Zeta O. Doyle Elementary School
Parent & Family Engagement Policy 2022-2023

Doyle Elementary School has developed a written parent & family engagement policy with input from parents. All parents are invited to our first School Site Council Meeting of the year where we review, discuss, and revise the parent and family engagement policy. Through collaborative conversations where we ask clarifying questions and provide critical feedback, we come to a consensus about what we will include in our policy.

It has distributed the policy to all parents and guardians. Once approved by the Doyle School Site Council, the parent and family engagement policy is disseminated in the following ways:

- School Messenger phone call and/or email attachment from the principal
- Presentation at October Coffee with the Principal
- Discussed at October/November PTA General Assembly Meeting
- Uploaded to the front page of our school website
- Hard copy posted in main office with additional copies available
- A hard copy will be given to NEW families as they enroll throughout the year

This policy describes the means for carrying out parent and family engagement requirements pursuant to ESSA Section 1116(c).

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). How are parents notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand? How is the policy made available to the local community? How and when is the policy updated periodically to meet the changing needs of parents and the school (ESSA Section 1116[b][1])?

To involve parents the following practices have been established:

The school convenes an annual meeting to inform parents about the right of parents to be involved in the school program. Add details about the annual meetings in the box below:

- UTK and Kindergarten Orientations the Friday before school begins
- Principal/Parent Coffee during the third week of the school year
- September School Site Council Meeting includes the parent and family engagement policy as a topic on the agenda
- September General Assembly PTA Meeting in the third week of the school year.
- Weekly updates (call or email from the Elementary School Assistant)
- Back to School Night
The school offers a flexible number of meetings for parents, such as meetings in the morning or evening. Add details about the meetings in the box below:

- Planning Dates for Parents sent home in back to school packets list all meetings for the school year
- We have created a Parent/Student online HUB for families to always have access to the calendar and other important information
- PTA meetings are held after school, with some meetings held in the evening as well to support working parents
- School staff are available to meet with parents before and after school; later meetings are possible when scheduled with school staff.

The school involves parents of students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school’s programs and the parental involvement policy. How does the school involve parents?

- Parents are provided an opportunity to give feedback through parent surveys translated into several different languages; results from the surveys are used to provide parent workshops on topics of interests through our monthly parent coffee and additional evening presentations
- All parents are invited via School Messenger and email to participate in school committees such as School Site Council, GATE Parent Meetings, English Learner Advisory Committee Meetings, Principal/Parent Coffees, and Parent Teacher Association Meetings to provide ongoing feedback on our programs and parent involvement policies.

The school provides parents of students with timely information about the school's programs. How does the school provide the information?

- All parents are invited to attend meetings regarding school programs throughout the year using School Messenger, email, flyers, and personal invitation. These meetings are held before school, during school, after school, and in the evening.
- Meetings are specifically to talk about the following programs—English Learner, GATE, and Special Education.
- Red folders/student planners
- Online Parent/Student document HUB
- Classroom teachers use various means of communication to inform and update parents as needed.
- Various meetings to specifically address the following programs
- PTA and Doyle websites
- PTA newsletter, social media
- Digital Marquis

The school provides parents with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. How does the school provide the information?
Monthly Principal/Parent Coffees provide detailed information on curriculum, assessments, and proficiency levels.

Back to School Night presentations include what students are expected to know and be able to do by the end of the school year.

Workshops designed from parent survey feedback are another opportunity for parents to learn and ask questions.

Bi-yearly parent/teacher conferences and meetings upon request provided detailed feedback on student progress, proficiency levels, and assessment data.

Additional parent-teacher conferences/meeting upon request or as needed

If requested by parents, the school provides opportunities for parents to participate in decisions relating to the education of their children. How does the school provide the opportunities?

Parents can request meetings with their child's teacher and parent support team members to answer questions, review student progress, develop goals/interventions, and to problem solve.

School staff makes every attempt to return parent emails and phone calls within 24-48 hours.

Parent-Teacher conferences

Additional meetings as requested or needed

The school engages parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides parents with assistance in understanding the state’s academic content standards, assessments, and how to monitor and improve the achievement of their children.

Parent workshops focused on academic content standards, assessment, monitoring and improving student achievement.

Resources for parents are shared via the school website.

Back to School Night

Parent-Teacher conferences

The school provides parents with materials and training to help them work with their children to improve their children's achievement.

Parents are given school library cards to check out 4-5 books a week to provide students with access to a wide range of literature and nonfiction texts.

All students have access to ST Math and RAZ Kids—an online reading program with a variety of books at their reading level.

Teachers provide parents with additional online resources and strategies to help them work with their child.

Parent workshops provide techniques, materials, and training to improve student achievement.

The school educates staff members in the value of parent contributions, and in how to work with parents as equal partners.
During staff meetings and professional development conferences, we discuss effective strategies for engaging parents as equal partners in the work of the school. Parent Support Team Members work with parents to resolve concerns and respond to inquiries. Parent concerns are discussed during staff meetings and professional learning communities.

The school coordinates and integrates parental involvement programs 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.

The school distributes information related to school and parent programs, meetings, and other activities to parents in a format and language that the parents understand.

- Key communicators have been identified in at least eight of the top ten languages at Doyle to translate information related to school, meetings, and activities.
- The school website features a Google Translate button to present content in many different languages.
- We use the Translation Department at SDUSD to provide translation services for Response to Intervention Team Meetings, IEPs, and parent meetings whenever possible.
- School messages are crafted carefully to consider format and language needed for a diverse audience.

The school provides support for parental involvement activities requested by parents.

- Parent requests for involvement activities in alignment with our school mission and vision are considered.
- Requests are granted based on maximum impact, fiscal feasibility, and capacity building.
- Interdisciplinary team.
- Volunteer Tea sponsored by school staff.

The school provides opportunities for the participation of all 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.

This policy will be adopted by Zeta O. Doyle Elementary School on September 29, 2022 and will be in effect for the 2022-2023 School Year.

The school will distribute the policy to all parents of students on, or before: October 8, 2022.

Armando Lopez