

The UCAP School

Title I Family Engagement Policy

Adopted 10/31/24

1. GENERAL PURPOSE

This policy is established for the purpose of setting the expectations and practices that the Board of Superintendents and the school community hold regarding family involvement in carrying out The UCAP School's responsibilities in overseeing the utilization of Federally Funded Grant Programs, with particular attention to Title I.

2. PHILOSOPHY

The UCAP School's Board of Superintendents recognize and appreciate the effort that is required in providing necessary and appropriate activities and experiences to meet the ever changing needs of students who are eligible for Title I services or funds. These policy guidelines are set forth to assist and facilitate staff efforts in carrying out program extension activities provided through specially funded grants with support and assistance from family members within the UCAP community.

The UCAP School will be governed by the following statutory definition of family involvement, and families should expect that we will carry out programs, activities, and procedures in accordance with this definition:

- Family involvement means the participation of families in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring that
 - family members play an integral role in their student's learning;
 - family members are encouraged to be actively involved in their student's education at school; and
 - family members are partners in their student's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their student and the carrying out of other activities, such as those described in section 116 of the Every Student Succeeds Act.

3. POLICY STATEMENT

The parameters and guidelines of this policy shall be applicable to all grant funded programs which require and/or draw from family members of the UCAP community to assist in carrying out the goals and objectives of approved grants.

4. POLICY EXPECTATIONS

1. Each year, The UCAP School shall establish and submit a general guideline of its plan for implementation and utilization of grant funding and family involvement.

This Expectation can be found in the Certified and Non Certified Employee Handbooks on [Page 7](#)

2. The UCAP School will involve families in the joint development of its family engagement plan by reviewing the current plan with the Family Engagement Team using the six requirements to build the family's capacity to be involved in school. During this review, the team plans for improvement and makes the plan available to all families for review/comment. The plan will be posted on The UCAP School's website and available in hard copy at the main office.
3. The UCAP School will build the school's and family's capacity for strong family engagement in order to ensure effective involvement and support a partnership among all members of the community - families, staff and community partners - to improve student academic achievement. We will do this by
 - A. Providing assistance for understanding critical topics such as the state's academic content standards, student academic achievement standards, the state and local academic assessments including alternate assessments, the requirements of Title I, how to monitor their student's progress, and how to work with educators. This will be done through the distribution of report cards four (4) times per year, annual student-led conferences, distribution of Rhode Island Comprehensive Assessment System (RICAS) score reports in late fall and early winter, quarterly updates from the Executive Director on the school's website, and weekly newsletters from the Principal. Additionally, the district will include family members in decisions about their student's academic program, especially in the case of a student being referred for specialized instruction through the Special Education Evaluation Team
 - B. Providing materials and training, should families indicate a need, for things such as using technology or computer/web-based programs to support student learning. The district will also ensure that family members receive information about the RI Parent Information Network (RIPIN) and additional information from them as we receive it.
 - C. Educating and expecting its staff to communicate and work with families as partners, and understand the value of family's contributions, implementing and coordinating family events, and building ties between families and The UCAP School through multiple opportunities such as our Back to-School BBQ, Family Bingo and Multicultural Night.
 - D. Ensuring that Title I information related to programs and activities is sent home through students, email, newsletter, post mail and flyers. Whenever possible, information is provided in a "family-friendly" jargon-free manner. Interpretation and translation is available and provided when needed.
4. The UCAP School will coordinate and integrate family engagement programs, activities, and strategies under Title I with family involvement, the Instructional Leaderships Team (ILT), Family Engagement Team and UCAP staff to engage in cooperative planning, sharing staff, cross-program planning, and making activities accessible to family members across the programs. Frequent communication and program planning across programs will ensure this coordination. All of these programs support family involvement in education through home visits, resources and referrals, group activities, family members workshops and one-on-one support. All activities support the ideal that family members are

their student's first and best teacher.

5. The UCAP School will conduct an annual evaluation of the school's family engagement policy. This evaluation will take place each fall and be conducted with the involvement and input of families and to include offering the evaluation in a variety of methods - pen/paper, online, face-to-face, google form - to

This Expectation can be found in the Certified and Non Certified Employee Handbooks on [Page 7](#) allow and encourage maximum participation. Findings will be used to revise and redesign the school's family engagement practices. The Family Engagement Team and the ILT will be the primary vehicle for the evaluation and related work.

6. The UCAP School will involve families in the process of reviewing school improvement efforts by ensuring that families are represented on the Family Engagement Team, making the CRP available to all who wish to review or comment, and providing training opportunities for family members who wish to take a greater leadership role in schools.