



## **Title I School-Level Parental Involvement Policy**

### **Chet F Harritt STEAM School**

### **2023-2024**

Chet F Harritt STEAM School has developed a written Title I parental involvement policy with input from Title I parents. Parents provide input on the policy at an annual meeting each Spring. Additionally, parent leaders also review and provide feedback to the school-level parental involvement policy at School Site Council Meetings. Chet F Harritt distributes it by posting the policy on the school website and sending home to parents annually through electronic means (email.). The policy describes the means for carrying out the Title I parental involvement requirements. [20 USC 6318 Section 1118(a)-(f) inclusive].

#### **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at Chet F Harritt STEAM School, the following practices have been established:

- How do we convene an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program?  
*Chet F. Harritt STEAM School convenes our annual meeting near Parent/Teacher Conferences. During the meeting, information about the Title I program, the California State Standards, student performance data, and parental rights are explained to parents.*
- How do we offer a flexible number of meetings for Title I parents, such as meetings in the morning or evening?  
*Chet F Harritt STEAM School holds meetings with parents at a variety of times. The School Site Council, ELAC, Back to School Night, PTA Meetings, Coffee with the Principal, and Open House are scheduled at varying times to accommodate the needs of stakeholders. Individual meetings with parents are coordinated through the main office and are scheduled at times convenient for the parents, including mornings and afternoons to accommodate parent's needs.*
- How do we involve 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 and the Title I parental involvement policy?  
*Parents are involved in the planning, monitoring, and modifications involved with the Title I program primarily through their participation planning all reform efforts in the school. Elected representatives from parent and community stakeholders work with the School Site Council to analyze data, monitor progress and, when necessary, make modifications to the instructional program at Chet F Harritt both through the school site plan and the parent involvement policy.*
- How do we provide parents of Title I students with timely information about Title I programs?  
*Parents receive information about Title I programs annually no later than Parent/Teacher Conferences in November. At the Parent/Teacher conferences parents are directed to the online documents pertaining to Chet F Harritt including our welcome letter, Title I Parent Teacher Compact, and Title I Parental Involvement Policy, as well as being offered resources to support parents to stay informed on student academic achievement and progress. Parents are informed about student achievement data at the site's Annual Title I meeting and at other parent meetings. At School Site Council, ELAC meetings, and other meetings convened throughout the year, parents learn about the Title I program and how it can serve their children through supplemental programs. Parents also receive information through the district and site webpage, weekly School Messengers via phone and/or email, parent teacher conferences, STEAM Family Nights, Back to School Night and Open House.*

- How do we provide parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet?

*Parents are provided an explanation of the programs in place at Chet F Harritt during the Annual Title I Meeting, Back to School Night, Open House, School Site Council Meetings, and at ELAC meetings. Teachers review and explain curriculum and assessment data, including proficiency expectations at parent conferences where parents talk to teachers one-one-one about their children's academic achievement. Additionally, the site administration has adopted an open door policy to foster authentic two-way communication with our parents and community members.*

- If requested by parents of Title I students, how do we provide opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children?

*Parent experience an open door policy at Chet F Harritt STEAM School. Parents and families may prearrange meetings with site administration or staff. Parents may submit comments in writing regarding the school site plan and attend regular School Site Council Meetings and ELAC meetings.*

*The parental involvement policy is also annually reviewed with the Single Plan for Student Achievement. The Title I Parental-Involvement policy is updated periodically to meet changing needs of parents and the school.*

### **School-Parent Compact**

Chet F Harritt STEAM School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State'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
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

*Chet F Harritt solicits input from Title I parents on the compact twice annually. Once is during Parent/Teacher conferences and again during the annual Title I meeting. The compact is also presented at ELAC and School Site Council meetings for parents and staff to review and provide feedback. Feedback on the compact can also be provided throughout the year as parents wish to discuss it with administration. Parents receive information about Title I programs annually during Parent/Teacher Conferences in November. At the Parent/Teacher conferences parents are provided with directions to the online copies of the Parent-School Compact, Title I Parent-Involvement Policy, and resources to support parents to stay informed on student academic achievement and progress. Additionally, many of these resources are available in hard copy upon request. Parents are informed about student achievement data at the site's Annual Title I meeting and at other parent meetings. At School Site Council and ELAC meetings and other meetings convened throughout the year, parents learn about the Title I program and how it can serve their children through supplemental programs. Parents also receive information through the district and site webpage, notifications via the Principal's Newsletter, weekly School Messengers via phone and/or email, parent teacher conferences, STEAM Family Nights, Back to School Night and Open House.*

## **Building Capacity for Involvement**

Chet F Harritt STEAM School engages Title I parents in meaningful interactions with the school. 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.

