

**Section 4:
Cajon High School
2019-2020
Parent and Family Engagement Policy**

With approval from the local governing board, Cajon High School shall jointly develop with, and distribute 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. (20 U.S.C. § 6318[b][1])

This policy is distributed and made available to the community in the following manner:

The Cajon Parent and Family Engagement Policy is distributed to all Cajon students annually in student enrollment and registration packets sent prior to the beginning of each school year. Parents/ Guardians sign affirming that they have received a copy of the document. Late registrants receive a copy of the policy at the time of registration. Additionally, an electronic copy of the Cajon Parent and Family Engagement Policy is also available online via the school's website <https://cajon.sbcusd.com/>.

The school-level policy shall describe the means for how each school shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

(a) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation in the Title I, Part A program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 6318[c][1])

The annual meeting will be completed as follows:

At the beginning of the school year, during Back to School Night, all parents are provided with a detailed overview of the school's Title I program as outlined in the Single Plan for Student Achievement (SPSA), including program requirements as they apply to a schoolwide setting, the instructional program, and the parents' rights to be an active participant in the school. A written copy of the information is also provided and posted on the school website for review throughout the school year. Parent meeting calendars and course syllabi that include requirements for classes are also reviewed and maintained on the school website as a part of the annual meeting. Agendas and sign-in sheets are maintained to document the event.

(b) Offer 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 parental involvement. (20 U.S.C. § 6318[c][2])

The school offers flexible meetings as follows:

There are multiple opportunities for parents to participate in Title I related activities and topics at Cajon High School. The School Site Council (SSC), English Learner Advisory Committee (ELAC), Latino Advisory Committee (LAC), and African American Parent Advisory Committee (AAPAC) meetings are arranged in an attempt to accommodate the parents and to ensure the best opportunity for participation. SSC meetings are held regularly, at 5:30 pm the third Thursday of every month, the ELAC is held regularly, at 10:00 am the second Thursday of every month, the LAC is held regularly at 10:00 am the first Thursday of every month, and the AAPAC meetings are held regularly, at 5:30 pm the second Thursday of every month. Meetings are held when school is in sessions and may be rescheduled as needed. Childcare is available at all meetings. Parents and guardians may also receive transportation assistance through the Title I Office upon request. Agendas and minutes of all meetings are available online via the school's website <https://cajon.sbcusd.com/>. Agendas, minutes, handouts, copies of presentations, calendars, and sign-in sheets are maintained to document the meetings.

(c) Involve 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 U.S.C. § 6318[c][3])

The school involves parents/family in the joint planning, review, and improvement of the Title I Program and school Parent-Family Engagement Policy in the following way(s):

All Cajon families are asked to participate in an annual survey evaluating the Title I Program and school Parent-Family Engagement practices. This input is reviewed and used to adjust the Title I Program and School Parent-Family Engagement Policy to improve

outcomes in the following parent-family meetings:

- School Site Council (SSC)
- English Learner Advisory Council (ELAC)
- African American Parent Advisory Council (AAPAC)
- Latino Advisory Council (LAC)

(d) The school provides parents of participating children with the following:

i. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])

ii. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards. (20 U.S.C. § 6318[c][4][B])

iii. 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 U.S.C. § 6318[c][4][C])

The school will provide this information and opportunities in the following way:

The school offers several, unsolicited opportunities for parents to provide feedback and participate in the development of the School Plan for Student Achievement (SPSA) during the SSC, ELAC, LAC and AAPAC meetings. At each parent meeting, parents are asked to provide suggestions on how best to meet the needs of Cajon's students. In addition, parents are given a survey to assist with identifying program strengths and growth areas. Results of this survey are shared during parent meetings and parents are asked to provide suggestions on how to address growth areas.

(e) If the school-wide program plan is not satisfactory to the parents of participating children, parent comments regarding the plan will be submitted when the school makes the plan available to the LEA. (20 U.S.C. § 6318[c][5])

2.2 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 LEA assisted under Title I, Part A shall carry out the following requirements: (20 U.S.C. § 6318[e])

(a) The school shall provide assistance to parents of children served by the school or LEA, as appropriate, 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 U.S.C. § 6318[e][1])

The school will assist parents-family in understanding academic standards, assessments, and how to monitor their child's achievement in the following ways:

The school provides detailed information about the curriculum, assessments to monitor student progress, and expected proficiency levels students are expected to meet, using course syllabi, during Parent Orientation and student registration days, Back to School Night, annual Aeries training, and at all parent advisory meetings. In addition, information is available in the front office, the Title I office, on the school's website, mailed correspondence, School Messenger all calls, and presentations during site-level parent trainings. The school may also contract with an outside/independent consultants to provide informational presentations designed to assist parents in gaining knowledge and resources necessary to support their student's learning and academic growth.

(b) The school shall provide materials and training to help parents to work with their children to improve their children's achievement, **in the following ways:** (20 U.S.C. § 6318[e][2])

- Parent planners and/or guides that provide parenting tips.
- Opportunities to attend parent-based conferences (CABE, CAAASA, etc...)
- Parent workshops and trainings at the district and site
- CBET English Language classes as offered by SBCUSD adult school.
- Assistance with the Aeries Parent Web Portal
- A parent center equipped with computers for parent use

(c) The school shall educate 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, **in the following ways:** (20 U.S.C. § 6318[e][3])

Through various professional development activities the school will educate faculty, teachers and staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

Annually, parent leaders of SCC, ELAC, LAC, AND AAPAC will review information from annual parent surveys and identify strategies to assist in working collaboratively with families to increase student achievement. This information is shared with faculty, teachers, and staff throughout the school year.

The Program Facilitator will receive information and strategies to increase parental involvement and correlate activities to student achievement from the SBCUSD Family Engagement Office and provide staff with strategies from these trainings on working and recruiting parents as volunteers.

(d) The school shall, to the extent feasible and appropriate, coordinate and integrate 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, that encourage and support parents in more fully participating in the education of their children, **in the following ways:** (20 U.S.C. § 6318[e][4])

The Cajon Family Engagement Center (FEC) is located in room C24. Parent Advisory meetings and site-specific parent trainings including Aeries Workshop and Chromebook classes take place in the FEC. In addition to hosting various advisory meetings, the Cajon FEC also hosts district-level trainings. The complete calendar of trainings can be found at <https://www.sbcusdfamily.com/classcatalog>.

(e) The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])

The school does this by

Ensuring that all school correspondence is translated. In addition, certified bilingual personnel are available to provide translation support on campus.

(f) The school shall provide such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])

The school will actively solicit parents for feedback and input in the development of parent involvement activities. With the assistance of the parents, the school will prioritize activities, trainings, and events identified to enhance, encourage, and enable all parents to become active participants in their student's academic achievement.

2.3 In carrying out the parent and family engagement requirements of this part, LEAs and schools, to the extent practicable, shall provide 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 20 U.S.C. § 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

2.4 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 following requirements: (20 U.S.C. § 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, 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])

(b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following: (20 U.S.C. § 6318[d][2])

i. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (20 U.S.C. § 6318[d][2][A])

ii. Frequent reports to parents on their children's progress; (20 U.S.C. § 6318[d][2][B])

iii. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and (20 U.S.C. § 6318[d][2][C])

iv. 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])

2.5 Each LEA or school receiving funds under Part E of Title IV shall inform parents and organizations of the existence of Title IV. (20 U.S.C. § 6318[g])

San Bernardino City Unified School District does not receive Title IV, Part E funds.