



1777 W. Baseline St., San Bernardino, CA 92411

## **PARENT AND FAMILY ENGAGEMENT POLICY**

Woodward Leadership Academy (“WLA” or the “Charter School”) has developed a written Parent and Family Engagement Policy (“Policy”) with input from Title I parents and families. WLA has distributed the Policy to parents of Title I students by posting on the website at [www.woodwardleadershipacademy.com](http://www.woodwardleadershipacademy.com), included in the enrollment pack and available in the front office upon request. This Policy describes the means for carrying out the following Title I parent and family engagement requirements.

### **Charter School Expectations and Objectives**

In establishing the Charter School’s expectations and objectives for meaningful parent and family involvement, WLA has established the following practices:

1. WLA involves parents and family members in the joint development of the Charter School’s Parent and Family Engagement Plan (PFEP).
  - Parents and family members are invited to join an advisory committee, Community Leaders at Woodward (C.L.A.W.S) that meets regularly with school leaders to discuss and provide feedback on the PFEP. This committee's role is to offer input on proposed strategies and initiatives.
  - Open lines of communication (e.g., newsletters, emails, phone calls, or online platforms) are maintained throughout the development process so that parents can stay informed, ask questions, and provide ongoing feedback.
2. WLA provides the coordination, technical assistance, and other support necessary to assist and build the capacity within the Charter School in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.
  - Ongoing training and resources for both staff and parents are provided to enhance their understanding of how to effectively engage families in the educational process.
  - Partnering with community organizations or experts helps WLA stay innovative in its parent engagement strategies and ensures the school is adopting effective, proven approaches to boosting student success.



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3. WLA coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs.
  - The school follows **Every Student Succeeds Act (ESSA)**, which mandates that schools involve parents in decisions about their child's education.
  - It also adheres to **Title I** requirements, which stipulate that schools must create and distribute a Family Engagement Plan outlining opportunities for parent involvement in school activities and decisions.
  - WLA offers programs such as **family workshops** and **parent-teacher conferences** that encourage active participation, and these are aligned with both federal and state goals to improve student outcomes.
  - The school ensures that the engagement strategies reflect the diverse needs of families, which include providing **translation services** for non-English-speaking parents to ensure equal access.
  - WLA collaborates with **local agencies** to provide resources for families, including after-school care and community-building events. This supports the school's mission to connect families with local resources that can enhance educational experiences.
4. WLA conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the Policy in improving the academic quality at the Charter School.
  - The school distributes surveys to parents and family members to gather input on their needs, preferences, and ideas for improving family engagement. This helps ensure that the PFEP is tailored to the unique needs of the community.
5. WLA conducts, with the meaningful involvement of parents and family members, an annual evaluation of barriers to greater participation by parents/families (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).
  - The school hosts workshops or informational meetings where parents and family members can learn about the development of the PFEP and contribute their thoughts. These may be held in person or virtually to encourage greater participation.
6. WLA conducts, with the meaningful involvement of parents and family members, an annual evaluation of the needs of parents and family members to assist with the learning of their children, including engaging with Charter School personnel and teachers.



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- WLA conducts an annual meeting, often with parents, family members, staff, and leadership, to review the Charter School's policies, goals, and outcomes.
- Parents and family members are encouraged to provide input through surveys, questionnaires, or meetings where they can share their perspectives on the policies and their impact on academic quality.
- School leaders and educators present data on academic performance, student outcomes, and any changes to curriculum or teaching methods to assess progress and effectiveness.
- During the meeting, discussions are held about what's working, what challenges exist, and where improvements can be made. Parents and families play a critical role in identifying areas that may need adjustment.
- Based on the evaluation and input from stakeholders, the Charter School adjusts policies or introduces new strategies to further enhance academic quality.
- Ongoing communication ensures that changes are effective and parents remain involved in subsequent evaluations.

This collaborative process ensures that the Charter School's policies are aligned with the needs of students and the community, particularly in improving academic outcomes.

