

Title I School-Level Parent and family Engagement Policy

Clyde W. Needham Elementary School
2025-2026

2.0 With approval from the local governing board, Clyde W. Needham Elementary School 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]) *[Describe how the school Jointly develops with, and distributes to, parents and family members of Title I students a written parent and family engagement policy.]*

The Needham Learning Community strives to provide an atmosphere of mutual respect between parents and the school. Of all the adults who teach and care for children, parents are the most important. The opportunities they provide, as well as the interactions they have with children, have the greatest potential to influence children's learning and development. For this reason, parents are important partners in the educational process. To ensure a strong parent involvement component, the school staff will take the initiative to encourage, guide and genuinely welcome parents into the partnership.

At Clyde W Needham Elementary, the Parent & Family Engagement Policy (PFET) and the Parent/School Compact (PSC) are collaboratively developed during School Site Council meetings held throughout the school year. Valuable input is gathered from teachers, staff, and parents—including feedback from our English Learner Advisory Committee (ELAC). Once finalized, the PFET is shared with families during parent-teacher conferences, distributed via BB Connect email, and made available on our school website for easy access.

2.0 Con la aprobación de la junta de gobierno local, la Escuela Primaria Clyde W. Needham ha desarrollado conjuntamente con los padres y miembros de la familia de los niños participantes una política escrita de participación de padres y familias, acordada por dichos padres, y actualizada periódicamente para satisfacer las necesidades cambiantes de los padres y la escuela. (Sección 11503 del CE; 20 Código de los Estados Unidos [U.S.C.] Sección [§] 6318[b][1-4])

[Describe cómo la escuela desarrolla conjuntamente con los padres y miembros de la familia de los estudiantes del Título I una política escrita de participación de padres y familias, y cómo se distribuye a estos.]

La Comunidad de Aprendizaje de Needham se esfuerza por proporcionar una atmósfera de respeto mutuo entre los padres y la escuela. De todos los adultos que enseñan y cuidan a los niños, los padres son los más importantes. Las oportunidades que brindan, así como las interacciones que tienen con los niños, tienen el mayor potencial para influir en el aprendizaje y el desarrollo de los niños. Por esta razón, los padres son socios importantes en el proceso educativo. Para asegurar un componente sólido de participación de los padres, el personal de la escuela tomará la iniciativa de alentar, guiar y recibir genuinamente a los padres en la asociación.

En la Escuela Primaria Clyde W Needham, la Política de Participación de Padres y Familias (PFET) y el Pacto entre Padres y la Escuela (PSC) se desarrollan en colaboración durante las reuniones del Consejo Escolar a lo largo del año escolar. Se recopilan valiosas aportaciones de maestros, personal y padres, incluyendo los comentarios de nuestro Comité Asesor de Estudiantes de Inglés (ELAC). Una vez finalizado, el PFET se comparte con las familias durante las reuniones de padres y maestros, se distribuye por correo electrónico a través de BB Connect y se publica en el sitio web de la escuela para facilitar su acceso.

2.1 Involvement of Parents in the Title I Program

The school-level parent and family engagement policy shall describe the means for how Clyde W. Needham 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. This meeting occurs on Back to School Night held sometime during the first 4 weeks of the school year. Parents are invited to the cafeteria for a Title I Meeting prior to visiting classrooms. This meeting will be held online if required to do so.

- a) La escuela convoca una reunión anual, en un horario conveniente, a la que se invita y se anima a asistir a todos los padres de los niños participantes, para informar a los padres y miembros de la familia sobre la participación de su escuela en el programa del Título I y para explicar los requisitos y el derecho de los padres a participar. (20 U.S.C. § 6318[c][1])

La escuela convoca una reunión anual para informar a los padres de estudiantes del Título I sobre los requisitos del Título I y su derecho a participar en el programa. Esta reunión se lleva a cabo durante la Noche de Regreso a Clases, durante las primeras cuatro semanas del año escolar. Se invita a los padres a la cafetería para una reunión del Título I antes de visitar las aulas. Esta reunión se realizará en línea si es necesario.

