



CAPISTRANO UNIFIED SCHOOL DISTRICT

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CUSD Title I, Parent and Family Engagement Policy

The Capistrano Unified School District approved a new CUSD Title I Parent and Family Engagement Policy with consultation from Title I parents and families from each of the Title I schools. The policy outlines how parents and the District, along with school staff, will share responsibility for improved student academic achievement and the means by which the District, schools, and parents will build and develop a partnership that will help children achieve the State's high standards. Below is the outline of how CUSD will address Mandates A-F under Every Student Succeeds Act of 2015.

Mandate A: *Involve parents and family members in jointly developing the LEA Plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d)*

A. The District will involve parents in the joint development of the CUSD Local Education Agency (LEA) Plan by getting input from Title I parents during School Site Council (SSC) and English Learner Advisory Committee (ELAC) meetings. All school sites actively recruit parents/family members to participate in the parent advisory capacity and in the needs assessment process. Input was also gathered during the District Annual Title I Meeting. The District will also invite parents to participate in special trainings to support their understanding of the CUSD LEA Plan and the School Plan for Student Achievement (SPSA). CUSD will do the following to ensure schools have the necessary tools and information they need to effectively engage and communicate with parents.

- District guidelines on School Committees and Councils and Title related mandates: Provides schools with operating guidelines and federal requirements for School Site Councils, English Learner Advisory Committees and Title I requirements at school sites, requiring parent members on the school Site Council to be trained before the first official meeting.
- Provide parents, students, and school staff with opportunity to provide feedback on matters related to school climate and student learning. Data will be use by district and schools in developing support and improvement.
- School Data Conversation with Parents and Families: Provides opportunities for parents and families to increase parent awareness of available school data, such as how student data can be used in goal setting, SPSA plan writing, and monitoring.
- School Site Council Training for Parents: District will provide training to parents or provide school staff with tools and training to support meaningful and balanced parent participation on the School Site Council.
- Understanding school budgets and SPSA program alignment.
- Uniform Complaint Procedure (UCP) forms. Assists schools with providing UCPs to parents who have complaints and who need support.

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Mandate B: *Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, and how this may include meaningful consultation with employers, business leaders, and philanthropic organization, or individuals with expertise in effectively engaging parents and family members in education.*

B. CUSD will assist and build capacity of all Title I schools. The District will employ support staff who will collaborate with schools and parents to develop goals, programs, and workshops to support parents and families. Every Title I school will have a parent/community representative or liaison who will serve as a representative/liaison between parents, schools and outside community agencies. District staff will develop tools and will provide training to school staff in the following areas:

- **School Goals for Parent Engagement:** CUSD will establish district-wide expectation and vision for parent engagement at every Title I school. The CUSD school goals for parent engagement will be widely distributed to every school to create benchmarks and indicators for parent engagement.
- **Build Staff Capacity:** Provides school staff such as principals, teachers, clerical staff, front office staff, with training that fosters meaningful and positive parent and family engagement in creating a welcoming environment, parent/family resources, home-school continuity of learning, addressing parent concerns, informing parents/families of their rights and responsibilities including special programs such as Title I, Multilingual Learners, Special Education, working with homeless, migrant, and newly arrived families, sharing and analysis of data.
- **Parent and Family Center Improvement Program:** Upgrade and equip school-based Parent and Family Centers with standard facilities that assist schools in delivering effective parent engagement programs, including parent trainings/workshops, volunteer programs and local community resources. Key investments areas include signage, computer and other technology, and building upgrades.
- **School Volunteer Program:** School-based programs that strengthen home-school partnerships by connecting the expertise and vision of parents/community members directly to student learning and academic achievement. Training for volunteers will be provided.
- **Targeted Technical Assistance:** Support provided to schools undergoing periodic state and federal review of their parent engagement activities and implementation.
- **Community Group Partnership:** Training will be provided to schools to prepare them for partnering and consulting with local employers, business leaders, social service organizations with wrap-around services for homeless families, and organizations that specialize in parent and family engagement support and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.
- **Parent Education Modules:** Training and tools will be provided to school staff to increase their capacity to engage, support and provide necessary information to parents and students with documented achievement gaps, homes and foster youth, English Learners and students with special needs. Training materials will be updated regularly to align with current initiatives. As each school has different needs, training should be selected that best meets the specific needs of parents. Training topics include Master Plan for English Learners, A-G Graduation Requirements, Restorative Justice Practices, Common Core State Standards, Early Education/Preparing for School, creating learning environments at home, CA School Dashboard, Understanding SPSA and SPSA Evaluation, Special Education Programs, IEP and Individual Transition Plans, Technology tools and Aeries Parent Portal.