7. WLA conducts, with the meaningful involvement of parents and family members, an annual evaluation of strategies to support successful Charter School and family interactions.
  - The school holds collaborative planning sessions where parents, staff, and other stakeholders come together to discuss the goals, strategies, and activities included in the PFEP. This ensures that the plan reflects the interests and needs of both parents and the school.
8. WLA uses the findings of the annual evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the Parent and Family Engagement Policy.
  - After gathering input, the school reviews the suggestions and shares a revised version of the PFEP with parents, inviting further feedback and ensuring their voices are continuously integrated into the plan.



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9. WLA involves parents in the activities of the Charter School to adequately represent the needs of the population, for the purposes of developing, revising, and reviewing the policy.
  - The school continuously evaluates the effectiveness of its efforts to remove barriers. They revisit the process regularly, incorporating feedback from the school community, and adjust strategies accordingly to ensure that more families, particularly those facing disadvantages, can participate fully.
  
10. WLA engages parents and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to develop knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible future members of our society.
  - Provides parents with knowledge on state academic standards, assessments, and strategies to support learning at home.
  - Organizes events where parents and students participate in educational activities together.
  - Ensures ongoing communication about student progress and ways parents can assist at home.
  - Encourages parent participation in school activities, decision-making committees, and mentorship roles.
  - Utilizes newsletters, emails, and parent portals to keep families informed and engaged in student success.
  - Collaborates with local organizations to provide additional resources for academic and personal development.
  
11. WLA informs parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home. At WLA, parents are informed about how they can directly impact their children's academic success through various initiatives, including:
  - Workshops & Training Sessions – Regularly scheduled events where parents learn effective strategies to support their children's learning at home.
  - Parent-Teacher Conferences – One-on-one meetings where educators provide tailored advice on how parents can reinforce classroom learning.
  - Resource Distribution – Providing parents with educational materials, guides, and online resources to enhance home learning.
  - Homework Support Programs – Offering techniques to help parents assist with assignments and reinforce study habits.
  - Newsletters & Online Communication – Regular updates with tips, strategies, and success stories to engage parents in the learning process.



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- Parent Engagement Events – Encouraging involvement through literacy nights, STEM activities, and other interactive learning experiences.
- Volunteer & Mentorship Opportunities – Allowing parents to engage directly in the school environment to better understand and support their children’s education.

12. Parents and family members of children receiving Title I, Part A services shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities.

- Surveys and Feedback Forms: Distributing surveys to gather parent opinions on preferred parental involvement activities and funding priorities.
- Meetings and Workshops: Hosting meetings or workshops where parents can discuss and influence decisions related to fund usage.

These practices ensure that parental input is integral to the decision-making process for the use of Title I, Part A funds reserved for parental involvement activities.

### **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at WLA, the following practices have been established:

1. WLA convenes an annual meeting to inform parents of Title I students, Title I requirements and about the right of parents to be involved in the Title I program.

- WLA works to organize and streamline the involvement of parents in school events, activities, and academic initiatives. This might include regular meetings, workshops, or conferences designed to educate and involve parents in their children’s education.
- Parent-teacher associations (PTAs) or family engagement committees are often created to ensure a collaborative approach where parents and school staff can share ideas and strategies for improving academic success.
- The school ensures that activities are aligned with the academic goals and improvement strategies for the students

2. WLA offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.

- Meetings are offered in both the morning and evening to accommodate different schedules.
- Parents can attend meetings in person at the school or join virtually via Zoom.



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- We hold Title I parent meetings quarterly, with additional sessions as needed.
- We gather input from parents to determine the most convenient times for future meetings.

3. WLA involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the Charter School's Title I programs and the Parent and Family Engagement Policy.

- Parents are invited to an annual meeting to learn about Title I programs, their rights, and ways to be involved in their child's education.
- Parents serve on advisory committees that provide input on Title I programs, policies, and school improvement efforts.
- Regular surveys are conducted to gather parent feedback on the effectiveness of Title I programs and engagement initiatives.
- The school organizes workshops to equip parents with strategies to support their child's academic success.
- Scheduled meetings provide opportunities for parents to discuss their child's progress and Title I support services.
- The school maintains open communication through newsletters, emails, and a dedicated website section to keep parents informed about Title I activities.
- Parents are encouraged to volunteer in classrooms, attend events, and take part in decision-making processes related to Title I programs.

