

Section 5: School-Parent and Family Engagement Policy
SERRANO MIDDLE SCHOOL
Parent and Family Engagement Policy
2021-2022

With approval from the local governing board, SERRANO MIDDLE SCHOOL shall jointly develop with, and distribute 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. (20 U.S.C. § 6318[b][1])

This policy is distributed and made available to the community in the following manner:

Serrano Middle School distributes the policy to parents of Title I students during our Back To School night, parent committees (SSC, AAPAC, and ELAC), and it is included in the beginning of the year packet sent home and collected in August.

The school-level policy shall describe the means for how each school shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

(a) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation in the Title I, Part A program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 6318[c][1])

The annual meeting will be completed as follows:

At the beginning of the school year we hold our annual Back-to-School Night (Virtually/on campus when safe to do so) and it is held within the first three weeks of the school year. All parents/guardians are provided a detailed overview of Serrano's Title 1 program, including program requirements as they apply to a school-wide setting, the instructional program, and the parent's rights to be an active participant in the school's Title 1 program. Parents/guardians are notified of this meeting via multiple Peachjars and school messenger messages, three sets of fliers are sent home at the beginning of the week before the event, announcement/fliers are distributed at parent orientation meetings and the first day of school, as well as, posting it on our electronic marquee.

(b) Offer 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 offers flexible meetings as follows:

Serrano offers multiple opportunities for parents/guardians to participate in several different types of meetings whether virtually or on campus (when safe to do so). These meetings include a parent orientation meeting in English with Spanish translation, Coffee with the Principal, SSC, AAPAC, ELAC, and LCAP/SPSA meetings and Back to School night. Parents/guardians are consulted via the needs assessments surveys and on Back-to-School night/parent orientation about their preferences in regards to days and times for meetings prior to scheduling and all meetings are arranged to accommodate the parents to ensure the best opportunity for participation. Our parent resource center also has up-to-date information regarding all stakeholder meetings.

(c) Involve 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 school-wide program plan. (20 U.S.C. § 6318[c][3])

The school involves parents/family in the joint planning, review, and improvement of the Title I Program and school Parent-Family Engagement Policy in the following way(s):

Parents/guardians are invited to participate in multiple surveys and meetings held to review data, review implementation and improve/create Serrano's School Plan for Student Achievement (SPSA), our Title 1 programs, and the Title 1 parental involvement policy. These meetings (SSC/ELAC/AAPAC/Coffee with the principal, Back-to-School night, parent orientation) are communicated to parents/guardian via Peachjar, school messenger, individual phone calls (ELAC), fliers/agendas sent home with students, and emails (correspondence is translated where appropriate and available). Data is also collected via the Title 1 Survey.

(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])

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])

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])

The school will provide this information and opportunities in the following way:

Serrano Middle School continually communicates invitations to regular meetings and/or student specific meetings through team letters home, parent orientation, Back-To-School Night, teacher phone calls home, Aeries, and teacher/team emails to parents and guardians communicating that they may call and/or email the teachers/staff at Serrano at any time and request a meeting with their students team of teachers and any other staff members as needed through whole school parent teacher conferences and team/parent teacher conferences. The regularly scheduled meetings are SSC, ELAC, AAPAC, and LCAP/SPSA stakeholder collaborate

(e) If the school-wide program plan is not satisfactory to the parents of participating children, parent comments regarding the plan will be submitted when the school makes the plan available to the LEA. (20 U.S.C. § 6318[c][5])

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

(a) The school shall provide 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 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])

The school will assist parents-family in understanding academic standards, assessments, and how to monitor their child's achievement in the following ways:

Serrano Middle School provides detailed information about the curriculum, assessments to monitor student progress, expected proficiency levels students are expected to meet, monitoring tools-quick guides (Access and use Aeries, etc.), and training sessions during the following activities/meetings: parent orientation, Back-to-School night, Coffee with the principal, SSC, ELAC, AAPAC, LCAP/SPSA development, team/parent conferences, individual parent/staff conferences, home visits and newsletters. In addition, information is available in the front office, Serrano's website, mailed correspondence, team monthly newsletters, and Peachjar and school messenger systems.

(b) The school shall provide materials and training to help parents to work with their children to improve their children's achievement, **in the following ways:** (20 U.S.C. § 6318[e][2])

Serrano will provide information, materials, and training opportunities for parents/guardians to assist them with helping their children improve academic achievement: parent workshops/trainings at the site, virtual trainings and district trainings, and developing partnerships with local community agencies (Immanuel Baptist Church). Serrano Middle School will also provide pamphlets, booklets, quick guides, and targeted trainings during parent orientation, Back-to-School night, Coffee with the principal, SSC, ELAC, AAPAC, LCAP/SPSA development, team/parent conferences, individual parent/staff conferences, and home visits. As well as, keeping materials on hand in the front office for parents/guardians questions and needs.

(c) The school shall educate 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, **in the following ways:** (20 U.S.C. § 6318[e][3])

Serrano Middle School staff continually participates in staff development geared toward creating, strengthening, and maintaining school to home connections and relationships. Serrano Middle School staff is encouraged to participate in our multiple (SSC, ELAC, and AAPAC) parent committees in order to facilitate working with parents/guardians as equal partners. Serrano will also work in conjunction with staff and parents in developing ways to enrich the home-school partnership by increasing and sharing regular feedback from and with each set of stakeholders.

(d) The school shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, **in the following ways:** (20 U.S.C. § 6318[e][4])

Serrano offers a variety of events and activities throughout the school year such as Champion Showcase, field trip chaperones and sports and music events. Parents/guardians are provided with opportunities to participate in needs assessment surveys to assist with identifying areas of program strengths and growth areas, as well as, offering suggestions for needed information and trainings. During coffee with the principal or our Saturday Home Visits, parents have the opportunity to voice any concerns or ask any questions. Serrano will continue to offer opportunities to become actively involved in on-campus activities and other school events. On-going outreach to community organizations and supports will continue to be developed and enhanced.

(e) The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to the 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])

The school does this by

Serrano Middle School relays information via Peachjar, school messenger, marquee, fliers, and handouts in English and Spanish. Serrano Middle School posts agendas, fliers for school activities, and community events in the front office in English and Spanish, when available. Serrano also discusses information verbally and in summarized format and translated when necessary and available at our parent committees (SSC, ELAC, and AAPAC), home visits, social media-Facebook, Twitter, and Remind 101 and Coffee with the Principal meetings/events.

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

Serrano Middle School continually surveys all stakeholders via a needs assessment survey on all the different aspects of the school environment. This information is summarized, reviewed, and used to make future decisions. With the assistance of the parents, Serrano will prioritize activities, trainings, and events identified to enhance, encourage, and enable all parents/guardians to become active participants in their student's academic achievement.

2.3 In carrying out the parent and family engagement requirements of this part, LEAs and 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 20 U.S.C. § 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

2.4 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 following requirements: (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 this part 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])

(b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following: (20 U.S.C. § 6318[d][2])

i. 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])

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

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

iv. 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])

2.5 Each LEA or school receiving funds under Part E of Title IV shall inform parents and organizations of the existence of Title IV. (20 U.S.C. § 6318[g])

San Bernardino City Unified School District does not receive Title IV, Part E funds.
