

# Title I School-Level Parent and Family Engagement Policy

## *Arcata High School*

2023-2024

2.0 With approval from the local governing board, [Arcata High](#) has developed a written Title I parent and family engagement policy with input from parents and family members of participating children, and the parents. [The Principal presented a draft policy to the School Site Council for feedback and input.](#) The school has distributed the policy to parents and family members of children served under Title I, Part A. [The policy has been posted on the school website and a hard copy is available at the front office for review.](#) (EC Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

### 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 and family members in the Title I program at [Arcata 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 U.S.C. § 6318[c][1])  
[Open to the public, a School Site Council meeting will inform parents and family members of Arcata High School's participation in the Title I program. This meeting announced to all families as well as posted on the schools' website.](#)
- 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 U.S.C. § 6318[c][2])
- c) In an organized, ongoing, and timely way, AHS involves parents, 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 U.S.C. § 6318[c][3])  
[The School Site Council will plan, review, and improve the school's Title I program as well as the school parent and family engagement policy.](#)
- d) The school provides parents of participating children with the following:
  - 1. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])  
[At Site Council Meetings, Title programs will be a standing item.](#)

2. 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]) Teachers provide a syllabus and other course information for each class they teach that outlines the assessment, progress, and expectations on the school's website.
  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 U.S.C. § 6318[c][4][C])  
The school's website also has contact information and provides additional tools for parents. Regular emails from the school provide updates on activities, events, and academics at AHS. ParentVUE gives parents access to monitor their child's grades and provides communication links to connect with the teachers. Parents can also attend NOHUM School Board meetings and Site Council Meetings to learn more about events at AHS.
- 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])

## 2.2 Building Capacity for Involvement (Parent and Family Engagement Policy Continued)

To ensure the 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 establishes the practices listed below. (20 U.S.C. § 6318[e])

- 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 U.S.C. § 6318[e][1])  
Translation services will be available if needed. Counselors are available to review/break down state academic assessments. State scores/assessments are available in ParentVue to assist parents in monitoring their child's progress.
- 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])  
The Daily Bulletin, which is posted on the website, provides information about avenues for growth and achievement. The school offers a variety of resources to assist families with social, emotional, and behavioral issues that arise. Parents are given support with how to access and use ParentVUE to monitor their child's achievement.
- c) The school educates teachers, specialized instructional support personnel, principals, 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])

The school provides professional development to assist in building ties with the community and families. The College and Career Center coordinates and organizes events to support and direct students.

- d) The school, to the extent feasible and appropriate, coordinates and integrates 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 U.S.C. § 6318[e][4])

The school provides information at back-to-school night, as well as through regular communications with families to encourage opportunities for parent involvement.

- e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])  
The information posted on the school's website is accessible in multiple languages. Mass emails to families are delivered in both English and Spanish. The English Language Advisory Committee (ELAC) provides information directly to Spanish Spanish-speaking parents in monthly meetings and gathers input focused on improving achievement.

- f) The school provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])  
Parents may call or email the school/teachers/counselors to request additional support or participate in school activities. Directions on how to become an approved volunteer are listed on the district website.

## 2.3 Accessibility

Arcata 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]) Mass email communications to families are delivered in English or Spanish depending upon the home language survey. The school website can be accessed and the translation feature can be used in multiple languages.

## 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) 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 on campus; 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]) [The school's curriculum is aligned with California State Standards. Parents can volunteer with extracurricular activities. The Arcata High School Compact lists ways that families can support their children.](#)
- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the requirements listed below. (20 U.S.C. § 6318[d][2])
  1. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B]) [The student information system's parent portal \(ParentVUE\) is updated at least every two weeks as teachers grade student work. Formal progress reports are distributed once every six weeks or six times per year.](#)
  2. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 6318[d][2][C]) [Parents can volunteer and assist with extracurricular activities. They can support their child by attending back-to-school nights and learning ways to communicate with their teachers.](#)
  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]) [AHS is working on providing information in the family's home language. The robocall system \(InTouch\) translates messages into Spanish. The website allows the user to view the information in multiple languages.](#)

*\*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 the 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 children receiving Title I, Part A services.*