

**ARROWHEAD ELEMENTARY SCHOOL  
Parent and Family Engagement Policy  
2021-2022**

With approval from the local governing board, ARROWHEAD ELEMENTARY SCHOOL shall jointly develop with, and distribute 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. (20 U.S.C. § 6318[b][1])

**This policy is distributed and made available to the community in the following manner:**

The policy is distributed and made available to the community in the following manner: Arrowhead's Website, Peachjar, and a hardcopy available upon request. The policy is also reviewed at parent meetings, such as SSC, ELAC, etc. The parent involvement policy is always available to parents in the front office. Parents are continually encouraged to volunteer at school events such as open house, assemblies, and school meetings.

The school-level policy shall describe the means for how each school shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

(a) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation in the Title I, Part A program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 6318[c][1])

**The annual meeting will be completed as follows:**

At the beginning of the school year, during Open House, all families are provided a detailed overview of the school's Title I program, including program requirements as they apply to a school-wide setting, the instructional program, intervention programs, and the parents' rights to be an active participant in the school's Title I program. Invitations are extended throughout the school year for activities such as SSC, ELAC, student recognition assemblies, as well as other family events.

(b) Offer 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])

**The school offers flexible meetings as follows:**

There are multiple opportunities for parents to participate in Title I related activities at Arrowhead Elementary the School Site Council (SSC), English Learner's Advisory Committee (ELAC), and African American Parent Advisory Council (AAPAC), Family Nights, and Open House. Meetings are arranged to accommodate the parents to ensure the best opportunity for participation. In addition to on-site meetings, we are working with the district Family Engagement Office on a variety of other ways to increase parent-family involvement, including webinars, with the goal of increasing family educational capital and improving staff and family relationships. Parent meetings are offered on various days of the week, at various times, in order to create multiple opportunities for parents to participate.

(c) Involve 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 school-wide program plan. (20 U.S.C. § 6318[c][3])

**The school involves parents/family in the joint planning, review, and improvement of the Title I Program and school Parent-Family Engagement Policy in the following way(s):**

SSC meetings  
ELAC meetings  
AAPAC meetings  
Open House  
Parent surveys

(d) 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])
- 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])
- 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 practicably possible. (20 U.S.C. § 6318[c][4][C])

**The school will provide this information and opportunities in the following way:**

SchoolMessenger  
Parent notices (during distance learning flyers were sent by mail)  
Parent Meetings  
Peachjar  
School webpage  
Parent google classroom  
Pastries with the Principal

(e) If the school-wide program plan is not satisfactory to the parents of participating children, parent comments regarding the plan will be submitted when the school makes the plan available to the LEA. (20 U.S.C. § 6318[c][5])

2.2 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 LEA assisted under Title I, Part A shall carry out the following requirements: (20 U.S.C. § 6318[e])

(a) The school shall provide 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 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])

**The school will assist parents-family in understanding academic standards, assessments, and how to monitor their child's achievement in the following ways:**

The school helps parents to understand the standards, assessments, and student achievement through informational meetings (ELAC and SSC), parent newsletters, parent-teacher conferences, communication with teacher (via phone, letters, remind, Google Classroom, and in-person [if necessary]). Parents can also make 1-1 appointments with administration, in order to further discuss and understand their child's academic needs. The school will utilize staff and parent surveys to determine needs and support strategies to increase parent understanding of their student's academics.

(b) The school shall provide materials and training to help parents to work with their children to improve their children’s achievement, **in the following ways:** (20 U.S.C. § 6318[e][2])

Parents are provided with various opportunities to learn how to support and improve their child's success. Some of the opportunities provided include SSC and ELAC meetings, parent workshops, such as AVID Parent Training and other academic events.

(c) The school shall educate 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, **in the following ways:** (20 U.S.C. § 6318[e][3])

The school will work with parents in developing ways to enrich the home-school partnership and inform staff of parent contributions such as, utilizing staff and parent surveys to determine needs, increase parent volunteer opportunities, and provide a variety of training opportunities for parents. The site will maintain open communication and access to provide regular, on-going feedback to parents regarding school related events, student achievement, etc.

(d) The school shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, **in the following ways:** (20 U.S.C. § 6318[e][4])

Parents are given opportunities to participate in surveys to assist with identifying program strengths and growth areas, as well as offering suggestions for needed information and trainings. In addition, the site works with the Family Engagement Office and their staff to provide important resources to our families, as well as, coordinate with district departments, such as Categorical Programs Department, Multilingual Programs Department, Student Wellness and Support Services Department, etc., to provide additional resources.

(e) The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to the 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 school does this by**

Arrowhead Elementary provides translated documents by employing a bilingual clerk, who translates all parent communications into Spanish. Arrowhead Elementary also utilizes district translators for languages other than Spanish. Families also receive notifications in English and Spanish via SchoolMessenger, Peachjar, Remind, Google Classroom, school webpage, updates via email and flyers to our parents.

(f) The school shall provide such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])

Feeder Middle Schools provide the opportunity to tour the campus for orientation.  
  
Availability of counselor and other staff members to assist incoming students who are having difficulty in the transition.  
  
Site staff coordinates with the community relations workers at the Family Engagement Office, to provide activities and support, as requested.

Through the Family Engagement Office, other district departments and state and local agencies, such as the Department of Rehabilitation, we have access to a variety of resources to make sure that all families have access to information, training, and support, regardless of language proficiency, disability, or permanence of residency.

Arrowhead Elementary staff and the Family Engagement Office support student learning by helping families to make sure that their children understand the connection between their current learning and later personal, academic, and career opportunities; that their children are doing work above and beyond what their teachers require, based on their child's individual goals and passions; that families are aware of the school's grade-level family engagement goals; that they volunteer, as possible; that they attend meetings or otherwise communicate their thoughts and desires regarding their children's education to their child's teacher(s), counselor or administrator.

The school will actively solicit parents for input and feedback in the development of parent engagement activities, via surveys.

2.3 In carrying out the parent and family engagement requirements of this part, LEAs and schools, 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 20 U.S.C. § 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

2.4 As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the following requirements: (20 U.S.C. § 6318[d])

(a) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. (20 U.S.C. § 6318[d][1])

(b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following: (20 U.S.C. § 6318[d][2])

i. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (20 U.S.C. § 6318[d][2][A])

ii. Frequent reports to parents on their children's progress; (20 U.S.C. § 6318[d][2][B])

iii. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and (20 U.S.C. § 6318[d][2][C])

iv. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (20 U.S.C. § 6318[d][2][D])

2.5 Each LEA or school receiving funds under Part E of Title IV shall inform parents and organizations of the existence of Title IV. (20 U.S.C. § 6318[g])

**San Bernardino City Unified School District does not receive Title IV, Part E funds.**