



# Title I School-Level Parent and Family Engagement Policy

## *Seegerstrom High School*

2.0 With approval from the local governing board, Seegerstrom High School has jointly developed with, and distributed to, parents and family members of participating children a written Parent and Family Engagement Policy, agreed upon by such parents, and updated periodically to meet the changing needs of parents and the school. (EC Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4]) . The policy was developed with parental input collected through open discussions and surveys at the Seegerstrom School Site Council (SSC), monthly Parent Meetings, and English Learner Advisory Committee Meetings (ELAC). It has distributed the policy to parents of Title I students at School Site Council, monthly Parent Meetings, English Learner Advisory Committee Meetings, and the school website. The policy describes the means for carrying out the following Title I parental involvement requirements.

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

The policy describes the means for carrying out Title I parent and family engagement requirements. (20 U.S.C. § 6318[b][1])

To involve parents in the Title I program at *Seegerstrom High School*, the following practices have been established:

- a. Seegerstrom High 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 U.S.C. § 6318[c][1])
  1. A Title I presentation is delivered during the first month of school with morning and evening meetings.
  2. Parents are given notification of the meeting in parent's designated home language by:
    - *ParentSquare*, the school's automated calling & messaging system
    - Digital flyers which are distributed to families through ParentSquare
    - The school's website
- b. Seegerstrom High School offers a flexible number of meetings in the morning and evenings and may provide, with Title I funds, transportation, childcare, or home visits, as such services relate to parental involvement. (20 U.S.C. § 6318[c][2])
  1. School Site Council meetings are scheduled monthly on the 3<sup>rd</sup> or 4<sup>th</sup> Wednesday of the month at 3:30 p.m.
  2. ELAC meetings are four to six times a year. The schedule is coordinated with the members at their convenience.
  3. Parent and family trainings on parenting, technology, giftedness, college applications and financial aid, and other topics are held annually in the evenings or Saturdays.
- c. Seegerstrom High School involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 U.S.C. § 6318[c][3]).
  1. Seegerstrom High School's School Site Council plans for the upcoming year by reviewing the School Plan for Student Achievement (SPSA) for its Title I programs
  2. Title I parent engagement policy is reviewed and revised through open discussion, surveys and presentations. Analysis of student assessment data is included as part of the reviewing and revising process.
  3. This information is then taken to following stakeholders for input:
    - Staff during staff /department meetings
    - Parents at annual Title I meeting and parents of English Learners at ELAC meetings
  4. Input from all stakeholders is taken back to SSC for further review, planning and approval.
- d. Seegerstrom High School provides parents of participating children with the following:

1. *Timely information about Title I programs (20 U.S.C. § 6318[c][4][A]).* This is communicated through the annual Title I meeting, SSC meetings, ELAC meetings, parent meetings, and individual parent conferences with teachers and counselors via open discussion, information pamphlets, and power point presentations
  2. *A description and explanation of the curriculum used at the school, the form of academic assessments used to measure student progress, and the achievement levels students of the challenging state academic standards ((20 U.S.C. § 6318[c][4][B])* This is communicated through SSC meetings, ELAC meetings, parent meetings, and individual parent conferences with teachers and counselors via open discussion, information pamphlets, and power point presentations.
  3. *If requested by parents, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. ((20 U.S.C. § 6318[c][4][C]).* This is communicated through SSC meetings, ELAC meetings, parent meetings, and individual parent conferences with teachers and counselors via open discussion, information pamphlets, and power point presentations
- e. If the schoolwide program plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency. (20 U.S.C. § 6318[c][5])
1. Upon evaluation of the School Plan for Student Achievement, at each School Site Council meeting minutes are taken documenting recommended changes, including points where the plan is not satisfactory. Parent comments are reviewed and incorporated into the plan or addressed by the site administrators as appropriate.
  2. Recommendations on the school plan from ELAC parents are documented via ELAC minutes and the ELAC “Form for Input to School Site Council and Principal” and shared with School Site Council.
  3. Minutes and ELAC Forms for Input are maintained and filed with the school district.

## 2.2 Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, Segerstrom High School and Santa Ana Unified School district establishes the practices listed below. (20 U.S.C. § 6318[e]) Segerstrom High School engages all parents, including Title I parents, in meaningful interactions with the school. It 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:

- a. The school provides parents with assistance in understanding such topics as the challenging state academic standards, state and local academic 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 U.S.C. § 6318[e][1])
  1. Segerstrom High School provides one-on-one parent conferences with academic counselors, teachers, and support staff during and after each grading period for all students as needed
  2. Segerstrom High School will provide reports as follows:
    - Teachers will complete progress reports every six weeks and will post student grades on Aeries and to be available for parents and students to monitor via Parent and Student Portals
    - Information about Common Core Standards, assessments, and monitoring improvement of their children is disseminated through ParentSquare, SSC, Parent Meetings, and ELAC Meetings
- b. The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 U.S.C. § 6318[e][2])
  1. Segerstrom High School provides regular and frequent parent education workshops and presentations on topics including active parenting, drugs and alcohol, assisting your child in a crisis, giftedness, suicide prevention, college readiness, financial aid, athletics, honors/AP course offerings, Grade-Level Counseling Meetings, and parenting classes.
  2. Parent education workshops and presentations are facilitated by our Family and Community Engagement (FACE) liaison, a full-time site-based employee whose primary role is supporting parents and families.

