Fortuna Elementary School District
Ambrosini Elementary School
Title I School-Level Parental Involvement Policy

Ambrosini Elementary has developed a written Title I Parental Involvement Policy with input from Title I parents through their participation and election to the established School Site Council. The policy is distributed annually to parents of Title I students at the beginning of each school year and is also referenced in the school’s handbook. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program
To involve parents in the Title I program at Ambrosini Elementary School, the following practices have been established:

- The school notifies parents of Title I students on an annual basis about Title I requirements and about the right of families to be involved in the Title I program. 
  This is accomplished through letters sent to parents, references to parent involvement in the school’s handbook, and references in monthly newsletters as well as on the school’s website – also available in Spanish.
- The school offers a number of meetings throughout the year of which Title I parents are invited to attend. 
  This is accomplished through the establishment of monthly School Site Council meetings of which posted agendas are made available to all parents and always include time for parent/public comments. Our school also holds monthly Rohnerville Education Foundation, REF (formerly known as PTO), meetings which parents are encouraged to attend as a means to be involved.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school’s Title I programs and the Title I Parental Involvement Policy.
  This is accomplished through the ongoing work of Title I parents, staff, and community members involved in the School Site Council.
- The school provides parents of Title I students with timely information about Title I programs.
  Annual notices are sent to all parents regarding Title I programs in both English & Spanish. Information is also included in monthly newsletters and on the school’s website in both English and Spanish.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure students’ progress, and the proficiency levels students are expected to meet.
  The curriculum and programs used at Ambrosini Elementary are explained to parents at each year’s Back-to-School night, annual standardized testing results are mailed to all parents, and grade level standards/expectations are also explained at annual Back-to-School night meetings and at parent/teacher conferences.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.
This is accomplished through the establishment and function of the School Site Council. Scheduled meetings are posted and occur on a regular basis.

School-Parent Compact
Ambrosini Elementary School distributes to parents of Title I students a school-parent-student compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the state’s high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school’s responsibility to provide high-quality curriculum and instruction.
- The ways parents will be responsible for supporting their children’s learning.
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences, reports on students’ progress, access to staff, opportunities for parents to volunteer and participate in their child’s class, and opportunities to observe classroom activities.

The school-parent compact was developed through the involvement of Title I parents and staff through the School Site Council process. It is annually reviewed for content and to make any changes if necessary. Reviewed and discussed 10/25/17 – added the line “Bring your child to school everyday on time” under the family’s responsibility.

Building Capacity for Involvement
Ambrosini Elementary School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the state’s academic content standards, assessments, and how to monitor and improve the achievement of their children.

Teachers offer explanations of academic content standards, types of assessments used, and ongoing progress monitoring at annual Back-to-School night presentations, at scheduled parent-teacher conferences, and through progress reports presented at the conclusion of each trimester.

- The school provides Title I parents with materials and training to help them work with their children to improve their children’s achievement.

At annual Back-to-School night presentations, teachers provide written “helpful hints” for parents on how they might help with their children’s academic progress at home. Teachers also send monthly reading tips home to parents photocopied on the back of the weekly Reading Logs. Annual IEP and Section 504 meetings take place for identified students to keep parents informed of their child’s academic progress.

- With the assistance of Title I parents, the school educates staff members about the value of parent contributions and how to work with parents as equal partners.

At annual pre-service day trainings and meetings, teachers are instructed by administrative staff to make positive contacts with every parent within the first month of school. Teachers are also instructed to invite parents to participate and volunteer in their classrooms. Parents are also invited to share specific skills or talents they may have with other students in their child’s classroom. The Rohnerville Education Foundation (REF) offers financial assistance to parents in need for fingerprinting, which is a requirement for volunteering.
The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

Our district maintains a Family Resource Center (FRC) on a school campus (South Fortuna Elementary) that coordinates the connection between parents and any social services of which they may need. The FRC also maintains a parent resource library that parents may access at any time and also coordinates parent classes on a range of topics. The school also facilitates and coordinates dental services for all Title I students on a rotating basis.

The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.

Monthly newsletters are distributed to all parents in both English and Spanish. All correspondence originating from the school is distributed in both English and Spanish. Translators are provided for Spanish speaking parents during conferences and on a drop-in basis. English/Spanish translation is offered to Spanish speaking Title I parents at school events and meetings. All classroom teachers and the principal use Class DoJo as a means of communicating with parents on a regular basis as well. Class DoJo has a Spanish translation feature, which allows parents to see messages in both English and Spanish.

The school provides support for parental involvement activities requested by Title I parents. Title I parents are invited to join REF and become involved in their ongoing activities. Their input as to what types of events and fundraising activities needed at the school is always considered, and the school helps facilitate their activities whenever possible.

Accessibility

Ambrosini Elementary School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language which parents understand.

Parents are annually invited to participate in School Site Council, Student Study Team Meetings, Individual Education Program meetings, Conferences, Back to School Barbeque, Back to School Night, Open House, and all other special events at school. All school-to-home correspondence is sent to parents in both English and Spanish. Report cards are presented to all parents in a bilingual format. Translators and interpreters are provided to both school staff and parents when needed.

Policy approved by School Site Council on: **October 24, 2018**

Policy approved by Board of Trustees on: **November 15, 2018**

Distributed to families with the monthly newsletter on: **December 1, 2018**