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

The school offers a flexible number of meetings for Title I parents, such as meetings in the morning, afternoon, or evening. Clyde W Needham families are surveyed to determine the best day and time of day for SSC and ELAC meetings. Clyde W Needham will provide, using Title 1 Parent Involvement funds, child care if needed.

La escuela ofrece un número flexible de reuniones para padres de Título I, como reuniones por la mañana, por la tarde o por la noche. Se realiza una encuesta a las familias de Clyde W Needham para determinar el mejor día y hora para las reuniones del SSC y el ELAC. Clyde W Needham proporcionará cuidado infantil, con fondos de Participación de Padres del Título I, si es necesario.

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

The Needham Elementary School Parental Involvement Policy and the School-Parent Compact are reviewed annually by the School Site Council, English Language Advisory Committee and the School Instructional Leadership Team. The Title I program is reviewed as part of annual review of the SPSA. This parent input is vital in revising programs. Clyde W. Needham School Site Council meets 5-6 times throughout the school year and ELAC meets 4-5 times throughout the year to provide additional parent involvement.

La escuela ofrece un número flexible de reuniones para los padres de estudiantes del Título I, tales como reuniones por la mañana, tarde o noche. Se proporcionará cuidado de niños según sea necesario.

La Política de Participación de los Padres de la Escuela Primaria Needham y el Compromiso Escuela-Padre son revisados anualmente por el Consejo Escolar, el Comité Asesor de Lenguaje Inglés y el Equipo de Liderazgo Instruccional de la Escuela. El programa del Título I se revisa como parte de la revisión anual del SPSA. La aportación de los padres es vital para la revisión de los programas. El consejo del sitio escolar Clyde W. Needham se reúne de 5 a 6 veces durante el año escolar y el ELAC se reúne de 4 a 5 veces durante el año para brindar participación adicional de los padres.

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])

[Briefly describe or list the activities the school will implement to address this requirement.]

A parent meeting to inform parents about Title I programs and involvement activities at Clyde W Needham Elementary is held yearly during our Back To School Night (2.1 a). Throughout the year, meeting minutes for School Site Council meetings and English Language Advisory Committee meetings are distributed via Connect Ed messages and website updates to inform parents of information regarding the Title 1 program.

Cada año se lleva a cabo una reunión de padres para informarles sobre los programas del Título I y las actividades de participación en la escuela primaria Clyde W Needham durante nuestra Noche de regreso a la escuela (2.1 a). Durante el año, las actas de las reuniones del Consejo del sitio escolar y las reuniones del Comité asesor del idioma inglés se distribuyen a través de mensajes de Connect Ed y actualizaciones del sitio web para informar a los padres sobre el programa del Título 1.

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])

[Briefly describe or list the activities the school will implement to address this requirement.]

This occurs at Back to School Night, parent teacher conferences, ELAC meetings, and School Site Council Meetings. Parents and community members may also find information about Adopted Curricula on the Lodi USD website at: <https://www.lodiusd.net/about/academics>

Esto se lleva a cabo durante la Noche de Regreso a Clases, las conferencias de padres y maestros, las reuniones del Consejo Asesor para Estudiantes del Inglés (ELAC) y las reuniones del Consejo Escolar. Los padres y miembros de la comunidad también pueden encontrar información sobre los currículos adoptados en el sitio web del Distrito Escolar Unificado de Lodi: <https://www.lodiusd.net/about/academics>

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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Needham Elementary has an open door policy for parents to meet with teachers, staff, and administration. Requests for information will be fulfilled as quickly as possible and will be shared at yearly meetings, parent teacher conferences, ELAC meetings and SSC meetings. In addition, a parent or guardian may request a parent-teacher meeting to discuss their student, and a meeting will be scheduled as soon as possible. A translator will be provided if needed.

