



# **Mann UCLA Community School**

## **Title I School-Level Parent and Family Engagement Policy**

### **2022-2023**



Mann UCLA Community School, with parents and family members, has jointly developed and mutually agreed upon a written Title I parent and family engagement policy. Parents are provided the opportunity to participate, engage and provide input by participating in various school activities. All these activities are advertised on the school website, the school marquee, and via Connect Ed messaging in both English and Spanish.

This policy describes the means for carrying out the following Title I parent and family requirements:

#### **Section I: Parent Involvement in the Title I Program**

Involving parents in the education of their children is crucial to the success of Mann UCLA Community School. To involve parents in the Title I program at Mann UCLA Community School, the following practices have been established:

- The school convenes an annual meeting to inform and educate parents and family members of Title I students about the program, the school's requirements and responsibilities, and about their right as parents to be involved in the planning and improvement of the program. Other activities include but are not limited to the following:
  - Saturday Parent Meetings
  - Breakfast/Evening with the Principal
  - Monthly School Site Council (SSC) meetings
  - English Language Advisory Committee (ELAC) meetings
  - Parent Workshops
- One of the top barriers for parent involvement is lack of time. To alleviate this problem, the school offers a number of meetings at varied times, such as meetings in the morning or evening.
  - Parent meetings one Saturday morning per month
  - Evening with the Principal one evening per month

- The school involves parents in the planning, review, and improvement of the school's Title I programs, including the parent and family engagement policy and the development of the School Plan for Student Achievement (SPSA). Some ways in which the school accomplishes this is:
  - Monthly SSC meetings
  - ELAC meetings
  - Annual parent surveys
  - Parent Center workshops
  
- In addition to the annual meeting, the school continues to update parents about Title I programs throughout the school year.
  - Monthly SSC meetings
  - ELAC meetings
  - Parent Center meetings
  - Breakfast/Evening with the Principal
  - Parent newsletters
  
- The school provides parents with a description and an explanation of the school's curriculum, the academic assessments used to measure student progress, and the achievement levels students are expected to meet the state standards. Mann UCLA accomplishes this in the following manner:
  - Back to School Night
  - Open House
  - Course Syllabus
  - Parent Conferences
  - Breakfast/Evening with the Principal
  - Parent workshops on understanding district and mandated assessments

- If requested by parents, the school provides opportunities for regular meetings to allow parents to participate in decisions relating to the education of their children. Some ways in which Mann UCLA does this is by:
  - Participation in SSC and ELAC meetings
  - Breakfast/Evening with the Principal
  - Parent/Teacher conferences
  - Parent requested meetings

### **Section II: Building Capacity for Involvement**

Mann UCLA Community School engages parents and family members in meaningful interactions with the school to ensure effective involvement and to support a partnership to improve student achievement. This partnership includes staff, parents, and the community. To help reach these goals, the school has established the following practices:

- The school provides Title I parents with assistance in understanding the State's academic content standards, state and local academic assessments, and how to monitor and work with educators to improve the achievement of their children. The school accomplishes this with:
  - Monthly SSC meetings
  - ELAC meetings
  - Parent workshops on how to understand California Standards Test (CST) and California English Language Development Test (CELDT) results and other academic assessments
  - Parent Center workshops for parents on positive self-esteem development, multicultural awareness, and cultural diversity
  - Computer classes to train parents on the various programs Mann UCLA utilizes to education Title I students
  - Breakfast/Evening with the Principal
  - Parent Conferences
  - District Conferences

- The school provides Title I parents 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. Ways in which Mann UCLA will accomplish this are
  - Copies of the Parent Compact and Parent Family Engagement policies included in enrollment package
  - In collaboration with the College and Career Center, Parent Center workshops on state and district tests and their requirements, applying for Financial Aid and scholarships, and how to complete college applications
  - Wrap-around services – provide support to parents, guardians, and families
  
- With the assistance of Title I parents, the school educates staff about the value of parent contributions, and how to work with parents as equal partners. Mann UCLA does this by
  - Parents are engaged in conversations during SSC and ELAC meetings as to the best means and times for the school to reach out and meet with families.
  - Workshops given by staff that educate parents on how to work with their students
  
- The school coordinates and integrates the Title I parent and family engagement program with other programs, and conducts other activities, such as Parent and Family Centers, to encourage and support parents in more fully participating in the education of their children.
  - College and Career Center
  - Anti-Racist Committee (ARC)
  - Parent Center providing workshops based on parent needs
  - Developing partnerships with local community-based organizations and businesses
  
- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents and family members in a format and, to the extent practicable, in a language that they understand. Mann UCLA does this in the following manner:

- School Marquee
  - School Website
  - School Instagram
  - Connect Ed
  - Schoology
  - Parent Engagement Calendar a year in advance
  - Three-week notification before each event
  - Parent Newsletter
- The school provides support for parent and family involvement activities requested by Title I parents in the following manner:
    - Monthly SSC meetings
    - ELAC meetings
    - Breakfast/Evening with the Principal
    - Parent Center Outreach/Meetings
    - Parent/Teacher Conferences

### **Section III. Accessibility**

Mann UCLA Community School provides opportunities, for the participation of all Title I 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. Information and school reports are provided in a format and language that parents understand.

- Documents are provided in student's home language
- Parents of students with disabilities are provided information with the required supports

#### **Section IV: Shared Responsibilities for High Student Academic Achievement**

Mann UCLA Community School distributes to parents a School-Parent Compact. It is attached to this policy. The Compact, which has been jointly developed and mutually agreed upon with parents, outlines how parents, school staff, and students will share the responsibility for improved student academic achievement.

- Parent input will be elicited during school activities and events such as Back-to-School night, Breakfast/Evening with the Principal, Parent Conferences, SSC meetings and other parent workshops and meetings.
- The School-Parent Compact will be made available on the school's website, and Parents will be informed of its location of the Compact via Connect Ed as well as various school activities and events.

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.

- The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that will enable children to meet California's academic standards
  - Teachers participate in grade and department level meetings for planning purposes
  - Teachers participate in Professional Development meetings to guide instruction
- The ways that parents can volunteer in their child's classroom
  - Contact school to schedule appointments
  - Contact teachers for times
- The ways that parents can participate in decisions relating to the education of their children and positive use of extracurricular time.
  - Parent-Teacher Conferences
  - Parent Portal
  - SSC and ELAC participation

- The ways parents will be responsible for supporting their children’s learning
  - Provide a quiet place for child to study
  - Encourage child to complete homework assignments
  - Ensure child gets adequate sleep
  - Ensure child attends and arrives on time for school
  - Attend Back to School Night, Parent Conferences, and Open House
  - Attend ELAC and SSC meetings
  - Demonstrate respect toward all members of the school community
  
- The importance of ongoing communication between parents and teachers through, at a minimum, the following:
  - annual parent-teacher conferences during which the compact shall be discussed as the compact relates to the individual child’s achievement
  - frequent reports to parents on student progress
  - reasonable access to staff
  - communication regarding opportunities for parents 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.

This policy was adopted by Mann UCLA Community School on **January 17, 2023 and** will be in effect for the entire school year. It has been distributed to all parents on **February 3, 2023 and** is made available to the local community in the main office and on the website.