

Corona-Norco Unified School District

John F. Kennedy Middle College High School

Parental Engagement Policy

John F. Kennedy Middle College High School has developed a written Title I parent and family engagement policy with input from Title I parents and family members. We have used our school Site Council to evaluate this policy and have distributed the policy to parents and family members of Title I students. Policy will be distributed online through the JFK website and weekly community newsletter at the start of each school year. 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].

I. Engagement of Parents in the Title I Program

To involve parents and family members in the Title I program at John F. Kennedy Middle College High School, the following practices have been established:

- a. The school convenes an annual meeting 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 and family members to be involved. (20 USC 6318(c)(1))
JFK conducts School Site Council meetings where information about the school's participation in the Title I program is shared. Information is shared at the Campus Connections event annually.
- 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))
Booster Club meetings and Coffee and Conversations are held in the mornings. Information Nights, Club Carnival/Back to School Night and Campus Connections are held in the evening and families are welcome to attend. School Site Council meetings are held in the afternoons on zoom to accommodate schedules. IEP and 504 meetings are held at a time that is convenient for all members of the team and meetings are held in person or on zoom based on parent request.
- c. The school involves parents and family members 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 schoolwide program plan. (20 USC 6318(c)(3))
Parents are encouraged to attend School Site Council, Booster Club meetings, Coffee and Conversations, Club Carnival/Back to School Night, #heyjfk weekly newsletter, JFK website, Campus Connections Night, New Student Information Nights, CSU and UC Application Nights, and Financial Aid Workshops.
- d. The school provides parents of participating students with the following:
 1. Timely information about the Title I program. (20 USC 6318(c)(4)(A))
School Site Council, Booster Club meetings, Club Carnival/Back to School Night, #heyjfk weekly newsletter, JFK website, Campus Connections Night, New Student Information Nights.
 2. An explanation of the curriculum in use at the school, the assessments used to measure student progress, and the achievement levels of the challenging State academic standards. (20 USC 6318(c)(4)(B))

The curriculum, assessments, and achievement levels of the State academic standards are discussed in detail and shared with our parents during School Site Council and Booster Club meetings as well as during our Coffee and Conversations meetings with the principal. These meetings are open to all parents.

3. If requested by parents, the school provides opportunities for regular meetings that allow parents and family members to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. (20 USC 6318(c)(4)(C))

JFK schedules individual meetings with students, their parents, and their teachers when suggested by the teacher and/or requested by the parent. Meetings with students, their parents, and the student's teachers are conducted when requested as part of the SST process and/or the 504 process. IEPs are conducted annually as part of the Special Education department requirements for each student. In this meeting parents are active participants of the decision making process relating to the education of their children.

II. School-Parent Compact

John F. Kennedy Middle College High School distributes to parents and family members of Title 1 students a school-parent compact. The compact, which has been jointly developed with parents and family members, outlines how parents and family members, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes a specific ways the school and families will partner to help children achieve the challenging State academic standards. [20 USC 6316(d)] The separate school-parent compact addresses the following legally required items, and may include other items suggested by parents and family members of Title 1 students.

- The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment. [20 USC 6316(d)(1)]
- The ways parents will be responsible for supporting their children's learning. [20 USC 6316(d)(1)]
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences***; frequent reports on student progress; access to staff; opportunities for parents and family members to volunteer and participate in their child's class; opportunities to observe classroom activities; and regular two-way meaningful communication between family members and school staff in a language that family members can understand. (20 USC 6316(d)(2)(A)-(D) inclusive]

JFK provides several opportunities for parents to engage in parent-teacher communication. JFK freshmen students meet with the counselor for a 4-year plan meeting prior to starting at JFK. One of the services the school provides is access to Q Parent Connect. With the help of JFK staff, parents are able to log in to Q Parent Connect, understand their student's academic achievements, and email teachers, counselors, and/or administrators. JFK staff is also available to help parents create email accounts and to translate information in their language to facilitate the communication process. Parents are also able to meet their student's teachers during Club Carnival/Back to School Night and Campus Connections Night.

***Parent teacher conferences are required in elementary schools, at least annually [20 USC 6316(d)(2)(A)]

III. Building Capacity for Involvement

John F. Kennedy Middle College High School engages Title 1 parents and family members in meaningful interactions with the school. It supports a partnership among the school, 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 Title 1 parents and family 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 and improve the achievement of their children. (20 USC 6318(e)(1))
Through School Site Council and the #heyjfk newsletters, parents are informed about State and local assessments as well as State Academic Standards. Information on monitoring student achievement is also discussed at every meeting. Staff members are available to assist parents in monitoring their student's progress after every parent meeting.
- b) The school provides parents with materials and training to help them work with their children to improve their children's achievement. (20 USC 6318(e)(2))
JFK supports parents by providing training, guidance, translation services, parenting classes, workshops, and tutoring with the purpose of improving students' reclassification rates, graduation rates, and college and career readiness.
- c) With the assistance of Title 1 parents and families, the school educates staff members about the value of parent contributions, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between the parents and families and the school. (20 USC 6318(e)(3))
The staff at JFK values parent contributions and participation in all programs. Staff is encouraged to communicate with families, to translate written information into the home language as much as possible, and to invite parents to be active participants in their children's education.
- d) The school, to the extent feasible and appropriate, coordinates and integrates the parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conducts 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))
Resources are shared in every parent meeting, and referrals to the CNUSD Parent Center are consistently made.
- e) The school ensures that information related to school and parent programs, meetings, and other activities to parents and family members is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318(e)(5))
All parent meeting information is sent weekly via the school newsletter. Communication is usually conducted via email, text, phone blast, school newsletter, and in written form.
- f) The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318(e)(14))
Needs assessments are conducted annually and the results guide our planning for the following school year.

- **Accessibility**

John F. Kennedy Middle College 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. Information and school reports, to the extent practicable, are provided in a format and language that parents and family members can understand. (20 USC 6318(f))

Translation services are provided at Parent Information Nights and other school events as needed.

***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.*