- c. Segerstrom High 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 U.S.C. § 6318[e][3]).
  1. Staff are trained in the components of IEP plans through our 504 coordinator and special education department chair.
  2. Staff are trained in ParentSquare for translated, automated calls, texts, and emails to parents.
  3. School site council representatives, including teachers, staff, parents, and students, are trained by district or site personnel on the processes of working together as a School Site Council.
  4. Office staff are trained annually in parent customer service
- d. Segerstrom High School to the extent feasible and appropriate, coordinates and integrates the parental engagement program and other activities with other federal, state and local programs, and conducts other activities to encourage and support parents in more fully participating in the education of their children.
  1. Segerstrom’s Family and Community Engagement (FACE) Liaison coordinates our parent and family engagement program to leverage community resources and support parent engagement through training, classes, and individualized support to build ties between parents and Segerstrom. Due to the COVID-19 pandemic, group classes and meetings will have online and face to face attendance options and individual support will be provided via phone, email, online, and in person.
  2. The Principal, FACE Liaison, ELD Coordinator, and parent groups work closely together to provide appropriate parent and staff training opportunities, including presentations at staff meetings.
- e. Segerstrom High School ensures that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language that the parents understand (20 U.S.C. § 6318[e][5])
  1. Segerstrom provides school-to-home communication written and orally in English and the home preferred language, which is Spanish. This is facilitated by the ParentSquare messaging system that allows staff to message families in the language of their choice for email, text, and phone calls. Segerstrom also provides translation support for teachers who are not bilingual to request translation of messages or to have parent phone calls made.
- f. Segerstrom High School provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])
  1. Segerstrom High School provides parent education workshops and presentations on topics including active parenting, drugs and alcohol, assisting your child in a crisis, giftedness, suicide prevention, college readiness, financial aid, athletics, honors/AP course offerings, and Grade-Level Counseling Department Meetings.
  2. Other opportunities for engagement include parent conferences, LCAP Meetings, Back to School Night, Open House, and the District Annual Parent Conference.

### **2.3 Accessibility**

Segerstrom High School, to the extent practicable, provides opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

All Title I parents are invited and encouraged to attend the following:

- Back to School Night and Open House
- English Learner Advisory Committee (ELAC)
- School Site Council (SSC)
- Honors and Advanced Placement Informational Meeting
- Parenting workshops
- Parent meetings on special topics such as CTE courses and mental health

- Grade Level Informational Parent Meetings
- College Financial Aid Parent Meetings
- Incoming 9<sup>th</sup> Grade Parent Meeting and Incoming 9<sup>th</sup> Grade Parent Athletics Meeting
- Pre-season and Post-season Athletics Informational Meetings and Banquets
- Gifted and Talented Education (GATE) parent meetings
- Individual Education Plan meetings for special education students
- Parent conferences with student’s academic counselor, support staff, and teachers

At these events, parents are given information about the program, opportunities, and assistance available to their student. Presentations and information pamphlets are given to parents in English and the language of the target community, which is Spanish. Parents are notified of these events by individual phone calls, the school’s online message system ParentSquare, digital flyers, and the school’s website.

## 2.4. School-Parent Compact

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high standards. The school-parent compact shall carry out the requirements listed below. (20 U.S.C. § 6318[d])

- a. The School-Parent compact describes the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children’s learning; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. (20 U.S.C. § 6318[d][1])
  1. Segerstrom’s School-Parent Compact communicates academic achievement goals and the school’s area of emphasis.
  2. The School-Parent Compact describes the actions that school staff will take to provide a rigorous academic program with appropriate supports, the actions parents and family members will take to support student learning, and the core values that Segerstrom students will demonstrate to achieve a high-quality education.
- b. Segerstrom’s School-Parent Compact addresses the importance of ongoing communication between parents and teachers through, at a minimum, the requirements listed below. (20 U.S.C. § 6318[d][2])
  1. *Frequent reports on student progress* (20 U.S.C. § 6318[d][2][B]): This includes Aeries parent portal and school website, six-week progress reports, parent conferences, telephone calls, IEP meetings, and messages through ParentSquare.
  2. *Reasonable access to staff; opportunities for parents to volunteer and participate in their child’s class; and opportunities to observe classroom activities* (20 U.S.C. § 6318[d][2][C]): Segerstrom’s School-Parent Compact describes involvement and volunteer opportunities and provides contact information for parents who wish to volunteer.
  3. *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.* (20 U.S.C. § 6318[d][2][D]): Segerstrom is committed to providing regular two-way communication with families about student learning, including but not limited to the following ways: Aeries parent portal and school website, six-week progress reports, parent conferences, telephone calls, and messages through ParentSquare

The policy and the school-parent compact are developed with parental input collected through round table meetings and questionnaires at SSC, parent meetings, and ELAC meetings. All stakeholder input is taken to the SSC for review and approval. The policy and compact are distributed at Title I, SSC, parent, and ELAC meetings. They are also available on the school website.