



2022-2023 Opportunities for Learning- Capistrano Title I, Part A Parent and Family Engagement Policy

Opportunities for Learning Capistrano with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of children participating under Title 1, Part A of the Elementary and Secondary Education Act of 1965 as reauthorized by the Every Student Succeeds Act ("ESSA") a written Parent and Family Engagement Policy consisting of both an LEA-level parent and family engagement policy as required by ESSA Section 1116(a)(2) and a school-level parent and family engagement policy as required by ESSA Section 1116(b) and (c).

1. Describe how parents and family members are involved in the development of the Title I, Part A Parent and Family Engagement Policy under ESSA Section 1112. (ESSA Section 1116(a)(2))

OFL- Capistrano will involve parents, guardians, and family members in the development of the Title I, Part A Parent and Family Engagement Policy in the following ways below:

- Host multiple parent/family engagement opportunities throughout the school year to seek input
- Conduct Surveys to gather input/feedback
- Encourage parent participation in the Comprehensive Needs Assessment (CNA) process & School Site Council (SSC)/Parent Advisory Committee meetings
- Make policy accessible in both English and Spanish
- Agendize the policy for public comment during a board meeting
- Annual policy review process

2. Describe how parents and family members will be involved in the development of the support and improvement plans under ESSA Section 1111(d)(1-2). (ESSA Section 1116(a)(2)(A))

The school engages parents and families in the development of the LEA's school improvement plans through the following platforms:

- School Site Council (SSC)/ Parent Advisory Committee meetings
- Surveys
- Parent Meetings/ Conferences
- School hosted events
- Comprehensive Needs Assessments (CNA) process
- Board Meetings

3. Describe how the LEA provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, and how this may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education. (ESSA Section 1116(a)(2)(B))

OFL- Capistrano is a smaller LEA with only one school site which allows for regular staff communication and planning opportunities to increase parent participation and involvement. During staff meetings, the school leaders are able to encompass Title funds topics in a collaborative setting. Conversations of possible allocations for Title funding are incorporated in the annual comprehensive needs assessment process. During this process, the school staff is able to pull data and takes time to

collaborate with various educational partner groups to determine school and student needs. The CNA process also provides a space for school leaders and educational partners to research ways to bridge the achievement gap in the school's student population. Additionally, staff works with parents and students to get input by sending surveys, providing computers and hotspots if needed, as well as having individual conversations with parents and students about their academic progress and needs. In addition, parent conferences provide scheduled opportunities for parents to ask questions as well as give feedback on strengths and needs of the school's academic program. Staff provides both in person and virtual meeting options and flexible meeting times to ensure all parents have an opportunity to participate. Mass communication platforms such as School Messenger are utilized to collect input/feedback and send data from the CNA process. The Remind application and Google voice text platforms are also used to stay in contact with parents, guardians, families and SSC members. Bilingual services are provided during meetings with parents, guardians and families to ensure access to the content. To support parent involvement and participation efforts, school leadership and staff attend internal and external professional development opportunities geared at learning strategies and practices to authentically engage its parents, guardians and families.

4. Describe how the LEA coordinates and integrates parent and family engagement strategies under Title I, Part A with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws, and programs. (ESSA Section 1116(a)(2)(C))

OFL Capistrano utilizes various resources to ensure that family engagement opportunities are not isolated from other initiatives. As part of daily operations, family engagement opportunities are offered on a daily, weekly, monthly basis as OFL Capistrano, by design, takes a more tailored approach to student achievement. Parents and families have multiple points of access to participate in their child's education and to participate in the decision making process through direct contact with teachers and the leadership team, surveys, participation in school meetings/events, and through the LCAP, SPSA, and CNA process. Additionally, parents and families are able to attend board meetings during the school year. Educational partner engagement is important in all federal, state, local laws and programs.

5. Describe how the LEA will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Parent and Family Engagement Policy in improving academic quality of all schools served under Title I, Part A. (ESSA Section 1116(a)(2)(D))

OFL Capistrano is committed to continuing the collaboration process with all educational partners. The policy will be reviewed annually to ensure it is relevant to the needs of the student population. OFL Capistrano will continue to send surveys, meet with parents and ask for feedback throughout the school year. OFL Capistrano will continue to review the policy with the SSC at least once per year for input and ensure effectiveness of the policy.

6. Describe how the LEA includes the following in the annual evaluation of the Title I, Part A Parent and Family engagement Policy: identify barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); identify the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and identify strategies to support successful school and family interactions. (ESSA Section 1116(a)(2)(D)(i-iii))

OFL Capistrano understands that there are barriers to greater participation by parents in school

activities. OFL Capistrano continues to strive to work with all parents to ensure that their voices are heard and that they are involved in school decisions. OFL Capistrano offers Chromebooks and hotspots to families in need, (such as with filling out surveys) as well as offering flexible scheduling when meeting with parents. Virtual and in person times are available as well as an open door policy for parents to come into the school site. Parent conferences with teachers are offered at least twice a year as well as on demand parent conferences ,if parent requests to meet. Teachers reach out to parents via the parents most preferred method of communication such as text, email or phone call, and teachers offer individualized time with students and parents. Bilingual services are offered if needed as all as the Remind text can be replied back right to the school Principal if parents would like. OFL Capistrano also offers fun family nights with meals and workshops throughout the year in the school site, as well as offering transportation if needed to promote engagement opportunities. OFL Capistrano offers home visits if needed and specialized staff for students with disabilities and English Language Learner students to engage all student populations and their families.

