



## Title I School-Level Parent and Family Engagement Policy Castle Park Middle School 2022-23



Castle Park Middle School with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c). Bold Font

**Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1])**

- *Castle Park Middle School has developed a written Title I Parent and Family Engagement Policy with input from parents and family members of participating children. Input was gathered through the needs assessment process which surveys and discussion/feedback at parent meetings such as Coffee with the Principal, Evening with Knights, and School Site Council*
- *Additional input is gathered annually from site level Parent Advisory groups such as SSC, DAC, and ELAC.*
- *The Parent Engagement Policy is shared annually with all parents and the school via the student/parent handbook, website, and school messages sent to all families.*

**Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2])**

- *Parents and family members may amend a Parent and Family Engagement School Policy by providing input during informational meetings where the policy is being discussed. Members of the SSC and other parent advisory committees discuss the input and make amendments to the policy as needed.*

**Describe how the Local Educational Agency (LEA) involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3])**

- *SUHSD has developed a written Title I parent and family engagement policy with input from parents and family members of participating children. The district, in collaboration with the District-level Parent Advisory Council (DPAC) and the District-level English Learner Advisory Committee (DELAC), will review and revise the Parent and Family Engagement Policy on an annual basis. The LEA has distributed the policy to parents and family members of children served under Title I, Part A. SUHSD provides parents and family members an annual notification, which includes the reference to BP 6020, AR 6020, and the Title I LEA Parent and Family Engagement Policy. The district incorporates the parent and family engagement policy into the district's Local Control and Accountability Plan (LCAP) Goal 3: Foster and honor parent/guardian and community engagement to support excellence in each student's success focuses on the district initiatives supporting parent and family engagement.*

## Involvement of Parents in the Title I Program

To involve parents and family members in the Title I program, the following practices have been established:

Castle Park Middle 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. (ESSA Section 1116[c][1])

- *Castle Park Middle School will hold an annual Title I Notification meeting during open house to inform all families of the requirements of Title I and Parent Rights. Parent involvement requirement will be shared at the annual Title I parent meeting.*
- *All Parents are invited to the meeting via School Messenger email and phone call. The all school mailer for Open House includes flyers and information regarding the Title I Annual Notification meeting.*

**Castle Park Middle School offers 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 parent involvement. (ESSA Section 1116[c][2])**

- *Quarterly Parent meetings held in both morning and evening for parents to provide information regarding various school Programs.*
- *All Parent Meetings and trainings are provided to Parents virtually or in person.*
- *Parent Meeting presentation and recordings are posted on the school website for Parents.*
- *Childcare is available to Parents that attend the meetings.*

**Castle Park Middle 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 under ESSA Section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):**

*Parents are encouraged to provide feedback regarding Title I, Part A Programs via the following means:*

- *School Site Council Meetings*
- *ELAC Meetings*
- *Coffee with the Principal*
- *Parent Surveys*
- *Other Parent Meetings and Trainings*

**Castle Park Middle School provides parents of participating students with timely information about the Title I program under ESSA Section 1116[c][4][A-C]**

- *The Title I annual notification meeting provides information on Title I requirements and supplementary supports provided at the site for students and parents. The annual notification meeting is held during the third week of school.*

**Castle Park Middle School provides 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. 1116[c][4][A-C]**

- *School shares information regarding standards, curriculum, and assessments at parent advisory meetings such as SSC and ELAC.*
- *Coffee with the Principal and other school parent meetings are shared as venues to provide information on teaching and Learning.*
- *All Parents are provided access to the Infinite Campus Parent Portal. The Campus Portal contains student credits, grades, progress reports and messages/information shared by teachers.*

- *School holds curriculum and program information nights to provide parents information regarding programs and alignment to State standards. Such as Counselor meetings by grade level, Curriculum nights, specific school program informational nights*

Castle Park Middle School provides, 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. 1116[c][4][A-C]

- *Parents are invited to attend monthly Coffee with the Principal meetings. During these meetings, parents are given opportunities to provide feedback regarding programs affecting the education of their children. Feedback from Parents is shared at monthly Parent Advisory Group meetings such as SSC and ELAC.*
- *Counselors and Teachers meet with Parent regularly upon request to discuss the progress of their children.*

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. ESSA Section 1116[c][5]

- *If a Parent finds the plan is not satisfactory, their process would be for them to submit their feedback in verbal or written form. The feedback would be presented to SSC and site administrator.*

## Accessibility

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. ESSA Section 1116[F]

- *The school provides all Parent meeting and training materials in both English and Spanish.*
- *There are district interpreters at district meetings to provide Spanish interpretation. Interpretation for other languages is provided upon request.*
- *The ADA complaint school websites provide information to Parent in format and languages that are easy for Parent to understand.*

Castle Park Middle School's Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on May 18, 2022. Castle Park Middle School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before July 31, 2022.

Principal Name Bill Walsh Principal Signature  Date May 18, 2022