- How do we provide Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children?  
*During Parent/Teacher Conferences, specific, grade-level content standards are shared as well as each child's progress toward meeting and achieving the standards. Chet F Harritt STEAM School hosts parent education nights focusing on California Standards in English Language Arts and Mathematics each year. Parents are also provided necessary information on learning about the standards, assessments, and progress monitoring via Parent/Teacher conferences, the Annual Title I Meeting, ELAC meetings, School Site Council meetings, Principal's Newsletter, the school website, the district website, district parent trainings and meetings including DELAC and the District Advisory Committee.*
- How do we provide Title I parents with materials and training to help them work with their children to improve their children's achievement?  
*Teachers provide take-home materials based on specific student needs using approved intervention materials. Our Language Arts Specialist also provides resources that are sent home to share strategies to build student literacy and comprehension skills at home. Parents are provided with training at annual Literacy and Math Nights on ways to work with children to improve achievement, including information about the Smarter Balanced Assessment and online tools for practice. Training is available for parents of Middle School students on the use of PowerSchool and how to monitor assignments and grades in grades 6-8.*
- With the assistance of Title I parents, how do we educate staff members about the value of parent contributions, and in how to work with parents as equal partners?  
*Chet F Harritt's regular staff development often focuses on best practices for working as partners with parents. Teachers and staff attend parent meetings and district sponsored parent trainings as partners with the school's parent participants.*
- How do we coordinate and integrate the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children?  
*Chet F Harritt develops staff subcommittees to design parent nights such as Literacy Night, Math Night and STEAM Nights as well as school events involving the community. Our Language Arts Specialist also provides resources that are sent home to share strategies to build student literacy and comprehension skills at home. Parents are provided with training at annual Literacy and Math Nights on ways to work with children to improve achievement, including information about the Smarter Balanced Assessment, iReady Assessments, and other online tools for practice.*
- How do we distribute information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand?  
*Chet F Harritt STEAM School translates select school-wide communication for events into Spanish. Chet F Harritt's online items, hosted on the school website, can be translated into a variety of languages from within the website itself.*
- How do we provide support for parental involvement activities requested by Title I parents?

*Because of the open door policy, parents feel invited to make requests for involvement programs. Parents report that they feel comfortable communicating with teachers one-on-one personally or through phone calls, email, or the school web page or during conferences, where they may make requests for involvement activities or information, as needed. Parents receive information about Title I programs annually during Parent/Teacher Conferences in November. At the Parent/Teacher conferences parents are provided direction to access online documents including the Parent-School Compact, Title I Parent-Involvement Policy, and resources to support them to stay informed on student academic achievement and progress. Parents are informed about student achievement data at the site's Annual Title I meeting and at other parent meetings. At School Site Council and ELAC meetings and other meetings convened throughout the year, parents learn about the Title I program and how it can serve their children through supplemental programs. Parents also receive information through the district and site webpage, weekly School Messengers via phone and/or email, parent teacher conferences, Family Nights, Back to School Night and Open House.*

### **Accessibility**

Chet F Harritt STEAM School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

*Chet F Harritt provides parents with frequent reports on their children's progress. This information can be translated upon request. All families can schedule conferences or meetings with staff members and translators can be secured as needed.. There is a 24-hour policy to return all email or phone messages from parent requests. All families have reasonable access to staff members through before and after school conferences, meetings, phone calls, and emails. Parents have opportunities to volunteer and participate in their child's class, and to visit classroom activities. Chet F Harritt translates into Spanish all school-wide notices Title I that are sent home to students through print. Santee School District and Chet F Harritt website can also be translated into 10 different languages (including Arabic and Spanish). Santee School District English Learner Department provides parental resources in relation to English Learner services in family home languages on the EL webpage and in the Santee School District English Learner Master Plan. Translators are available as needed for all conferences and meetings such as IEPs and SSTs. Chet F Harritt was remodeled in 2011/2012 allowing for easier access for individuals with disabilities and strives to accommodate all needs as they present themselves.*

### **Responsibilities of School**

Chet F Harritt will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards.
- Involve parents in an organized, ongoing, and timely way in the planning, review and improvement of Title I programs, plans and policies.

School Parent Involvement Policy, Chet F Harritt administration will:

- Facilitate and implement the Title I Parent Involvement policy.
- Involve parents in the planning, review, and improvement of the School Parent Involvement Policy at least annually.
- Provide notice to parents of the School Parent Involvement Policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- Make the School Parent Involvement Policy available to the community.

With regard to parent meetings, Chet F Harritt administration will:

- Convene annual meetings to inform parents of their school's participation in Title I, the requirements of Title I and the right of parents to be involved.
- Inform parents of all meetings and encourage and invite parents to attend. Meetings shall be offered at various convenient dates and times to facilitate attendance by parents.

With regard to Title I Programs and Plans, Chet F Harritt administration will:

- Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Involve parents in the planning, review, and improvement of any Title I programs at the school.
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.
- If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Administrators will provide timely responses to parents' suggestions and questions.
- Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.

With regard to professional development, Chet F Harritt administration will with the assistance of parents, educate teachers, pupil services personnel, principals and other staff in:

- the value and utility of contributions of parents.
- how to reach out to, communicate with, and work with parents as equal partners.
- implementing and coordinating parent programs.
- building ties between parents and the school.

With regard to the coordination with other programs, Chet F Harritt administration will:

- To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with YALE Preschool (District preschool) and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their student.

### **Shared responsibilities of Chet F Harritt administration and staff**

Chet F Harritt administration and staff will:

- Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.
- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology as appropriate, to foster parental involvement.
- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practical, in a language the parents can understand.
- Provide such other reasonable support for parental involvement activities as parents may request.
- Provide access to educational resources for parents to use together with their students.

### **Responsibilities of staff**

The Chet F Harritt staff will:

- Assist the administration in facilitating and implementing the Title I Parent Involvement policy and parent involvement activities.
- Advise parents of their student's progress on a regular basis.
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education. Host at least one parent/teacher conference to review student progress.
- Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities.

**Responsibilities of parents**

Chet F Harritt parents will support their student's learning at home by:

- monitoring attendance
- monitoring completion of home practice
- monitoring television watching and screen time.
- encouraging positive use of extracurricular time
- volunteering in the classroom.
- participating, as appropriate, in decisions related to their student's education.
- participating in school activities on a regular basis.
- actively communicating with school staff regarding their student's needs and circumstances.
- being aware of and follow rules and regulations of the school and school district.