



## Title I School-Level Parent and Family Engagement Policy Jordan Intermediate School

2.0 With approval from the local governing board, Jordan Intermediate 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; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

Jordan's Parent and Family Engagement Policy and Single Plan for Student Achievement (SPSA) are jointly developed and revised between the school administration and the English Language Advisory Committee (ELAC) and the School Site Council (SSC). These documents are distributed to parents in an organized, ongoing, timely way. Additionally, the Parent and Family Engagement policy is distributed in an understandable and uniform format and, to the extent practicable, distributed to parents in a language the parents can understand (for languages exceeding 15% of the school population, information is provided in those languages). The school makes the School Parent and Family Engagement Policy available to the local community by sharing it online during registration and placing it on the school's website (as well as in print by request).

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

The policy describes the means for carrying out Title I parent and family engagement requirements. (20 U.S.C. § 6318[b][1])

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

a. Jordan Intermediate 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])

This meeting is held annually at Back to School Night.

b. 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])

To offer a flexible number of meetings, parents are surveyed at the beginning of every year to determine the best times for meetings. Meetings are held when it is convenient for the families (e.g., mornings). To encourage parent involvement, our Community Liaisons make personal outreach to all families, refreshments are offered, child care for young children is provided and interpretation is provided in other languages.

c. 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])

Parents are involved in the planning, reviewing and improving of the Title I program including the Parent and Family Engagement Policy at each ELAC (monthly) meeting and SSC (quarterly) meeting to plan, review and improve the school parent and family engagement policy. Meeting notices are shared via Parent Square, the school marquee and posted in the front display case.

d. The school provides parents of participating children with the following:

1. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])

Information about the Title I program is shared annually at Back to School Night and parents are informed of this meeting via Parent Square, school website and posted on the marquee.

2. 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])

A description and explanation of the curriculum in use at Jordan Intermediate, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards is shared annually at Back to School Night and throughout the year as appropriate (e.g., District Writing Assessment, etc.).

- e. If the schoolwide program 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. (20 U.S.C. § 6318[c][5])

If parents find the schoolwide program plan unsatisfactory, parents may utilize the DELAC committee, as well as the Uniform Complaint Procedure, School Site Council, and site ELAC.

## 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 with Title I, Part A funds establishes the practices listed below. (20 U.S.C. § 6318[e])

a. The school provides parents with assistance 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])

To provide parents with assistance in understanding the listed topics in 2.2 (a), Jordan offers a variety of options, including monthly Parent's United meetings, Back to School Night, Open House, IEP meetings, Academic Intervention Plan (AIP) meetings, and parent-teacher conferences. Jordan maintains an "open office" policy where parents can set up meetings with school personnel in the language most convenient for the family.

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



To help parents work with their children to improve children's achievement, materials and training are provided about utilizing AERIES and Parent Square as well as the monthly Parent Education classes, Google Classroom as well as current instructional technology (e.g., iXL).

Jordan Intermediate 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])

To work with parents as educational partners, teachers are provided a variety of after school professional development about socio-emotional learning (including the role of parents). In addition to utilizing AERIES and Parent Square and teachers send home monthly "good news" post-cards.

- c. 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, to encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])

GGUSD promotes at all schools the universal TK program, site-based Family Resource Centers and partnerships with a variety of service provider organizations (e.g., BGCGG, Behavior Health Works, ASPIRE, etc.) and our Parent's United classes.

- d. 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])

Information related to school and parent programs, meetings and other activities in an understandable and uniform format and, to the extent practicable, distributes this policy to parents in a language the parents can understand (for languages exceeding 15% of the school population, information is provided in those languages).

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

Reasonable support for parental involvement include personalized outreach to all families, refreshments are offered, child care for young children is provided and interpretation is provided in other languages

### 2.3 Accessibility

Jordan Intermediate, to the extent practicable, provides 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])



Jordan Intermediate distributes information in an understandable and uniform format and, to the extent practicable, distributes this policy to parents in a language the parents can understand (for languages exceeding 15% of the school population, information is provided in those languages). Information is also shared via Parent Square, the school website and interpretation are provided at all parent attended events (e.g., Back to School Night, etc.). Additionally, all school facilities are ADA compliant.

## 2.4 School-Parent Compact

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the requirements listed below. (20 U.S.C. § 6318[d])

- a) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. (20 U.S.C. § 6318[d][1])

Jordan's Parent and Family Engagement policy is jointly developed and revised between the school administration, the English Language Advisory Committee and the School Site Council. It is distributed to parents in an organized, ongoing, timely way as well as an understandable and uniform format. In addition, to the extent practicable, distributes this policy to parents in a language the parents can understand (for languages exceeding 15% of the school population, information is provided in those languages). The school makes the School Parent and Family Engagement Policy available to the local community by sharing it online during registration and placing it on the school's website (and printed by request).

- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the requirements listed below. (20 U.S.C. § 6318[d][2])
  1. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement. (20 U.S.C. § 6318[d][2][A])

Parent teacher conferences are available at parent request any time. However, progress can be monitored on AERIES as needed by parent. Both parents and teachers may communicate verbally or via digital means.

2. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B])



AERIES is updated frequently by teachers and is available to parents at any time. Progress reports and grades are sent home quarterly by GGUSD.

3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 6318[d][2][C])

Teachers are available by phone, email and Parent Square and in person. Opportunities to volunteer, participate and observe are provided within GGUSD guidelines.

4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (20 U.S.C. § 6318[d][2][D])

Teachers are available by phone, email and Parent Square and in person. For languages exceeding 15% of the school population, information is provided in those languages via

*\*\*The policy must be updated periodically to meet changing needs of parents and family members and the school. If the school has a process in place for involving parents and family members in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents and family members of children receiving Title I, Part A services.*