La Escuela Primaria Needham tiene una política de puertas abiertas para que los padres se reúnan con los maestros, el personal y la administración. Las solicitudes de información se cumplirán lo más rápido posible y se compartirán en reuniones anuales, conferencias entre padres y maestros, reuniones de ELAC y reuniones del Consejo Escolar. Además, un padre o tutor puede solicitar una reunión con el maestro para hablar sobre su estudiante, la cual se programará lo antes posible. Se proporcionará un intérprete si es necesario.

- e) 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). (20 U.S.C. § 6318[c][5])

[Briefly describe or list the activities the school will implement to address this requirement.]

Needham Elementary School will submit all written documentation of parent comments that reflect that the program is not satisfactory to the district office (LEA: local educational agency).

La Escuela Primaria Needham enviará toda la documentación escrita de los comentarios de los padres que reflejen que el programa no es satisfactorio a la oficina del distrito (LEA: agencia educativa local).

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])

[Briefly describe or list the activities the school will implement to address this requirement.]

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. Information is presented at parent-teacher conferences, in periodic announcements in weekly newsletters, on the school website, at School Site Council Meetings, English Language Advisory Committee Meetings, and via Class Dojo.

La escuela ofrece a los padres de alumnos del Título I asistencia para comprender los estándares estatales de contenido académico, las evaluaciones y cómo supervisar y mejorar el rendimiento de sus hijos. La información se presenta en las reuniones de padres y maestros, en anuncios periódicos en los boletines semanales, en el sitio web de la escuela, en las reuniones del Consejo Escolar, en las reuniones del Comité Asesor del Idioma Inglés y a través de Class Dojo.

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement through parenting classes, such as Parent Cafe, informational meetings such as parent teacher conferences, and evening events such as Back to School Night. In addition, information will be presented throughout the year in the weekly parent newsletter distributed every Sunday evening at 6PM.

La escuela proporciona a los padres del Título I materiales y capacitación para ayudarles a trabajar con sus hijos para mejorar el rendimiento de estos a través de clases para padres, como Parent Cafe, reuniones informativas, como las conferencias entre padres y maestros, y eventos nocturnos, como la Noche de Regreso a Clases. Además, se presentará información durante todo el año en el boletín semanal para padres que se distribuye todos los domingos por la noche a las 6:00 p. m.

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

At staff meetings and grade-level teacher meetings, strategies to enhance parent involvement are discussed and integrated into our educational program. Teachers also participate in weekly PLC meetings where they discuss student academics and the ties with parent involvement.

En las reuniones del personal y las reuniones de maestros por nivel de grado, se discuten e integran estrategias para mejorar la participación de los padres en nuestro programa educativo. Los maestros también participan en reuniones semanales de PLC, donde discuten el rendimiento académico de los estudiantes y la relación con la participación de los padres.

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Needham school currently provides the following resources and partners with the following outside agencies to provide tools for parents:

- Parent Cafe
- Jump Into English
- Newsletters

-Needham school website

La escuela Needham actualmente proporciona los siguientes recursos y se asocia con las siguientes agencias externas para ofrecer herramientas a los padres:

Parent Cafe

Jump Into English

Boletines informativos

Sitio web de la escuela Needham

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

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 in both English and Spanish. Oral translation to Urdu, Punjabi, or Hindko is available upon request. Additionally all information is available on the Needham School website where translation of the web page is available into most languages.

La escuela distribuye información relacionada con programas escolares y de padres, reuniones y otras actividades a los padres del Título I en un formato y un idioma que los padres entienden. Se encuentra disponible traducción oral al urdu, punjabi o hindko previa solicitud. Además, toda la información está disponible en el sitio web de la Escuela Needham, donde se puede traducir la página web a la mayoría de los idiomas.

- 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Parent involvement strategies within the SPSA are integrated based on parent input. Translation of meetings and written information is provided in Spanish. Oral translation to Urdu, Punjabi, Hindko is available upon request.

