

# Title I School-Level Parent and Family Engagement Policy

## Orestimba High School

### 2018-2019

*Orestimba High School* has developed a written Title I parent and family engagement policy with input from Title I parents and family members. An annual meeting of parents of participating Title I students is held to explain the goals and purposes of the Title I program, jointly develop a parent involvement policy, and review Title I parent complaint procedures.

Parents are given the opportunity to participate in the design, development, operation and evaluation of the parent involvement program, including making spending decisions regarding 1% of Title I Part A funds reserved for parent involvement and review sites Single Plan for Student Achievement. Throughout the year parents are encouraged to work with site administrators, teachers and staff and give input on overall school and student needs as well as Title 1 expenditures and Single Plan, focusing on improving student learning and academics based on state and site test scores.

Title 1 parents are invited and encourage to attend the following meetings: School Site Council (SSC), Site English Learner Advisory Committee (ELAC), Parent Teacher Committee (PTC), District English Learner Advisory Committee (DELAC), Local Control Funding Formula (LCFF), Local Control and Accountability Plan (LCAP) input meetings, Back-to-School Night, Parent/Teacher Conferences and school board meeting to review current plan, policies and programs, evaluate effectiveness and provide input. The policy is distributed to parents via Orestimba website, ParentSquare and hard copies are available in the front office. The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c),-(g) inclusive].

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

To involve parents and family members in the Title I program at Orestimba High School, the following practices have been established:

- a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 USC 6318 (c)(1))

The annual meeting is held the first month of the start of the school year in the cafeteria at 6 P.M., to accommodate working parents and information is shared again at the first SSC, ELAC and PTC parent meeting of the school year which is held with in the first two months of the school year and then four times a year for SSC/ELAC meetings.

- b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement. (20 USC 6318 (c)(2))

School Site Council/ELAC and DELAC meetings are held four times a year after school or as needed to inform parents of Title 1 process, Site Plan for Student Achievement progress, funding status, allow evaluation of plan, and address questions. These meeting offer parent's

times to be involved in the decision making of the school and provide input. Administration is available daily to answer questions or clarify information.

- c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan. (20 USC 6318 (c)(3))

The plan, including budget, starts at the ELAC committee level and is developed for the current school year based on current and past student data. It is then reviewed and discussed by School Site Council and modifications or changes are made. Once SSC approves the plan it is added to the Single Plan for Student Achievement and reviewed one last time before submission to Superintendent. The plan (in its entirety) is reviewed by the Superintendent then submitted to Governing Board for another review and approval.

- d) The school provides parents of participating students with

1. Timely information about the Title I program. (20 USC 6318 (c)(4)(A)) :

Information concerning the Title 1 program is distributed via ParentSquare, Phone Dialer, Orestimba's website, ELAC/DELAC and SSC meetings. Letters are mailed home concerning details of the Title 1 program.

2. A description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards. (20 USC 6318 (c)(4)(B))

Orestimba uses state adopted curricular materials that are approved by the local LEA. These materials are reviewed each year and updated as required. Students have one to one technology access via Chromebooks. Computer programs used include: FuelEd, Revolution k12, Khan Academy, CAASPP IAB's, Practice tests and ELPAC Practice tests and data, Typing training, and Ellevation. Intermediate Assessment Benchmarks are used throughout the year to gauge progress toward State academic standards. This data is compiled and reviewed by teachers during PLC, Collaboration Meetings, Staff Meetings and Prep time to assess whether re-teaching is needed for optimal student performance.

3. 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. (20 USC 6318 (c)(4)(C))

- School Site Council and ELAC meetings held a minimum of four times a year or as needed to address school, parent or committee decisions
- Monthly LEA Board Meetings
- LCAP/LCFF stakeholder and parent input meetings
- Meetings with Administration

- e) If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. (20 USC 6318 (c)(5))
- Contact parent, hold conference or meeting with parent, and address concerns at our SSC, ELAC, PTC, DELAC, LCAP, LCFF or meetings with Administration to formulate ideas or further discuss concerns.