7. Describe how the LEA will use the findings of such evaluation in ESSA Section 1116(a)(2)(D) to design evidence based strategies for more effective parental involvement and to revise, if necessary, the Parent and Family Engagement Policy. (ESSA Section 1116(a)(2)(E))

As the goal of the Parent and Family Engagement Policy is for the shared responsibility of student achievement between parents and the school, it is essential that the communication reflected in the policy is relevant and authentic. Therefore, feedback received from parents and families through the various platforms utilized by the schools will be analyzed during the annual evaluation process to ensure that the policy speaks to the current needs and to drive student achievement effort.

8. Describe how the LEA involves parents in the activities of the school served under Title I, Part A, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population served by the LEA for the purposes of developing, revising, and reviewing the Parent and Family Engagement Policy. (ESSA Section 1116(a)(2)(F))

Due to having fewer than 300 students, the OFL- Capistrano School Site Council has six members. The members include (1) principal, (1) classroom teacher, (1) school staff member, (1) Parent and (2) students.

9. Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school Parent and Family Engagement Policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f). (ESSA Section 1116(b)(1))

An annual evaluation of the content and effectiveness of the Parent Family Engagement Policy will be conducted through feedback from educational partner meetings and surveys including the involvement of parents. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities. Findings from the evaluation will be used to design strategies for more effective parental involvement, and the policy will be reviewed and revised, if necessary. This will be accomplished through:

1. School Site Council Meetings
2. Community and Parent and Family Outreach Meetings
3. Educational Partner Surveys

10. Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):

Amendments to the Parent and Family Engagement policy can be made to meet the necessary requirements through:

- School Site Council Meetings where all Educational Partners are invited to provide input/feedback and ask clarifying questions. The School Site Council meets six times during the school year.
- Feedback will be used to amend the policy and the final version will be reviewed by the school's governing Board.

11. Describe how the LEA involved has a LEA level policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b](3)):

- The LEA-level policy will be amended as necessary to meet any future updates to applicable law.
- The LEA will work with all educational partners when amending this policy in a similar manner to the involvement of parents and family members of participating children in the development of this policy as described herein above.

12. Describe how parents and family members of children participating in Title I, Part A programs can submit comments to the school if they find that the plan under ESSA Section 1112 is not satisfactory. The LEA shall submit any parent comments with the plan when the LEA submits the plan to the State. (ESSA Section 1116(b)(4))

Parents, guardians, and family members may submit comments or concerns with the Title 1, Part A plan in writing through email or verbally to the principal or his/her designee. The LEA will include any parent/guardian comments or concerns with the plan when submitting it to the State.

13. Describe how the school served under Title I, Part A will convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved. (ESSA Section 1116(c)(1))

The school conducts School Site Council meetings where parents are informed of the requirements of the Title I program and the school's participation, as well as, the parents' rights to be involved. Parents are invited to attend these meetings to provide input. The school's goal is to conduct these meetings at a convenient time and parents are given opportunities throughout the meeting to ask clarifying questions or make suggestions. Highlights of the plan and program are shared with parents with ample opportunity for feedback.

14. Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon or evening. Also describe how the school may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parental involvement. (ESSA Section 1116(c)(2))

Parent/guardian/family meetings, conferences, and workshops are scheduled at flexible and varied

times to accommodate parent/guardian/family schedules. In-person and virtual options are made available to increase parent/guardian/ family participation. Translation services are offered to increase parental participation and involvement.

15. Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the Parent and Family Engagement Policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children. (ESSA Section 1116(c)(3))

The school involves parents in an organized, ongoing, and timely manner in the planning, review and improvements of Title I programs by providing the following:

- Regularly scheduled meetings to formulate suggestions and collaborate with all educational partners.
- Opportunities to participate, as appropriate, in decisions relating to the education of their child.
- School responsiveness to any such suggestions.

16. Describe how the school is providing parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; 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; and 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. (ESSA Section 1116(c)(4)(A-C))

The school provide parents of Title I students with an explanation of the curriculum in use at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet through the following:

1. School Website
2. Ongoing email communications
3. Parent/guardian meetings, trainings and webinars
4. Parent and Teacher Conferences

17. Describe how parents can submit comments to the school if the schoolwide program plan under ESSA Section 1114(b) is not satisfactory to the parents of participating children in Title I, Part A programs. Any such parent comments on the plan will also be submitted when the school makes the plan available to the LEA. (ESSA Section 1116(c)(5))

The school will provide opportunities for meetings that allow parents to formulate their suggestions and concerns, and to participate, as appropriate, in decisions relating to the education of their children.

This is accomplished through:

- Virtual or In-Person meetings
- Educational Partner Meetings
- School Site Council Meeting
- Ongoing meetings with the teacher of record
- Direct email access to school administration

- Parent and Family Community events

Opportunities for Learning-Capistrano's Title I, Part A Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on 2/28/23. The school will distribute the Policy to all parents and family members of participating Title I, Part A students annually on or before 7/1/23.

Print Name of Principal: Jessica Boucher

Signature of Principal:



Date: 3/28/23