Las estrategias de participación de los padres en el Plan Único para el Desarrollo Escolar (SPSA) se integran con base en las aportaciones de los padres. Se ofrece traducción al español de las reuniones y de la información escrita. Se ofrece traducción oral al urdu, panyabí e hindko previa solicitud.

2.3 Accessibility

In carrying out the parent and family engagement requirements of Title I, Part A, Clyde W. Needham 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Needham 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 that parents understand. Translation support is paid for using Title 1 Parent Involvement funds.

Needham ofrece oportunidades para la participación de todos los padres del Título I, incluidos los padres con dominio limitado del inglés, los padres con discapacidades y los padres de estudiantes migratorios. La información y los informes escolares se proporcionan en un formato y un idioma que los padres entienden. El apoyo para la traducción se paga con fondos de Participación de Padres del Título 1.

2.4 School-Parent Compact

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 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; 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])

[Briefly describe or list the activities the school will implement to address this requirement.]

Needham Elementary School distributes to parents and family members of Title I students a student - parent - school compact. The compact, which has been jointly developed with parents, outlines how parents and family members, 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 California's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

La Escuela Primaria Needham distribuye a los padres y familiares de los estudiantes del Título I un acuerdo entre estudiantes, padres y la escuela. El acuerdo, que ha sido desarrollado conjuntamente con los padres, describe cómo los padres y familiares, todo el personal de la escuela y los estudiantes compartirán la responsabilidad de mejorar el

rendimiento académico de los estudiantes. Describe formas específicas en las que la escuela y las familias se asociarán para ayudar a los niños a alcanzar los altos estándares académicos de California. Aborda los siguientes puntos legalmente requeridos, así como otros puntos sugeridos por los padres de los estudiantes del Título I.

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])

1. 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])
[Briefly describe or list the activities the school will implement to address this requirement.]

The parent/student/teacher compact is distributed and discussed at parent-teacher conferences which are held at the end of Quarter 1 or at the end of Trimester 1. Translation support is provided when requested.

El pacto entre padres, estudiantes y maestros se distribuye y se discute en las conferencias de padres y maestros que se llevan a cabo al final del primer trimestre o al final del primer trimestre. Se proporciona apoyo de traducción cuando se solicita.

2. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B])
[Briefly describe or list the activities the school will implement to address this requirement.]

Needham Elementary school provides trimester report cards as well as progress reports for students when needed.

La Escuela Primaria Needham proporciona boletines de calificaciones trimestrales, así como informes de progreso para los estudiantes cuando es necesario.

3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 6318[d][2][C])
[Briefly describe or list the activities the school will implement to address this requirement.]

Class Dojo is used school wide as a communication tool. Needham has an open door policy and parents may request an appointment to observe in a classroom. Clyde W Needham uses Title 1 funds to pay for parent volunteers to be fingerprinted.

Class Dojo se utiliza en toda la escuela como una herramienta de comunicación. Needham tiene una política de puertas abiertas y los padres pueden solicitar una cita para observar en un aula. Clyde W Needham utiliza fondos del Título 1 para pagar la toma de huellas dactilares de padres voluntarios.

4. 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])
[Briefly describe or list the activities the school will implement to address this requirement.]

Class Dojo, which provides translation to Spanish, Urdu, and other languages, is used school-wide as a communication tool. The school community liaison is also available for translation when teachers reach out to parents or when parents call into the office.

Class Dojo, que ofrece traducción al español, urdu y otros idiomas, se utiliza en toda la escuela como herramienta de comunicación. El enlace con la comunidad escolar también está disponible para la traducción cuando los maestros contactan a los padres o cuando estos llaman a la oficina.

**It may be helpful to include the parent and family engagement policy review in the annual review of the Local Control and Accountability Plan Federal Addendum.*

***The policy must be updated periodically to meet changing needs of parents and family members and the LEA. If the LEA has a process in place for involving parents and family members in planning and designing the school's programs, the LEA may use that process if it includes adequate representation of parents and family members of children receiving Title I, Part A services.*