#### Building Capacity for Involvement (Parental Involvement Policy continued)

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds, the school has established the following practices:

- a) The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 USC 6318 (e)(1))
- Overall discussions are addressed at SSC/ELAC meetings reviewing site and State testing data as well as practice tests.
  - Progress is monitored quarterly through the mailing of progress reports and report cards.
  - Progress is also discussed at Parent/Teacher Conferences that are held at progress report time. Progress toward standards, proficiency, and any academic adjustments are reviewed and implemented for individual student success.
- b) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 USC 6318 (e)(2))

Materials and trainings are addressed through:

- Back to School Festival at the beginning of the school year
  - SSC/ELAC/DELAC/Board Meetings
  - Back to School Night
  - Information meeting
  - Parent/Teacher Conferences
  - Individual Teacher and Administrator's meetings/conversations
- c) The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (20 USC 6318 (e)(3))

Orestimba High Schools has an active Staff Development program to assist in the professional development and training of all staff as well as parents are provided with the following opportunities for training and collaborate with school staff:

- School Site Council/ELAC
- ParentSquare Communication App

- Site Website
  - Social media informational meetings, "Do you know what Apps your child is using?"
  - School events such as: 2nd Cup of Coffee, Class Events, Parent Classroom Volunteers, Athletic Events, Drama Performances, Volunteers for Clubs, and Fundraising Events, etc.
  - LCAP stakeholder and parent input meetings
  - English as a Second Language classes (provided by the district)
  - Microsoft Platform application trainings and certification (provided by the district)
  - Welding Certifications offered by Adult Education.
- d) The school, to the extent feasible and appropriate, coordinate and integrate the parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 USC 6318 (e)(4))

- Newman Family Resource Center
- Newman Co-Op Nursery School
- Newman Police Department
- After School Program
- Newman Rotary
- Back to School District Festival in conjunction with the City of Newman
- Weekend Wellness
- Central California Irrigation District
- Gallo Arts Center
- Community Advisory Committee for Special Education (CAC) (for students on IEP's)
- California Technical Education Advisory Committee.

- e) The school ensures that information related to school and parent programs, meetings, and other activities to parents is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318 (e)(5))

Pertinent information is disseminated to parent through the following methods:

- School Marquee
- ParentSquare Parent Communication App - English and Spanish
- Flyers - Information is sent home - English and Spanish
- Phone Dialers sent in English and Spanish
- Meeting agendas sent in English/Spanish
- Face to Face conversations

- f) The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))

- Bilingual interpreter for meetings
- Bilingual translation for documents
- Child care for meetings, as required
- Computer skill and technical assistance for required forms or school applications

## Accessibility

*Orestimba High School*, to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students) including providing information and school reports are provided in a format and language that parents understand.

(20 USC 6318 (f))

Thought SSC, ELAC, Parent-Teacher Conferences and face-to-face or phone conversations or meetings, parents are given the opportunity to provide input on any school item or concerns they may have. We strive to disseminate information to parents, staff and community in a timely manner that may pertain to their students' academics, activities or safety concerns through but not limited in the following ways:

- All hard-copy correspondence is sent in English and in Spanish to parents
- All e-communication is sent in English and Spanish to parents
- Phone dialers are sent in English/Spanish
- Interpreters and translation is available for meetings and correspondence at parent request

• *\*It may be helpful to include the parent and family engagement policy review in the annual review of the Single Plan for Student Achievement.*

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

## School-Parent Compact

*Orestimba* distributes to parents and family members of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents and family members, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. The separate school-parent compact addresses the following legally required items, as well as other items suggested by parents and family members of Title I students. (20 USC 6318 (d))

- a) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards
  1. The ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom, chaperoning field trips and other extra-curricular activities, ensure attendance in tutoring provided by the school before and after school for all students, participation in school-wide events.
  2. Parental participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. Parents are invited to attend any school function, extra-curricular activities, SSC meetings, ELAC meetings, DELAC meetings, Parent/Teacher conferences, IEP meetings, SST meetings, 504 meetings, LCFF/LCAP meetings and meeting with Administrator that may support their children's needs.
  
- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  1. Parent-teacher conferences, at least twice a year, during which the compact shall be discussed as the compact relates to the individual child's achievement
  2. Frequent reports to parents on their children's progress are available through their child's teacher or administration, quarterly report cards, quarterly progress reports, and parent / teacher meetings as requested.
  3. Reasonable access to staff is available through email, phone calls, face-to-face communication, ParentSquare app, opportunities to volunteer and participate in their child's class, and observation of classroom activities can be arranged with administrative staff and teachers.
  4. Ensuring regular two-way, meaningful communication between family members and school staff in a language that family members can understand. All correspondence is sent in two languages, English and Spanish. Many of our office staff and administrative team are bilingual and can assist with technology concerns, filling out of forms, and general information concerning any school activities.