

Title I School-Level Parent and Family Engagement Policy

Literacy First Charter Schools

February 22, 2022-23

- 2.0 With approval from the local governing board, *Literacy First Charter Schools* 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]) *[Describe how the school jointly develops with, and distributes to, parents and family members of Title I students a written parent and family engagement policy.]*

The policy was drafted by school staff, provided to the LFCS School Site Council for discussion and input, revised accordingly, and resubmitted to the LFCS School Site Council for approval. During the annual orientation meetings for each campus in the weeks prior to the start of the school year, LFCS informs parents of LFCS' participation under Title I Part A, explains the requirements, invites parents to participate in the LFCS School Site Council, and notifies parents of their right to be involved. Written parent and family engagement policies are provided to parents in the yearly enrollment packets.

2.1 Involvement of Parents in the Title I Program

The school-level parent and family engagement policy shall describe the means for how *Literacy First Charter Schools* shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

- a) 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

During the annual orientation meetings for each campus in the weeks prior to the start of the school year, LFCS informs parents of LFCS' participation under Title I Part A, explains the requirements, invites parents to participate in the LFCS School Site Council, and notifies parents of their right to be involved. Written parent and family engagement policies are provided to parents in the yearly enrollment packets.

- 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])
- [Briefly describe or list the activities the school will implement to address this requirement.]*

LFCS offers parent conferences, orientations, IEP meetings, DELAC meetings, general parent meetings, and LFCS School Site Council meetings in the mornings, during the school day, after school on minimum days, and in the evenings. While in person meetings are preferred, LFCS can accommodate remote access upon request. Translation services are provided as needed.

- 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])
[Briefly describe or list the activities the school will implement to address this requirement.]

LFCS provides parents information regarding its programs under Title I Part A, its curriculum, and its assessment data during orientation, back to school night, and parent conferences. Parent conferences occur at least twice per year. Parents may schedule a meeting with a teacher or administrator outside of the parent conference schedule by contacting the teacher or site administrator.

- d) 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])
[Briefly describe or list the activities the school will implement to address this requirement.]

LFCS provides parents information regarding its programs under Title I Part A during orientation, back to school night, and parent conferences. Parent conferences occur at least twice per year. Parents may schedule a meeting with a teacher or administrator outside of the parent conference schedule by contacting the teacher or site administrator.

- 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])
[Briefly describe or list the activities the school will implement to address this requirement.]

LFCS provides parents information regarding its curriculum and its assessment data during orientation, back to school night, and parent conferences. Parent conferences occur at least twice per year. Parents may schedule a meeting with a teacher or administrator outside of the parent conference schedule by contacting the teacher or site administrator.

- 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])
[Briefly describe or list the activities the school will implement to address this requirement.]

Parents of LFCS students, have formal opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children during monthly board meetings, DELAC meetings, and LFCS School Site Council meetings. Parents may also communicate directly with teachers, site administrators and the school's executive director either in person, by phone, by email, or through a video conference if needed.

- e) 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Parents and family members of children participating in Title I, Part A programs, if they find that the school's plan under ESSA Section 1114(b) is not satisfactory, may submit comments to any site administrator through the office staff at each site or at any parent conference, general parent meeting, IEP meeting, DELAC meeting, or LFCS School Site Council meeting and LFCS will include the comments with the plan. LFCS is its own LEA.

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])

[Briefly describe or list the activities the school will implement to address this requirement.]

LFCS provides parents information regarding its programs and requirements under Title I Part A, state academic standards, its curriculum, state and local assessments, how to monitor a child's progress, and how to work with educators to improve the achievement of their children during orientation, back to school night, open house, parent connection meetings, and parent conferences. Parent conferences occur at least twice per year. Parents may schedule a meeting with a teacher or administrator outside of the parent conference schedule by contacting the teacher or site administrator.

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

LFCS provides materials and training to help parents work with their children to improve their children's achievement, and as appropriate, to foster parental involvement during orientation, back to school night, open house, parent connection meetings, and parent conferences. Parent conferences occur at least twice per year. Parents may schedule a meeting with a teacher or administrator outside of the parent conference schedule by contacting the teacher or site administrator.

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

- d) The value and utility of parent involvement is part of our charter. This is communicated to teachers, specialized instructional support personnel, administrators, and other staff during staff training week each August. Administration and lead teachers train other staff on how to effectively communicate with parents and involve parents in the education of their children. The school's PTLC (Parent Team Leader Council) provides a means for parents to build ties between parents and the school through sponsoring events on campus and fundraisers. Orientation meetings, back to school night, parent connection meetings, DELAC, the LFCS School Site Council, and parent conferences are other opportunities for parents to build ties to the school and meaningfully participate in the education of their children. The school provides opportunities for parents to volunteer on campus.

- e) 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Parent and family engagement is mandated by our charter, including parent conferences, orientations, back to school night, open house, and parent volunteers. Parents participate on the LFCS Board of Trustees, serve on the LFCS DELAC, the LFCS Parent Team Leader Council, on the

LFCS School Site Council, and on the Patriot Legacy Education Foundation (a separate organization which fundraises for LFCS). Parents volunteer on campus, in the library for example.

- f) 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

The school provides translation services to parents during IEP meetings and parent conferences and translates documents into Arabic and Spanish to the extent practicable. Spanish and Arabic speaking staff are located at every campus to meet daily translation needs.

- g) 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Parents may request other reasonable support for parental involvement by communicating such requests to their child's teacher, a site administrator, or to the school's executive director.

2.3 Accessibility

In carrying out the parent and family engagement requirements of Title I, Part A, [Literacy First Charter Schools](#), 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

In carrying out the parent and family engagement requirements of Title I Part A, LFCS provides translation services during IEP meetings, parent conferences, and upon request. Documents are translated into Arabic and Spanish. Arabic and Spanish speaking staff are available at each campus to meet daily translation needs. Meetings and school events are held at locations that meet ADA requirements.

LFCS School Site Council Approved: February 27, 2023

LFCS Board Approved: March 8, 2023

**It may be helpful to include the parent and family engagement policy review in the annual review of the School Plan for Student Achievement.*

***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.*