

Title I, Part A School Parent and Family Engagement Policy

Potrero Elementary, with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c).

Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):

Potrero Elementary 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.

- **School Site Council Meeting**
- **Copy of the Title I Parent and Family Engagement Policy is distributed via email, posted on school website**

Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):

Potrero Elementary School Title I Parent and Family Engagement Policy and the School-Parent Compact are reviewed annually by the School Site Council, English Language Advisory Committee and the School Leadership Team.

- **The Title I program is reviewed as part of the annual review of the SPSA.**

Describe how the Local Educational Agency (LEA) involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3]):

If requested by parents, the school provides 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.

- **Informal and Formal Parent-Teacher Conferences**
- **SSC Meetings**
- **Fall Back to School Night**
- **ELAC Meetings**
- **Spring Open House**

Describe how parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):

Potrero Elementary will submit all written documentation of parent comments that reflect the program is not satisfactory to the LEA.

Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the rights of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).

- **Annual Title I Parent Meeting is held at our first SSC meeting.**
- **Each parent is given a copy of the Title I powerpoint presentation electronically.**
- **Translation services are offered at the meeting for those parents that are not English Speakers, including during virtual settings.**

Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening, such as:

- **ELAC Meetings**
- **SSC Meetings**

Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy through:

- **SSC Meetings**
- **ELAC Meetings**

Describe how the school is providing parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; 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; and 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 (ESSA sections 1116[c][4][A-C]):

- **Schoolwide Class Dojo**
- **Potrero Elementary School Website**
- **Posted in School Office**
- **Parent – Student Handbook distribution during Registration**
- **Trimester Progress Reports**
- **Trimester Report Cards**
- **Parent Portal Access**
- **Parent Teacher Conferences**
- **Meetings with Counselor**
- **Student Success Team Meetings**

Describe how the schoolwide program plan, ESSA Section 1114(b), is not satisfactory to the parents of participating children in Title I, Part A programs, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):

The school provides opportunities for parents to participate in decisions regarding their child’s education through the annual Title 1 Parent and Family Engagement meeting, School Site Council meetings, ELAC meetings, annual Back to School Night event, all all activities shall be available to families in a virtual setting as deemed necessary due to local county health orders.

Potrero Elementary’s Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on October 27, 2022. The School will post the policy on the school’s website.

Christi Martelli, Principal - Potrero Elementary School

10/27/22

Date

California Department of Education
April 2020