



CAPISTRANO UNIFIED SCHOOL DISTRICT

33122 VALLE ROAD, SAN JUAN CAPISTRANO CA 92675
TELEPHONE: (949) 234-9200/FAX: 496-7681 www.cqpousd.org

BOARD OF TRUSTEES

KRISTA CASTELLANOS
PRESIDENT

MICHAEL PARHAM
VICE PRESIDENT

AMY HANACEK
CLERK

JUDY BULLOCKUS

LISA DAVIS

GILA JONES

GARY PRITCHARD, Ph.D.

SUPERINTENDENT
CHRISTOPHER BROWN, Ed.D.

Title I School-Level Parent and Family Engagement Policy Palisades Elementary School 2024/2025

Palisades Elementary School has developed a written Title I Parent and Family Engagement Policy (PFEP) with input from Title I parents, community members, and school personnel and adopted on April 11, 2024. The policy is updated periodically to meet the changing needs of parents and the school. The final PFEP with all updates has been approved by the School Site Council (SSC) and distributed to the parents and families of Title I students both in English and Spanish. The policy is included on the school website, and messenger eblast. (EC Section 1116(c) through (f) (ESSA Section 1116[b] [1])

Section I: Involvement of Parents in the Title I Program

To involve parents and families in the Title I program at Palisades Elementary School, the following practices have been established: (20 U.S.C. § 6318[c][1-4])

- 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. (ESSA Section 1116[c] [1])
- Palisades Elementary School provides annual notification to parents of the school's participation in Title I at the beginning of Fall semester. The Annual Title I Meeting is presented on September 13, 2024 both in English and Spanish. During the meeting, the Principal shares current school participation in Title I program, requirements, student data, Title I funds the school receives, how the funds are utilized, and support the schoolwide goals. Parents and families are encouraged to ask questions and provide input and feedback regarding the school's participation in Title I. (ESSA Section 1116[c] [1])

SERVING THE COMMUNITIES OF:

ALISO VIEJO · COTO DE CAZA · DANA POINT · LADERA RANCH · LAGUNA NIGUEL · LAS FLORES · MISSION VIEJO
RANCHO MISSION VIEJO · RANCHO SANTA MARGARITA · SAN CLEMENTE · SAN JUAN CAPISTRANO

- The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide Title I funds, transportation, childcare, or home visits, as such services relate to parental involvement. (ESSA Section 1116[c] [2])
- Palisades Elementary School, SSC Meetings are after school. Chat with the Principal, PTA and ELAC meetings are offered at both morning and evening times. Childcare is provided at both meetings, when possible, with the current school student supervisor staff. All meetings are offered both in-person and virtually to increase parent participation.
- 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. (ESSA Section 1116[c][3])
- Suggestions for planning and improving the school's Title I program are solicited through dialogue with staff and parent groups, including School Leadership Team, ELAC and PTA. Review of the program and policies is done by the school's SSC.
- The school provides parents of Title I students with timely information about Title I programs. Parents are informed of the requirements of the Title I Program, parent's rights, and their school's participation in the Title program during the Annual Title I Meeting held on September 13, 2024 of each year.
- The school provides parents of Title I students with a description and explanation of the curriculum in used at the school, the academic assessment used to measure student progress, and the achievement levels students are expected to meet with the state standards.
- Palisades Elementary School has developed a parent communication design that utilizes four key opportunities to meet with parents throughout the school year. The four times set aside each year for all parents to receive explanations of the curriculum and assessments are as follows:
 - (1) Back to School Night- Month of September – Trimester 1
 - (2) Parent/Teacher Conferences – Goal Setting – Month of December – Trimester 2
 - (3) Parent/Teacher Conferences – Month of February – Trimester 3
 - (4) Open House Nights – Month of April – Trimester 3
 - (5) PTA, SSC, and ELAC meetings ongoing throughout the school year
 - (6) Additionally, parents may request a conference with their child's teacher to address concerns at any point during the school year.
- These opportunities are organized to provide an important component of the curriculum and assessment system that we have in Capistrano Unified School District (CUSD) and at Palisades Elementary School. Additionally,

we have special evening events that address specific topics in the curriculum that teachers may be addressing that year.

- If requested by parents of Title I students, the school provides opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and to respond to any such suggestions as soon as possible. Parent suggestions and decisions to participate in their child's education are welcomed by the school and encouraged during PTA, SSC, and ELAC meetings. Additionally, parents may request a conference with their child's teacher to address concerns at any time during the school year. (ESSA Section 1116[c][3])
- If the schoolwide program 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). Palisades Elementary School will submit to the district any parent comments if the schoolwide plan is not satisfactory to the parents of Title I students. ESSA Section 1116[b] [4]

Section II: Building Capacity for Involvement

Palisades Elementary School engages Title I parents and families in meaningful interactions with the school to ensure effective involvement of parents and to support a partnership among the school to improve student achievement. 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: (ESSA Sections 11166[c][4][a-c])

- 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. The information I shared during Chat with the Principal, PTA, SSC, and ELAC meetings as well as during individual family conferences. (ESSA Sections 11166[c][4][a-c])
- 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. Parents are encouraged to participate in both on-site and district provided training. Parents who attend the meetings are provided with materials and resources relevant to the topics covered. In addition, various opportunities are available to parents such as being a school volunteer, observe school activities, and PIQE classes. (ESSA Section 1116[e][2])

- 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. Both CUSD and Palisades Elementary School provide staff development and training for certificated and classified staff on how to support effective communication between school and home. (ESSA Section 1116[e][3])
- 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, which encourage and support parents in more fully participating in the education of their children. Resources for parents are made available through the Family Resource Center, at the District Office. In addition, school site staff provide resources to parents upon request. (20 U.S.C. § 6318[e][4])
- The school distributes information related to school and parent programs, meetings, and other activities to the Title I parents and families in a format and, to the extent practicable, in a language that they understand. At Palisades Elementary School all communication is distributed in English and Spanish. The school uses various modes of communication such as School Messenger, electronic mail, Text Messaging, and Talking Points to inform parents and families.

Section III: Accessibility

In carrying out the parent and family engagement requirements of Title I, Part A, Palisades Elementary 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])

- All school information is communicated in both English and Spanish. The Bilingual Community Liaison provides parents and families with resources and referrals to agencies that offer assistance as needed.
- Parents who would like to volunteer who cannot pay the fingerprinting cost are offered fingerprinting and clearance free of charge.

Section IV: Shared Responsibilities for High Student Academic Achievement

Palisades Elementary School distributes to parents of Title I students a School-Parent Compact. The Compact, which has been jointly developed with parents and families and approved by the School Site Council outlines how parents, students, and the entire school community will share the responsibility for improved student academic achievement. Palisades Elementary School reviews, re-visit the Title I School-Parent Compact on an annual basis and modifies as necessary. The School Parent Compact outlines the importance of attendance, a home environment conducive to study, and the importance of communication between parents, teachers, and students. The Title I School Parent Compact describes the following:

- The schools' responsibility to provide a high-quality instruction and rigorous curriculum.
- The parent's responsibility is to support their children's learning.
- The importance of ongoing communication between parents and teachers.
- The responsibility of students in their learning.

Rebecca Bailey, Palisades Elementary School
August 20, 2024