4. WLA provides parents of Title I students with timely information about Title I programs.

- The school hosts an annual meeting where parents are informed about Title I programs, curriculum, and assessment methods.
- Parents are invited to attend curriculum-focused events that provide insights into instructional strategies, subject areas, and grade-level expectations.
- Parents receive regular updates on student performance, including scores from standardized tests, benchmarks, and classroom assessments.



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- A digital platform allows parents to access student grades, assessment results, and curriculum resources.
- Regular newsletters and notices inform parents about curriculum updates, assessment schedules, and academic expectations.

5. WLA provides parents of Title I students with a description and explanation of the curriculum used at the Charter School, the assessments used to measure student progress, and the proficiency levels students are expected to meet through the following methods:

- The school hosts an annual meeting where parents are informed about Title I programs, curriculum, and assessment methods.
- Parents are invited to attend curriculum-focused events that provide insights into instructional strategies, subject areas, and grade-level expectations.
- These meetings offer an opportunity for parents to discuss their child's progress, review assessments, and understand proficiency expectations.
- Parents receive regular updates on student performance, including scores from standardized tests, benchmarks, and classroom assessments.
- A digital platform allows parents to access student grades, assessment results, and curriculum resources.
- Regular newsletters and notices inform parents about curriculum updates, assessment schedules, and academic expectations.
- Workshops, literacy/math nights, and informational sessions provide parents with tools to support student learning at home.
- For students needing additional support, meetings with teachers and support staff help parents understand intervention strategies and progress monitoring.

6. If requested by parents of Title I students, WLA provides opportunities for regular meetings that allow the parents to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. At our charter school, we ensure that parents of Title I students have opportunities for regular engagement and participation in their child's education through the following initiatives:



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- We host scheduled Title I meetings throughout the school year to inform parents about program details, student progress, and ways they can be involved.
- Parents are invited to join advisory groups where they can provide feedback and suggestions regarding Title I services and school policies.
- Regularly scheduled conferences allow parents to discuss their child's academic progress and collaborate with teachers on strategies for success.
- We offer sessions that equip parents with tools and resources to support their child's learning at home.
- Parents can communicate their concerns or suggestions through email, phone calls, and scheduled meetings with school leadership.
- Periodic surveys help gather parent input on the effectiveness of Title I programs and areas for improvement.

These efforts ensure parents are active participants in decisions related to their child's education.

7. If a charter school's school-wide program plan is not satisfactory to the parents, the school can take several steps to address the concerns raised by parents. Here's what typically happens in this situation:

- The charter school should continue to allow parents to provide comments and suggestions on the program plan, as mentioned. They could offer feedback forms, online surveys, or parent meetings to gather insights.
- Based on the feedback from parents, the school should assess the concerns raised and determine whether the plan needs to be revised or updated. The school should work on adjusting the program to meet the needs of the students and align with the expectations of the parents, if possible.
- The school may organize meetings or forums where parents can openly discuss their concerns with school leaders, including teachers, administrators, and board members. This helps to ensure that parents feel heard and that there is a collaborative effort to improve the plan.





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- If adjustments are made to the program plan, the school should communicate these changes clearly to the parents. This could be through newsletters, emails, or parent meetings to keep everyone informed.
- After revising the plan, the school should monitor its implementation to ensure that the changes are addressing the concerns. Parents may be asked to provide feedback again after the plan has been implemented to assess whether improvements have been made.

The Policy must be updated periodically to meet the changing needs of parents and the Charter School. If WLA has a process in place for involving parents in planning and designing the Charter School's programs, the school may use that process if it includes adequate representation of parents of Title I children.

### **School-Parent Compact**

WLA distributes to parents of Title I students a School-Parent Compact (the "Compact"). The Compact, which has been jointly developed with parents, outlines how parents, the entire Charter School staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the Charter School and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students:

1. WLA's responsibility is to provide high-quality curriculum and instruction in a supportive and effective learning environment to meet the challenging State academic standards.
2. The ways parents will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
3. The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences during which the compact will be discussed as it relates to the child's achievement; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities and 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.

The charter school develops the Compact Agreement with Title I parent input through a collaborative process involving parent meetings (C.L.A.W.S), surveys, and feedback sessions. Parents, teachers, and administrators work together to outline shared responsibilities for student achievement. Once finalized, the school distributes the agreement to Title I parents through



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multiple channels, including the school website, printed copies at parent-teacher conferences, via pick-up at the end of day at Soar and student take-home folders distributed on Wednesday of each week.

