Lewis Middle School

**TITLE I PARENT & FAMILY ENGAGEMENT POLICY (2024-2025)**

2.0 With approval from the local governing board, Lewis Middle School 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]*)

- School Site Council members will review and give input to Title 1 Parent & Family Engagement Policy
- A Title 1 parent meeting will be held in the fall to review and share the Title 1 Parent & Family Engagement Policy
- ELAC (English Learner Advisory Committee) parents will provide input at our Spring ELAC meeting.
- The policy is presented and distributed electronically via the parent bulletin to all families in the fall.
- The policy is posted on the school website.

2.1 INVOLVEMENT OF PARENTS IN THE TITLE I PROGRAM

The school-level parent and family engagement policy shall describe the means for how Lewis Middle School school 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])

Lewis hosts our annual Title 1 program meeting in September as a part of *Back to School Night*. Parents are informed of the Title I requirements as well as their right to be involved. All parents of students attending Lewis Middle School are invited through the weekly parent bulletin, school messenger emails, and paper flyers sent home with students.
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])

- **Morning Meetings**
  - Daily Volunteer Opportunities for certified Parent Volunteers
  - Honor Roll Assemblies twice per year
  - Character Awards Assemblies twice per year
  - Individual classroom activities as planned by individual classes/teachers
  - Ongoing availability to meet with counselors
  - ELAC meetings (English Learner Advisory Committee), four times per year
  - *Coffee with Counselors*

- **Afternoon/Evening meetings**
  - Annual Title I meeting/distribution held September 2024
  - Winter Parent/Teacher Conferences planned for November 2024
  - Spring Parent/Teacher Conferences are planned for March 2025
  - Spring Open House planned for March 2024
  - Parents have access to teachers upon request
  - Monthly SSC, SGT and ELAC meetings

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])

- SSC (School Site Council)
- SGT (Site Governance Team)
- Parent Foundation
- ELAC (English Learner Advisory Committee)
- Parent Teacher Student Conferences
- At-Risk Notification Letter Sent to Parents/Guardians Every Nine Weeks with Suggested Supports
- School Messenger emails and phone calls with involvement opportunities
- Mailed Semester and End of Year Report Cards

- 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])
  
  - A Title 1 parent presentation will be provided in the fall for review, giving parents an opportunity to give input to Title 1 Parent & Family Engagement policy (in both English and Spanish)
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])

- Back to School Night
- Parent Portal dissemination of CAASSP results and data
- ELPAC updates, proficiency letters, and reclassification communications
- Individual meetings for Academic reviews with parents and students who are not meeting the standards

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 practically possible. (20 U.S.C. § 6318[c][4][C])

- Access to School Counselors for academic support and Student Study Teams are available by request of the parent, teacher, and or student. Parents are encouraged to attend when the meeting is requested by the teacher or student.
- Teachers and support staff respond to emails within 48 working hours, and are available to conference with parents throughout the school year.

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])

Parents who have complaints can file a complaint using the Universal Complaint form and procedures. The forms are available at the front counter. Received complaints are routed through the principal, addressed and/or referred to the Title IX office, Quality Assurance, and/or Middle School Superintendent.

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])

Lewis provides assistance understanding academic standards, assessments, and Title 1 requirements by:

- Hosting a Title 1 Parent Meeting in September, prior to Back to School Night.
- Describing course specific content standards, assessments, and supports for each class at Back to School Night.
- Previewing components of ELPAC assessments and methods of progress monitoring at ELAC meetings.
- Discussing state assessments with each family at IEP meetings.

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])

- Counselors offer Coffee with the Counselors multiple times a year. During these meetings they support families on various topics that support student achievement and how parents can support their children.
- Teachers are available by email, phone calls or parent requested conferences to discuss their child’s progress.
- Parent conferences are held twice a year. Parents of struggling students are invited to attend and given customized support in how to support their child and provided with the support the school has available to help their child.

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])

Lewis Middle School holds monthly professional developments that support the vision of the school, “to see a learning community where students are seen, loved, challenged and supported so they can realize a future of their dreams.” Professional learnings support teachers in the ‘how-to’s’ of developing partnerships with colleagues, families, and students.
d) 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])

Information regarding supports and offerings outside of the regular Lewis school program are communicated to parents through the school weekly bulletin and by the school district through their emails and phone calls to parents.

e) 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])

The weekly parent bulletin is sent using the Smore. This application allows parents to translate the bulletin into the language of their choice. The bulletin contains information about all school activities and happenings. Parents receive the link for the weekly bulletin via a text message and email on a weekly basis.

f) 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])

- Lewis provides parents of participating students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children.
  - Back to School Night
  - Parent Orientation
  - Open House
  - Parent Conferences
  - Coffee with Counselors
  - Honor Roll Assemblies
  - Character Assemblies
  - Parent Volunteer Opportunities

2.3 ACCESSIBILITY

In carrying out the parent and family engagement requirements of Title I, Part A, Lewis Middle School, 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])

Lewis Middle School works to ensure that all parents and family members have access to information and supports that are critical for supporting students’ success. Weekly Parent Newsletters are translated into home languages via the Smore platform. The school website can be translated for family members with home languages other than English. Translators are reserved and paid for with school resources to facilitate the flow of information at parent meetings, such as ELAC. SDUSD has contracted with translators who can provide live translation services for parent conferences.