



Cesar Chavez Ravenswood Middle School  
2450 Ralmar Street  
East Palo Alto, CA 94303

## **2021-22 Title I, Part A School-Level Parent and Family Engagement Policy**

School Name: Cesar Chavez Ravenswood Middle School

Cesar Chavez Ravenswood Middle School, 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]):

Input is gathered through family surveys, discussion forums, and reviewed with the School Site Council, English Learner Advisory Committee, and leadership team.

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]):

The policy is distributed to families through the annual notification, all-call messages, site Parent Square, student-family handbooks, and posted on the website. The policy can be amended during a school site council meeting.

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]):

RCSD includes a goal about improving family engagement in the Local Control and Accountability Plan (LCAP). This goal includes actions, services, and expenditures addressing family engagement, including meaningful participation and opportunities to provide input on decisions. Actions and strategies are also included in the LCAP Federal Addendum.

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]):

Parents and family members should reach out to their site administrator and express their concern. This can be done via phone or in an email. They can also schedule a Zoom appointment through the front office. Additionally, they can attend the School Site Council meetings on the third Thursday of each month at 4:30 PM

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]):

We host an annual Title I meeting for parents during School Site Council. If parents cannot attend and want information, that can be shared with parents during a time that is convenient to them.

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]):

We offer meetings in the morning and afternoon. Conferences are available from 8AM through 7PM during the conference days. Home visits are scheduled to meet family needs.

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]):

Families and students are surveyed to help develop programs and events on campus. The School Site Council will review the SPSA quarterly.

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]):

The school mails home the State academic results and can provide the parents all other assessment results. Parents are invited to the learning portals with the grading system, assessment system, and curriculum to access real time assessment grades. If a child requires intervention or acceleration, the parent is informed and the student is offered a place in the class.

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]):

Parents and family members should reach out to their site administrator and express their concern. This can be done via phone or in an email. They can also schedule a Zoom appointment through the front office. Additionally, they can attend the School Site Council meetings on the first Thursday of each month at 4PM.

Cesar Chavez Ravenswood Middle School'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 September 30, 2021. The School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before October 30, 2021 .

The policy is distributed to families through the annual notification, all-call messages, site Parent Square, student-family handbooks, and posted on the website.

## Signatures

Name	Title	Signature	Date
<b>Amanda Kemp</b>	<i>Principal</i>	<i>Amanda Kemp</i>	<b>30 Sep 2021</b>
<b>Tina Collier</b>	<i>SSC/ELAC President</i>	<i>Tina Collier</i>	<b>30 Sep 2021</b>
<b>Alice Taimani</b>	<i>SSC/ELAC Parent Representative to the DAC/DELAC</i>	<i>Approved via Zoom</i>	<b>30 Sep 2021</b>

# 2021-22 Title I, Part A School-Parent Compact

The Cesar Chavez Ravenswood Middle School, and the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (ESSA Section 1116[d]).

Describe how the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time (ESSA Section 1116[d][1]):

The school has dedicated department collaboration time and professional development to ensure that the teachers have the time to evaluate and plan curriculum to have standards rigor. The school is responsible to ensure that the students have the technology to access the online curriculum and the proper materials. The parents are responsible for advocating if their child is missing work, or the technology at home is not working properly.

Describe how the importance of communication between teachers and parents on an ongoing basis through, at a minimum the following means (ESSA sections 1116[d][2][A-D]):

- A. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed at the compact relates to the individual child's achievement;
- B. frequent reports to parents on their children's progress;
- C. reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- D. ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.

Student progress reports are formally sent home once each trimester at minimum a month before the grading period is over. Then, the report cards are sent home three times a year. Formal report card conferences are twice per year after the first and second trimesters. We also encourage parents to check their child's work frequently on Infinite Campus. They can check their child's work completion and attendance through the application on their phone. Parents and teachers can email, talk through Parent Square, or on the phone. The school welcomes volunteers and can talk with the Parent Outreach Coordinator to sign up for specific events. The school employees two translators who can ensure parents receive important information in their native language. In addition, there are many bilingual employees to help with communication.

This Compact was established by Cesar Chavez Ravenswood Middle School on September 30, 2021, and will be in effect for the 2021-2022 school year. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before October 30, 2021.

## Signatures

<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
<b>Amanda Kemp</b>	<i>Principal</i>	<i>Amanda Kemp</i>	<b>30 Sep 2021</b>
<b>Tina Collier</b>	<i>SSC/ELAC President</i>	<i>Tina Collier</i>	<b>30 Sep 2021</b>
<b>Alice Taimani</b>	<i>SSC/ELAC Parent Representative to the DAC/DELAC</i>	<i>Approved via Zoom</i>	<b>30 Sep 2021</b>

*Template obtained from the California Department of Education, April 2020*