



Title I Parent and Family Engagement Policy 2023- 2024

2.0 With approval from the local governing board, [Woodland Park Middle School](#) has jointly developed with, and distributed to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, and updated periodically to meet the changing needs of parents and the school. (EC Section 11503;

- *Policy is reviewed each school year by the Woodland Park Middle School Leadership Team and parental groups. These groups include, ELAC, School Site Council, and Parent Teacher Organization.*
- *The policy is updated periodically to meet the changing needs of parents and our school.*

2.1 Involvement of Guardians in the Title I Program

The school-level parent and family engagement policy shall describe the means for how Woodland Park Middle School school shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

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 U.S.C. § 6318[c][1])

- *Woodland Park Middle School has a Title 1 Parent Meeting each year. This meeting is held within the first semester of school. Invitations, in both English and Spanish, are sent home inviting parents to this meeting. A translator is provided at this meeting to assist parents at the Title 1 meeting. At this meeting, School Achievement Data is reviewed, Intervention services are discussed, the Budget for Title 1 funds is reviewed and Parent Engagement strategies are shared. During this meeting parents are encouraged to ask questions and provide suggestions for improvement.*

The 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 parental involvement. (20 U.S.C. § 6318[c][2])

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 U.S.C. § 6318[c][3])

- *The policy is available on our school website and is available for review in the Single Plan for Student Achievement, which is located in the Principal's office. It is also distributed annually to all Title I families. Many flexible meeting dates and opportunities are made available for parents to receive information at Woodland Park Middle School. These include:*
 - *Back to School Night held during the first month of school*
 - *School Site Council Meetings*
 - *ELAC Meetings*
 - *PTO Meetings*
 - *Title 1 Parent Meeting*

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])
 - *Woodland Park Middle School has a Title 1 Parent Meeting each year. This meeting is held within the first semester of school. Invitations, in both English and Spanish, are sent home inviting parents to this meeting. A translator is provided at this meeting to assist parents at the Title 1 meeting. At this meeting, School Achievement Data is reviewed, Intervention services are discussed, the Budget for Title 1 funds is reviewed and Parent Engagement strategies are shared. During this meeting parents are encouraged to ask questions and provide suggestions for improvement.*
- 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])

- *This information is disseminated to parents at Back to School Night, on our school website and within informational parent meetings. The district also provides the School Accountability Report Card both in English and Spanish. The report also provides parents with valuable information. It can be found on the school and district website or in the school office.*
- 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])
- *Many flexible meeting dates and opportunities are made available for parents to receive information at Woodland Park Middle School. These include:*
 - *Back to School Night held during the first month of school*
 - *School Site Council Meetings*
 - *ELAC Meetings*
 - *PTO Meetings*
 - *Title 1 Parent Meeting*
 - *Principal Chat*
- If the schoolwide program (SWP) plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency (LEA). (20 U.S.C. § 6318[c][5])

2.2 Building Capacity for Involvement

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

- a) The school provides 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 academic 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])

- *Parents are encouraged to get involved in their child's education. In order to help accomplish this goal, we offer parenting classes, family literacy, science or math nights, and tours, and family fun events. We send written notification of all these events home and we also send a weekly phone call and email home both in English and Spanish. The staff and administration is dedicated to increasing parent involvement and have sought out support and help as well as a full time Community Liaison.*

b) The school provides materials and training to help parents work with their children to improve their children's achievement, as appropriate, to foster parental involvement. (20 U.S.C. § 6318[e][2])

- *Parents are encouraged to get involved in their child's education. We send written notification of all events home and we also send a weekly email home both in English and Spanish. The staff and administration is dedicated to increasing parent involvement and have sought out support and help as well as a full time Community Liaison.*

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 U.S.C. § 6318[e][3])

- *Teachers are trained in proper communication practices with parents on an annual basis. Teachers are provided with a Spanish translation form to be addressed by the Bilingual Community Liaison.*

d) The school, to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conducts 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])

- *WPMS collaborates with the district and county resources to provide a variety of opportunities for parents to learn more about their child's educational process.*

e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to 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])

- *All WPMS parent communications are sent in both English and in Spanish. We also have bilingual staff in the front office, attendance office, and registrar ensuring that English and Spanish speaking parents can access the same programs without hindrance.*

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

- *In addition to what is already mentioned, we have a bilingual community liaison who works closely with all departments and our ELAC to ensure that communication is effective and appropriate.*

2.3 Accessibility

In carrying out the parent and family engagement requirements of Title I, Part A, Woodland Park Middle School, 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 section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

- *All WPMS parent communications are sent in both English and in Spanish. We also have bilingual staff in the front office, attendance office, and registrar ensuring that English and Spanish speaking parents can access the same programs without hindrance. Parents*

are provided engagement opportunities through School Site Council, English Language Advisory Committee, Parent Teacher Organization, Developing Individualized Education Plans, and Establishing and carrying out 504 Plans.