## **Compact Agreement**

This agreement is made between Woodward Leadership Academy and the undersigned parties, including staff, parents, & students to support and improve student academic achievement through collaborative efforts. By signing this agreement, all parties agree to work together towards the common goal of enhancing student success.

### **School's Commitment:**

- 1. WLA will foster a partnership between staff, parents, and the community to promote academic growth and achievement.*
- 2. WLA will establish and implement practices that support student development and ensure regular communication with all stakeholders.*

### **Parent/Guardian Commitment:**

- 1. Parents and guardians will actively engage in their child's education and support school initiatives.*
- 2. Parents and guardians will maintain open communication with the school to stay informed about their child's progress and academic needs.*

### **Staff Commitment:**

- 1. WLA staff will support students in achieving their academic potential through teaching, guidance, and positive reinforcement.*
- 2. Staff members will collaborate with parents and community members to ensure the success of each student.*

### **Student Commitment:**

- 1. Students will actively engage in their learning and strive to do their best in all academic endeavors.*
- 2. Students will communicate with teachers and parents about their progress and seek help when needed.*



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- 3. Students will demonstrate respect for others and contribute to creating a positive and productive learning environment.*

**Agreement:**

*By signing below, all parties agree to the partnership practices set forth by WLA, aiming to improve student academic achievement.*

*Parent/Guardian Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Staff Member Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_



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### **Building Capacity for Involvement**

WLA engages Title I parents in meaningful interactions with the Charter School. The Charter School supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, WLA has established the following practices.

1. WLA provides Title I parents with assistance in understanding challenging state academic standards, state and local assessments, and how to monitor and work with educators to improve the achievement of their children.
  - The school organizes workshops and sessions to explain state academic standards and local assessments, ensuring that parents understand what is expected of their children academically.
  - Regular conferences are held where parents can discuss their child's progress with teachers, gain insights into assessment results, and work collaboratively on strategies to support the child's learning.
  - Parents receive regular updates on their child's academic performance, including detailed reports on assessments and areas for improvement.
  - The school provides resources to parents, such as guides and online tools, to help them better understand academic expectations and how they can support their child's learning at home.
  - The school maintains open communication through email, phone calls, and online platforms, ensuring that parents can easily contact educators to discuss any concerns and monitor progress.
  - Educators work with parents to develop individualized learning plans, focusing on areas where students may need additional support, fostering a team effort to boost academic achievement.
  
2. WLA provides Title I parents with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement, to help them work with their children to improve their children's achievement.



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- Parents are invited to workshops and seminars that focus on improving literacy skills. These sessions often cover how to support reading and writing at home, strategies for engaging children in learning, and understanding grade-level expectations.
  - The school offers training on how parents can use educational technology tools. This might include guidance on how to use online learning platforms, help children with digital assignments, and access educational resources to support learning.
  - The school organizes events like parent-teacher conferences, workshops, and family nights where parents can engage directly with educators. These events emphasize how parents can help their children succeed academically.
  - Parents receive guides and printed materials with strategies to help improve their children's achievement in subjects like math, reading, and science.
  - For parents who need additional help, the school provides one-on-one sessions to discuss their child's specific needs, and how they can be best supported at home.
3. With the assistance of Title I parents, WLA educates teachers, principals, and staff members about the value of parent contributions, and in how to reach out, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and the Charter School.
- Teachers, principals, and staff attend workshops led by Title I parents that highlight effective communication strategies and the importance of parent involvement.
  - **Training on Parent Engagement:** Staff receive training on how to reach out to parents, recognize the value of their input, and work collaboratively with them to foster a positive school community.
  - **Regular Parent-Teacher Meetings:** Scheduled meetings are held to discuss student progress, share resources, and explore ways in which parents and teachers can collaborate to support student success.
  - **Communication Channels:** The school establishes multiple communication channels, including newsletters, emails, and parent-teacher conferences, to ensure ongoing and open communication between parents and staff.
  - **Parent Involvement in School Events:** Parents are encouraged to participate in school events, helping to build strong relationships between the school and the



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families it serves.

