



MAKING WAVES ACADEMY PARENT/GUARDIAN AND FAMILY ENGAGEMENT POLICY

Making Waves Academy (MWA) currently operates a Title I schoolwide program making all students enrolled in an MWA school, beneficiaries of Title I, Part A dollars. In accordance to Every Student Succeeds Act (ESSA) Section 1112 MWA has jointly developed with, and distributed to, parents/guardians, family members of MWA students a written parent and family engagement policy, agreed upon by such parents, that shall describe the means for carrying out the requirement of this section. It is required that all parents/guardians be notified of this policy in an understandable uniform format and, to the extent practicable, provided in a language parents/guardians can understand. Such policy shall be made available to the local community and updated periodically to the changing needs of parents and the school (ESSA Section 1116 (b)).

Section I: Parent/Guardian and Family Engagement in the Title I Program

To involve parents/guardians in the Title I program at MWA, the following practices were established:

- *In the beginning of the academic year, the school will make available on our website (bit.ly/mwapublicnotices) and notify all families about the below listed documents::*
 1. *Parent/Guardian and Family Engagement Policy [Available on the MWA website]*
 2. *School Parent Guardian Compact [Available on the MWA website]*
 3. *Uniform Complaint Procedures Annual Notice [Distributed via the Student Handbook, Available on the MWA website]*
- *In addition to the notification at the start of the academic year, the school will give parents the opportunity to learn more about Title I and most importantly as parents/guardians, their rights to be involved in the programming. Notification of this meeting will go out to all MWA parents/guardians and families through regular school-family communications.*

Parent meetings - The school offers a number of opportunities in which parents/guardians can receive information on the Title I program in the following ways:

- *Quarterly parent/guardian meetings that provide parents/guardians key updates and workshops related to school program.*
- *Back to School Day, held annually in the fall.*
- *LCAP Advisory Group meetings and English Learner Advisory Committee (ELAC) meetings.*
- *Advisory-Family conferences, held each fall.*
- *Intervention Services team hosts an annual meeting with parents about Tier 3 Intervention services.*

The school involves parents/guardians in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I Parent/Guardian and Family Engagement policy through:

- *LCAP Advisory Group throughout the year, and other LCAP feedback meetings in the spring, during which families and other educational partners share input, feedback, and suggestions for the Local Control and Accountability Plan (LCAP) which will serve as MWA's Single Plan for Student Achievement (SPSA), Title I and English Learner/Title III student budgets.*
- *Monthly English Learner Advisory Committee (ELAC) meetings*
- *Ongoing parent/guardian meetings and workshops inform parents/guardians of Title I programming and provide resources to strengthen the home-school connection*



- *Opportunities for parent/guardian feedback. Feedback is then included in the local needs assessment for the instructional program.*

The school provides parents/guardians an explanation of the curriculum taught, the assessments used to measure student progress, and the proficiency levels students are to meet. MWA accomplishes this in the following manner:

- *Back to School Day provides teachers an opportunity to share information about Title I and all programs here at MWA.*
- *Parent/guardian workshops on understanding school, state and federal programs including the Common Core State Standards (CCSS), the California Assessment of Student Performance and Program (CAASPP), the Smarter Balanced Assessment Consortium (SBAC), English Language Proficiency Assessment for California (ELPAC), California Science Test (CAST) and other periodic assessments.*
- *Parent/guardian conferences as well as informal and formal conferences throughout the year.*
- *Documents distributed explaining the significance of the state test results and are translated in English and Spanish.*

If requested by parents/guardians, the school provides opportunities for regular meetings that allow the parents/guardians to participate in decisions relating to the education of their student(s). MWA does this by:

- *LCAP Advisory Group meetings and English Learner Advisory Committee (ELAC) meetings are open to all parents/guardians and include opportunities for the public to comment on school decisions and issues.*
- *The Assistant Principals serve as liaisons to assist parents/guardians in participating and being involved at all phases of all school related activities, meetings, and functions.*
- *Parents/guardians may also participate by attending informal, open-door meetings with the school Principal or school Leadership Team members. Other informal parent/guardian meetings, where they can provide direct input and have meaningful conversations with school administration and leadership are also available.*
- *MWA offers parents/guardians and family members the opportunity to visit the campus and/or to observe their student's classroom through the support of our visitation policy (policy may vary based on current covid- conditions and guidelines).*

Section II: Shared Responsibility - School Parent/Guardian Compact

The School Parent Guardian Compact describes how MWA and families will collaborate to help all students achieve the State's high academic standards. It addresses:

- *The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's academic achievement standards;*
- *The ways in which parents/guardians will be responsible for supporting their children's learning;*
- *Student responsibilities;*
- *The importance of ongoing communication between parents/guardians and teachers through conferences, frequent reports on students' progress, access to staff, and opportunities to observe classroom activities with the discretion of the Assistant Principal, Principal, or designee .*

Section III: Building Capacity for Involvement

MWA engages parents/guardians in meaningful interactions with the school. It supports a partnership among teachers, school staff, parents/guardians, and the community to improve student academic achievement. The school provides parents/guardians with assistance in understanding state academic content standards, assessments, how to monitor and improve the achievement of their student(s) by accomplishing the following:



- *Hold formal and informal parent/guardian conferences (“Advisor-Family Conferences”) and parent/guardian workshops led by school leadership, teachers and other school personnel. Purpose of such conferences and workshops is to understand and discuss Common Core State Standards (CCSS), English Language Development (ELD) program, English Learner (EL) reclassification criteria, California Assessment of Student Progress and Performance (CAASPP), Smarter Balanced Assessment Consortium (SBAC), English Language Proficiency Assessment for California (ELPAC), California Science Test (CAST) and other periodic assessments. MWA also distributes reading materials and information regarding additional opportunities to attend trainings outside of school. Classes and materials are provided in English and Spanish, as well as other languages by request.*
- *MWA’s parents/guardians work with the Principal or Assistant Principals to foster parent/guardian participation and engagement in campus activities, workshops, and collaboration with MWA faculty and staff.*

The school provides parents/guardians with materials and training to help them work with their student(s) to improve their achievement by:

- *The school uses flyers, bulletins, automated messages and banners advertising activities, workshops, and additional opportunities for parent/guardian involvement and education.*

With the assistance from our families, the school educates all its teachers and staff the value of parent/guardian contributions and how to engage with them as equal partners by:

- *Explaining the importance of parent/guardian contributions during Saturday parent/guardian meetings, using these meetings as an opportunity to share information regarding the LCAP Advisory Group, English Learner Advisory Committee (ELAC), English Language Development (ELD), Special Education (SPED), intervention programming, and to gather feedback in the form of surveys that is used to shape school programming.*
- *Through professional development all staff members receive the required and recommended resources to enable them to work with their parents/guardians as equal partners*
- *Teachers are provided with resources and training on effective parent/guardian-teacher conferences and parent/guardian communication.*
- *All staff receive training on the benefits of parent/guardian involvement and creating welcoming, inclusive environments in the classroom and on campus.*

The school coordinates and integrates the Title I parent/guardian involvement program with other programs, and conducts other activities, such as quarterly parent education opportunities on Saturdays, to encourage and support parents/guardians in being more engaged in their student’s education. Here is how this happens at MWA:

- *Leadership and faculty- led workshops on topics ranging from post-secondary education skills to social-emotional wellness and parent/guardian parenting resources.*
- *MWA participates in vertical articulation activities between middle school and the high school in order to continue parent/guardian involvement and engagement from the Middle School to the Upper School*
- *Parent/guardian information available for students and parents/guardians on front office monitors, as well as through distribution at school or through mail, to provide information regarding upcoming events.*

The school distributes information related to school and parent/guardian programs, meetings, and other activities in a format and language that the parents/guardians understand. MWA does this in the following manner:



- *Announcements, automated phone messaging (ATMs), newsletters, flyers, mailings, marquee postings, and all written materials are in English and Spanish (approximately 25% of MWA students are Spanish-Speaking English Language Learners).*
- *All meetings and events held are in both languages or provided with a translator if needed.*
- *Parent/guardian surveys and informational flyers are both in English and Spanish.*

The school provides support for parent/guardian involvement activities required in the following manner:

- *Parent/guardian workshops held based on school, student, programs, and parent/guardian needs, including meetings held in evenings and weekends, and some meetings on campus and others on zoom, to accommodate parents busy schedules.*
- *Outreach to parents/guardians through personal, written and oral communication.*

Section IV: Accessibility

MWA provides opportunities for the participation of all parents/guardians including those with limited English proficiency, disabilities, and migratory students. Information and school reports are in a format and language that the parent/guardian understands.

- *Announcements, newsletters, flyers, automated phone messages, mailings, and all written materials are in English and Spanish.*
- *All meetings and events are conducted in English and Spanish; other translation services are offered upon request.*
- *Parent/guardian surveys sent home are in English and Spanish; versions of other languages are available upon request.*
- *MWA will accommodate parents/guardians with disabilities by providing staff to assist with note taking, enhanced audio/visuals, enlarged print, differentiate the materials, constantly check for understanding, and provide reflection breaks.*
- *All meetings are held within buildings compliant with the Americans with Disabilities Act.*