



San Diego Unified School District
Finance Division
Strategic Planning for Student Achievement Department

Hawthorne Elementary School

TITLE I PARENT & FAMILY ENGAGEMENT POLICY 2022-2023

2.0 With approval from the local governing board, Hawthorne has jointly developed with, and distributed 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. (EC Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

Hawthorne leadership and team continuously meet with parents via multiple avenues to hear concerns in policy, procedures, and programs at the school. These meetings include monthly Coffee with the Principal, SSC, ELAC, PTA, Seminar Foundation, and one-on-one meetings. To engage all parents, including Title 1 parents, we have set a policy that all parents volunteer 5 hours on or for campus through various opportunities from committee membership to classroom volunteers.

2.1 INVOLVEMENT OF PARENTS IN THE TITLE I PROGRAM

The school-level parent and family engagement policy shall describe the means for how Hawthorne Elementary School shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

- a) 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. (20 U.S.C. § 6318[c][1])

The Title 1 Program, Plan and Budget are presented at our Back to School Night on September 15th, 2022. A copy of the Parent and Family Engagement Plan is sent home with each student, available online on the school website, and is available for review in the front office in both English and Spanish.

- b) The school offers 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])

Hawthorne has several opportunities for parent/guardian involvement:

- o **School Site Council-once a month**
 - Discuss current student assessment data and student progress. Provide information about school and district resources for student academic improvement. Evaluate the effectiveness of the school's Parent Involvement Policy
- o **Parent Teacher Conferences- twice a year in November and March, and as needed by appointment**
 - Discuss successes and concerns, both academic and behaviorally. Develop plans for continued or new success in the classroom and on campus for students.
- o **Coffee with Principal-once a month in the mornings and evenings:**
 - Communication between the Principal and school community. Discuss current issues facing the school, address concerns, seek input from parents, etc.
- o **Family Friday-once a month**
 - Provide opportunity for parents/guardians to experience the classroom environment of their child
- o **GATE-twice a year, and as needed**
 - Provide parents of GATE students to have input on and updates on our GATE program. Orientation for parents of newly identified GATE/Seminar students or interested parties.
- o **ELAC-four times a year**
 - Review English Learner (EL) programs and education occurring on site; develop plan to advance ELs towards reclassification, inform parents of district EL requirements
- o **PTA-once a month board meetings, open to public; 4 times a year for general association meetings**
 - Plan community events, celebrations, enrichment classes/opportunities. Review and set a budget based on fundraising efforts.
- o **Community Building Nights-varies throughout the year**
 - Provide parents, children, staff and community to develop a sense of community. (Halloween Carnival, Spring Fiesta, Holiday PJ Night)
- o **Education Nights-varies throughout the year**
 - Provide training programs to help parents support and work with their children at home and at school. (e.g. ST Math Night, Science Night). Provide parents the opportunity to see an exhibition of student work (Spring Open House).

c) 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. (20 U.S.C. § 6318[c][3])

Hawthorne holds its annual Title 1 Meeting at Back to School night in September or within the first 8 weeks of school. The budget allocations and spending plan are presented along with school wide data. Parents are invited to share concerns and ideas on how to achieve better student outcomes.

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])

The school holds meetings before and after school hours, and in the evening and is committed to posting important information online for easy access for parents. Hawthorne holds monthly SSC meetings and Coffees with the Principal at which the planning, review and improvement of the Title 1 program can be and are discussed. The district and school websites, public notice board, and regular Sunday night Principal's message inform parents/community of all meetings of interest. We advertise parent meetings and training sessions offered at Hawthorne, at the District Advisory Council's Ballard Parent Center, at Parent University, and throughout the district. Translations of communications and translation services at meetings will be made available whenever possible.

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])

Hawthorne's teachers review curriculum used at the school and the assessments they use to measure proficiency at the Back to School Night, in their introduction letters, and upon request. This information is also shared at parent-teacher conferences in November and March.

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])

At parent teacher conferences or up request. The school offers educational parent nights to explain academic issues like GATE and SBAC testing results

If the schoolwide program (SWP) 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). (20 U.S.C. § 6318[c][5])

Hawthorne utilizes monthly School Site Council meetings to facilitate parent participation relating to educational matters. The principal is always open to meeting with parents or parent groups to hear concerns and ideas.

2.2 BUILDING CAPACITY FOR INVOLVEMENT

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

a) 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. (20 U.S.C. § 6318[e][1])

At parent teacher conferences or up request. The school offers educational parent nights to explain educational information like GATE results, SBAC testing results or academic programs.

b) 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. (20 U.S.C. § 6318[e][2])

At parents' request and at teachers' discretion, materials and training are provided for parents in order to improve achievement.

c) 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. (20 U.S.C. § 6318[e][3])

Teachers and staff regularly communicate with parents and design events like Literacy Picnics, Field Trips, Family Fridays, and guest parent speakers.

d) 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, that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])

Hawthorne has a parent center and resources in the front office to support and encourage parents. The school has a strong volunteer program which allows parents to participate at the level they are able. The policy of the school is that each parent volunteers 5 hours a year.

e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to 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])

Hawthorne makes every attempt to send notifications and information in the language of preference for families. We attempt to provide translation of or at functions or meetings. Parents are notified annually of individual student test results by the school, district and state. An explanation of the information is available in several languages.

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

Hawthorne provides translation, light refreshments, and allows for families including younger siblings to attend functions or meetings.

2.3 ACCESSIBILITY

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

Hawthorne provides translation, light refreshments, and allows for families including younger siblings to attend functions or meetings.

This policy was adopted by Hawthorne Elementary on October 13, 2022 and will be in effect for the period of the 2022-23 school year.

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before: October 30, 2022.

Lauren Robinson, Principal