- **Collaborative Program Implementation:** Title I parents work closely with staff to plan and implement programs aimed at increasing parent involvement and enhancing student outcomes, such as after-school tutoring, family literacy programs, and community-building activities.

These strategies create a foundation for parents to become equal partners in their children's education, ultimately strengthening the school community.

4. WLA coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.
  - We have a fully operational resource center that provides parents with educational materials, guidance on supporting their children's learning at home, and access to community resources.
  - We regularly host workshops on a wide range of topics, such as understanding the curriculum, supporting academic achievement, and navigating school systems. These also include digital literacy sessions to help parents engage with online learning tools.
  - Our school maintains strong communication with families through newsletters, emails, phone calls, and social media, ensuring that parents are informed about student progress, upcoming events, and available resources.
  - We hold parent-teacher meetings, open houses, and family nights that blend educational content with enjoyable activities, encouraging family participation in both academic and social aspects of their children's lives.
  - A parent advisory committee is actively involved in providing input on school activities, policies, and programs, ensuring that the needs and perspectives of families are considered in decision-making processes.
  - Our school provides numerous opportunities for parents to volunteer in classrooms, extracurricular activities, and school events, fostering a strong sense of community and engagement.



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- **Integration with Other School Programs:** Title I parental involvement activities are seamlessly aligned with other school initiatives, including special education services, English language learner programs, and after-school programs, ensuring a comprehensive approach to family engagement.
- **Language Support:** We offer translation services and provide materials in multiple languages, ensuring that all parents, including non-English speakers, have equal access to school resources and involvement opportunities.

These practices are firmly in place, helping to foster a collaborative environment where parents are empowered to actively participate in their children's education and development.

5. WLA distributes information related to Charter School and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
  - **Written Notices in Multiple Languages:** WLA sends home newsletters, flyers, and notices about meetings or events in languages spoken by Title I families (e.g., English, Spanish, etc.) to ensure all parents can read and understand the information.
  - **Parent Communication via Email and Text:** Regular updates about school activities, meetings, and resources are sent through emails and text messages in various languages, based on the needs of the parent community.
  - **Parent Meetings:** WLA holds regular meetings (such as Parent-Teacher Conferences, Title I meetings, etc.) where translators are available for non-English-speaking parents, ensuring all families can participate fully.
  - **Accessible Formats:** WLA makes an effort to provide information in formats that are accessible to all families, including large print materials for parents with visual impairments and video or audio resources when necessary.
  - **Parent Liaisons or Coordinators:** WLA has staff members and coordinators dedicated to supporting Title I families, helping translate, answer questions, and facilitate communication between the school and parents.

This ensures that all parents, especially Title I families, are well-informed and engaged in their children's education and school activities.



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6. WLA provides support for parental involvement activities requested by Title I parents.
  - Offering regular meetings for parents to discuss their child’s progress, address concerns, and collaborate on strategies for academic success.
  - Organizing workshops that help parents understand how to support their child’s education at home, including literacy, math, or behavioral management strategies.
  - Establishing a group of parents who meet regularly to provide feedback, share suggestions, and collaborate with school leadership on parental involvement activities.
  - Providing clear and frequent communication through newsletters, emails, or a school website, ensuring parents are informed about school events, resources, and opportunities to participate.
  - Hosting family nights, cultural events, or open houses that encourage parents to engage with their child's education and the school community.
  - Offering resources or guidance on how parents can assist with homework, access educational tools, and improve their child's learning experience.

### **Accessibility**

WLA provides opportunities for the participation of all Title I parents and family members, including parents/family with limited English proficiency, parents/family with disabilities, and parents/family of migratory students. Information and school reports are provided in a format and language that parents/family understand, including by:

1. Parents are informed through multiple channels, including emails, school newsletters, website postings, and automated phone calls/text messages.
2. Meetings are held in person and/or virtually to accommodate all parents.
3. The School Executive Director explains Title I requirements, available programs, and how funding supports student achievement.
4. Parents are given details on how they can participate in school decision-making, volunteer activities, and advisory committees.
5. Parents have the opportunity to ask questions and provide feedback regarding the Title I program.
6. informational handouts, presentations, and resources are provided to ensure parents have access to key details.
7. The school provides additional ways for parents to stay engaged throughout the year.