

Dorris Place Elementary School

Title I Parent and Family Engagement Policy

2022-2023

Section I: Involvement of Parents in the Title I Program

To involve parents, guardians, and families in the Title I program at Dorris Place Elementary, the following practices have been established:

- Dorris Place convenes an annual meeting, at a convenient time, to inform parents/guardians and family members of Title I students about Title I requirements, the school's involvement in the program, and about the right of parents/guardians to be involved in the Title I program. Parents/guardians are notified of this annual meeting prior to the meeting and are sent a reminder notification to ensure maximum parent participation.
- Dorris Place offers a flexible number of meetings for Title I parents/guardians, such as meetings in the morning or evening to better assist parents/guardians in attending these meetings. Our school typically schedules these meetings following our Friday morning assembly (8:30 am) and immediately after school (2:30 pm)
- Dorris Place involves parents/guardians 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. Parents/guardians are welcomed at all School Site Council meetings and a special notice is sent out to inform parents of the Annual Title I meeting.
- Dorris Place provides parents/guardians of Title I students with timely information about Title I programs. Based on data monitoring, parents/guardians of Title I students needing additional support (e.g., After-school Intervention/Tutoring) are notified of this additional support.
- Dorris Place provides parents/guardians 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. This information is provided at Back to School, Parent Conferences (formal and informal), and SSPT Meetings.
- If requested by parents/guardians of Title I students, Dorris Place 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. Parents/guardians are encouraged to bring any concerns directly to their child's teacher, and to follow the Uniform Complaint Procedures set forth by the district. Similarly, parents/guardians are encouraged to speak with the Title I Coordinator and/or principal to schedule a meeting to address any questions or concerns.
- If the School Plan for Student Achievement is not satisfactory to Title I parents/guardians, the reasons will be shared in this policy.

Section II: Building Capacity for Involvement

Dorris Place engages Title I parents, guardians, and family members in meaningful interactions with the school to ensure effective involvement of parents/guardians and to support a partnership among the school to improve student achievement. It supports a partnership among staff, parents/guardians, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- Dorris Place provides Title I parents/guardians 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. Presentations of school data reviewed at our monthly School Site Council, English Language Advisory Council, and Leadership meetings include: (1) school progress by grade level in both Math and Language Arts, (2) English language proficiency.
- Dorris Place provides Title I parents/guardians 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 foster parents and guardians. Parent workshops are offered throughout the year focusing on foundational literacy in reading and mathematics. English language development training is also offered at these workshops.
- With the assistance of Title I parents/guardians, Dorris Place 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/guardians and family members, and about how to reach out to, and communicate with, and work with parents/guardians as equal partners to build ties between parents/guardians and the school. Professional Development addressing parent/guardian engagement and partnership is a part of our annual PD Calendar.
- Dorris Place coordinates and integrates the Title I parent and family engagement program with other programs to support parents/guardians in more fully participating in the education of their children. Parent/guardian and family engagement is facilitated using our Parent Center, as well as monthly Coffee with the Principal meetings. The Dorris Place Community Representative will continue to serve as a liaison between the school and the community to ensure parents/guardians are aware of Parent Advisory Council meetings, Parent Workshops, and classroom volunteer opportunities.
- Dorris Place distributes information related to school and parent programs, meetings, and other activities to Title I parents/guardians and family members in a format and, to the extent practicable, in the home language. Dorris Place uses multiple modes of communication such as weekly phone blasts, text message, email, and Tiger Folders, which includes hard copies of all school notices and bulletins. Dorris Place is currently working to make sure 100% of parents/guardians have access to the district's online Parent Portal, which will provide parents/guardians with access to their child's academic and attendance records. In so doing, it will provide an alternate way of communication between parents/guardians and teachers to address pending assignments and grades. By supporting parents/guardians in having access to Parent Portal, Dorris Place can utilize Schoology as a further means of communication with parents/guardians.
- Dorris Place provides support for parent/guardian and family involvement activities requested by Title I parents/guardians. Parents/guardians are encouraged to volunteer at our school site by filling out an online application.

Section III. Accessibility

Dorris Place provides opportunities, to the extent practicable, for the participation of all Title I parents/guardians and family members, including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migratory students. Information and school reports are provided in a format and language that parents/guardians understand. Interpretation and translation are available upon request, whenever possible. Our bilingual staff supports communication with parents/guardians.

Section IV: Shared Responsibilities for High Student Academic Achievement

Dorris Place distributes to parents/guardians of Title I students a School-Parent Compact. **It is attached to this policy.** The Compact, which has been jointly developed with parents/guardians and approved by them, outlines how parents/guardians, the entire school staff, and students will share the responsibility for improved student academic achievement.

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 is addressed throughout the year during Back to School, Parent Conferences, and during ongoing communication between teachers and parents/guardians. Parents/guardians are advised if their child is not making adequate progress by the midpoint of each reporting period, so a conference can be scheduled to create a plan to improve progress before the reporting period is over. Teachers are also encouraged to send notices of good progress. This includes Honor Roll, which is awarded 3 times a year to students who attain academic achievement and/or good citizenship based on their Progress Reports.
- Parents/guardians can volunteer in their child's classroom and are encouraged to fill out a volunteer application online.
- Parents/guardians can participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. Dorris Place supports S.T.E.A.M. extracurricular activities and continues to develop those activities and resources on campus.
- Parents/guardians are responsible for supporting their children's learning including:
 - making sure children read at least 20 minutes a day
 - ensuring children are attending school on a regular basis and completing homework
 - monitoring their child's progress
 - attending Parent-Teacher Conferences, Back to School, and Open House
 - providing a quiet place for their children to study.
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- The importance of ongoing communication between parents/guardians and teachers on an ongoing basis through, at a minimum, the following:
 - annual Parent-Teacher conferences during which the School-Parent Compact shall be discussed as the Compact relates to the individual child's achievement
 - frequent reports to parents/guardians on student progress
 - reasonable access to staff
 - communication regarding opportunities for parents/guardians 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

As a matter of routine, this policy will be revised in the future so that it reflects current goals and priorities. For questions regarding this Parent and Family Engagement Policy, please call (323)222-9185.

*This **Title I Parent and Family Engagement Policy** was updated and approved by Dorris Place School Site Council on November 10, 2022 and will be in effect for the entire school year (2022-23). On November 10, 2022 the **School Parent Compact** document was updated and approved by School Site Council and will be in effect for the entire school year (2022-23). It is made available to the local community by posting on the Dorris Place website and will be distributed to all parents/guardians.*