Mandate C: *Coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.*

C. CUSD will coordinate and integrate family involvement and engagement programs and trainings with those of the other departments of the District such as:

- Language Acquisition Department: Inform parents of English Learners of CUSD's Master Plan for English Learners through parent meetings/workshops. Parents provide input and feedback on this plan and parents support in the district's efforts to increase bilingualism and biliteracy.
- Access, Equity and Acceleration: Coordination is focused on identifying research and evidence-based strategies to bridge the achievement and digital gap for underserved students.
- Federal and State Education Programs: Coordination is focused on ensuring that federal and state parental involvement and engagement requirements, including District and School Annual Title I meetings, Title I Parent Engagement Policy, Title I Parent-School Compact, and School Plan for Student Achievement are met by all schools so that meaningful consultation with parents is achieved.
- Student Health and Human Services Unit: Coordination focused on parents and family resources on the importance of school attendance, support for homeless and foster youth, and student restorative justice.
- Division of Special Education: Provide consultation and parent trainings on the Modified Consent Decree (MCD), bullying, and helping parents understand the special learning needs of their children, Individualized Education Plans, and safety of students with special needs.
- Information Technology and Instruction: Coordination on information technology and instructional initiatives.
- Expanded Learning Opportunities: Coordination is centered on enrichment and intervention programs to provide extra-curricular and tutoring programs for students.
- Early Childhood Education: Coordination is focused on providing support to families of preschool children with research-based information on parenting and opportunities available in expanded transitional kindergarten and transitional kindergarten programs.
- Translation Services: Coordination with translation unit to support parent translation and interpretation services.

Mandate D: *Conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy in improving academic quality of all schools served under Title I.*

D. An annual evaluation of the content and effectiveness of this parental engagement policy will be conducted annually through School Site Council, and District Title I Parent meetings. The evaluation process will identify barriers to parent participation in Title I schools, strategies to overcome participation barriers and develop successful partnerships with families and schools for student achievement and promote the completion and results of the parent surveys developed by schools and district to capture parent feedback on school-level parent engagement experiences, programs and practices.

Mandate E: *Use the findings under Mandate D to design evidence-based strategies for more effective parental engagement and involvement and to revise, if necessary, the parent and family engagement policy.*

E. The District will use the findings and results to design strategies for more effective parental

involvement. The policy will be reviewed and revised annually and as needed. The District shall utilize findings from feedbacks from Title I schools, and District Title I Meeting to design evidence-based strategies for more effective parental engagement especially for underserved populations. The District will also share best practices among Title I schools for strengthening school-based parent engagement and communication between schools and families.

Mandate F: *Involve parents in the activities of the schools served under Title I, Part A, which may include establishing a parent advisory board comprised of a sufficient number of representative group of parents or family members served by the LEA to adequately represent the needs of the population served by the LEA for the purposes of developing, revising, and reviewing the parent and family engagement policy.*

- F. To address this mandate, CUSD will do the following:
- Use parent feedback on the barriers to participation in the Title I program and strategies to overcome barriers.
 - Ensure meaningful parent engagement at sites by growing school capacity.
 - Ensure parents and family members are knowledgeable about resources, data, CA Dashboard, graduation requirements, social-emotional resources, volunteer programs, Aeries Parent Portal, opportunities to participate in school governance, Uniform Complaint Procedures and Policies, State standards and assessment and special programs.

If you are interested in learning more about the annual review of this policy, please contact the Coordinator II, Title I at 949-234-9423.

Cary Johnson, Assistant Superintendent, Curriculum and Instruction

