



Title I School-Level Parental Engagement Policy

Saddleback High School

Saddleback High School has developed a written Title I Parental Involvement Policy with input from Title I parents. The policy was developed with parental input collected through open discussions and surveys at the Saddleback 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 through students' classes and at the School Site Council, monthly Parent Meetings, and the English Learner Advisory Committee Meetings. The policy describes the means for carrying out the following Title I parental involvement requirements [***Title I, Part A, Section 1118***].

A. Involvement of Parents in the Title I Program

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

- o Saddleback High School convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
 - A Title I presentation is delivered at the first monthly parent meeting of the school year.
 - Parents are given notification of the meeting in parent's designated home language by phone message using
 - *Parent Square*, the school's automated phone call system
 - Flyers are distributed to students during Tutorial
 - Teacher announcements during class
 - Saddleback also uses the school's marquee to post the date, time, and location of the Title I meeting, as well as all other parent meetings.
- o Saddleback High School offers a flexible number of meetings for Title I parents in the morning and evenings.
 - The parent meetings are scheduled four times a year on the first Thursday of the month at 9:00 a.m. in Spanish and 6:00 p.m. in English (the time and day is subject to change).
 - Saddleback Parent classes are offered throughout the week from 8:30 a.m. to 11:30 a.m. with a variety of topics that parents indicated they would like through annual surveys. English classes are offered M-T 5:00-7 p.m. (the time and day are subject to change)
 - School Site Council meetings are scheduled for the third Tuesday of the month at 3:45 p.m.
 - ELAC meetings are scheduled five times during the year on a Tuesday at 3:45 p.m. and the schedule is coordinated with the members at their convenience.
- o Saddleback High School involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.

- Saddleback High School's School Site Council plans for the upcoming year by reviewing the Single Plan for Student Achievement (SPSA) for its Title I programs
- The Title I parent involvement 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
- o This information is then taken to the following stakeholders for input;
 - Staff during staff /department meetings
 - Parents at the Annual Title I Meeting
 - Parents of English Learners at the ELAC meetings
- o Input from all stakeholders is taken back to SSC for further review, planning and approval.

Saddleback High School provides parents of Title I students with timely information about Title I programs. This is communicated through:

- o SSC meetings
- o ELAC meetings
- o Regular parent meetings
- o Individual parent conferences with teachers and counselors via open discussion, information pamphlets, and PowerPoint presentations

Saddleback High School provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

This is completed through:

- o SSC meetings
- o ELAC meetings
- o Regular parent meetings
- o Individual parent conferences with teachers and counselors via open discussion, information pamphlets, and PowerPoint presentations.

If requested by parents of Title I students, Saddleback High School provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

Such opportunities are available through SSC meetings:

- o ELAC meetings
- o Regular parent meetings
- o Individual parent conferences with teachers and counselors via open discussion, information pamphlets, and PowerPoint presentations

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 Single 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.

B. Building Capacity for Involvement

Saddleback High School engages 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:

- The school provides Title I parents with assistance in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children:
- Saddleback 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

Saddleback High School will provide reports as follows:

- o Teachers will complete quarterly progress reports and will post student grades on Aeries and to be available for parents and students to monitor via Parent and Student Portals
- o Information about Common Core Standards, assessments, and monitoring improvement of their children is disseminated through School Site Council (SSC), regular Parent Meetings, and English Learner Advisory Committee Meetings (ELAC)
- o In addition to this support we provide parent classes and workshops for further education and information on student common core standards, assessments, and monitoring for academic achievement.

Saddleback High School coordinates and integrates the Title I parental involvement program with other 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:

- Saddleback High School has available a Parent Center with a full time Family and Community Engagement (FACE) Liaison which develops, coordinates, and implements programs, support, resources and guidance for parents
- The Principal, ELD Coordinator, and parent groups work closely together to provide appropriate parent and staff training opportunities

Saddleback High School distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand:

- Saddleback High School provides written and oral school-to-home communication in English and the home preferred language, which is Spanish

Saddleback High School provides support for parental involvement activities requested by Title I parents:

Saddleback High School provides parent education courses including Positive Behavior Intervention and Support, Stop the Cycle: Understanding Children; Addressing Problematic Children; Adolescent Drug Use: Out of Control Child: Considering Relationships: Finding Help and Support: Dynamic of Change; Managing Conflict at home; Active listening and Growing Stronger Teen, Planned Parenthood: Parent Child Communication, Padres Promotores Training classes for Parents, Padres Promotores: College and University Options, New Internet Users (NIU) Parent Computer Classes, Drug Awareness Classes for Parents, FAFSA information and Financial Aid, High School Requirements, and University Requirements

Other opportunities for involvement include parent conferences, Coffee with the Principal, Back to School Night, Open House, Annual Parent Celebration, District Annual Parent Conference, and Parent of the Year event.

C. Accessibility

Saddleback High School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

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

- Back to School Night
- Open House
- Gifted and Talented Education (GATE)
- Honors and Advanced Placement Information Meetings
- English Learner Advisory Committee (ELAC)
- School Site Council (SSC)
- Parents of Advanced Placement information meeting
- College Information Parent Meetings
- Financial Aid Parent Meetings
- Individual Education Plan for Special Education Students
- Parent Conferences with student's academic counselor, support staff, and teachers

At these events parent 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 automated phone call system, post cards, flyers, and the school's marquee.