I, Part A funds, the school has established the following practices:

- a) The school provides parents with assistance 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 USC 6318 (e)(1))
 - Interpreters are available at Coffee with the Principal, Teacher-Parent Conferences, SSC, ELAC, Title I meetings, College Making it Happen, Curriculum nights, etc. to provide assistance for parents who speak Spanish.
- b) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 USC 6318 (e)(2))
 - Technology Workshops (i.e. Jupiter Grades, Infinite Campus Parent Portal, Achieve 3000, CANVAS)
 - Curriculum Parent Nights
 - Coffee with the Principal
 - Additional parent workshops/trainings are scheduled as needed with trained personnel and resources are provided.
- c) 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 USC 6318 (e)(3))
 - District/Site PD for Teachers
 - Site Staff Meetings (Faculty Meetings and Classified Site Committee Meetings)
 - PLC meetings
 - District/Site PD for Classified Staff
 - Counselor Meetings
 - CIS Coordinator is the liaison between staff members and parent volunteers.
 - Staff members are informed of support available through our Parent Center.
- d) The school, to the extent feasible and appropriate, coordinate and integrate the parent involvement programs and activities with other Federal, State, and local programs and conduct other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 USC 6318 (e)(4)).
 - SHIELD After School Program
 - Chula Vista Promise Neighborhood, South Bay Community Services
 - Chula Vista Community Collaborative
 - Foster/Homeless Youth support
- e) The school ensures that information related to school and parent programs, meetings, and other activities to parents is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318 (e)(5))

- Meetings Agendas are posted in English and Spanish
 - All parent mailers, handouts, information is translated, duplicated, and distributed in English and Spanish.
 - Infinite Campus Messenger calls in English and Spanish
 - Jupiter Grades messages are sent in English and Spanish
 - No other language in the district exceeds the minimum requirement for translation. (3% Filipino, 3% Asian)
- f) The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))
- Input is gathered at School Site Council, ELAC, Coffee with Principal, Teacher-Parent Conferences, Curriculum Nights, etc.
 - Goal 3 of the LCAP and school site plan is directed toward fostering and honoring parent/guardian and community engagement to support excellence in each student's success.

ACCESSIBILITY

2.3 Castle Park Middle 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. (20 USC 6318 (f))

- District interpreters are requested for all parent meetings and school events to ensure information is communicated in their own language.
- All parent mailers, handouts, information is translated, duplicated, and distributed in English and Spanish.
- Access to our facilities include routes and designated parking for guests with special disabilities.
- Both our school and district websites are 508 compliant.

**It may be helpful to include the parent and family engagement policy review in the annual review of the Single Plan for Student Achievement.*

***The policy must be updated periodically to meet changing needs of parents and family members and the school. If the school has a process in place for involving parents and family members in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents and family members of Title I children.*