



Established 2013
El Capitan High School
Learn, Love, Lead, and Leave a Legacy



2023–2024 Parent and Family Engagement Policy

This policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).

The MUHSD Family Engagement Framework was established and Board approved in 2019. Based on this framework, El Capitan High School incorporated the district principles into their Parent and Family Engagement Policy. With the assistance of the El Capitan High School School Site Council (SSC) and parent and student input, we put forth this Parent and Family Engagement Policy. After the MUHSD Board approval, ECHS will share this policy with all stakeholders. Annual review will occur each year through the school site council (ESSA Section 1116[b][1]).

To involve parents in the Title I, Part A programs, the following practices have been established:

The MUHSD Family Engagement Framework was shared in a presentation with the SSC. Together, parents, students, classified and certificated staff reviewed and modified the El Capitan High School Parent and Family Engagement Policy. The policy will be shared out with all parents and students (through Parent Square and email) for any further recommendations. The ECHS Parent and Family Engagement Policy will be put forth for MUHSD board approval. With board approval, ECHS will share their Parent and Family Engagement with all stakeholders.

Avenues in which this information will be shared include:

1. Back to school, Open house events
2. School Site Council and ELAC Training
3. Through other parent meetings such as coffee connection, sub-committee meetings, school-wide programs.
4. Sending information out through flyers, ParentSquare posts, and social media.
5. Title 1 Meeting

The school convenes an annual meeting to inform parents about Title I, Part A requirements, and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).

Each year our school site council, made up of students, parents, certificated, and classified staff. The SSC will review the El Capitan High School Parent and Family Engagement Policy.

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2. School Site Council and ELAC Training
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4. Sending information out through flyers, ParentSquare posts, and social media.
5. Title 1 Meeting
6. ECHS LCAP meetings

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]). The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]). The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116[c)(4)[A]). How does the school involve parents? How does the school provide the information?

El Capitan High School involves parents in the improvement of the school by:

1. Annual Parent Surveys
2. Monthly Coffee Connection Meetings
3. SSC Meetings
4. English Learner Advisory Committee
5. Other parent meetings where feedback is incorporated in the local needs assessment for the instructional program. Discussions are held and suggestions are made for the SPSA, Title I, and ELD student budgets.
6. Parent workshops that are provided to parents inform and provide resources to strengthen the home-school connection.

El Capitan High School offers flexible parent activities throughout the day and evening, including but not limited to:

1. Back to School Night and other open campus events are held at varied times and days.
2. SSC meetings are held in the afternoon to accommodate staff and parents.
3. ELAC meetings are held at flexible times based on parent availability.
4. LCAP meetings are held in the evening to accommodate parent schedules.
5. Teachers and staff are available through appointments for early morning, evenings, and or during the school day if needed for parents

El Capitan High School provides parents with timely information by:

1. Back to School Night provides teachers and staff an opportunity to give information about Title I and all programs here at El Capitan.
2. On-going parent workshops provide information on programs.
3. An open house provides parents another opportunity to visit, review and inform themselves as to Title I and other program information.

4. Intervention Program offerings and consent forms are sent for Saturday and or After School programs.
5. Parent notifications, flyers, bulletins, memos, references are sent via students, calendars, meeting agendas, and bulletin boards.
6. New Student Orientation
7. Parent Survey
8. Enrollment Packets Orientation to help make information needed for student safety more clear

The school provides parents of Title I, Part A 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 (ESSA Section 1116[c][4][B]). How does the school provide the information?

El Capitan accomplishes this in the following manner:

1. Each ECHS teacher sends home a syllabus to be reviewed and signed by the parent and student. The syllabus includes class information, curriculum, grading, and contact information
2. Back to School Night provides teachers an opportunity to give an overview of the instructional programs here at ECHS.
3. Student assessment data (ELPAC & CAASPP) are sent home to parents and can also be located in AERIES.
4. Parent workshops on understanding mandated assessments (CAASPP, ELPAC) are available upon request.
5. Parent conferences are held throughout the year.
6. Title I and ELAC school and district meetings.
7. Faculty and Staff emailing parents
8. Calling Parents

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]). How does the school provide the opportunities?

Some ways that ECHS accomplishes this is:

1. Teachers and all staff are available if a parent requests an appointment to meet outside of school hours to be informed, voice, share their ideas, concerns, and suggestions about decisions regarding their children's education.
2. Parent conferences are held and scheduled at parent convenient hours.
3. Parents receive ongoing written notifications of their child's academic progress based on progress monitoring. ECHS sends home a grade progress every five weeks.
4. A parent community representative serves as a liaison to assist parents to participate and be involved at all phases of all school-related activities, meetings, and functions.
5. Parents may also participate by attending parent/teacher conferences, SSC meetings, ELAC meetings, IEPs, coffee socials, and other informal parent meetings.

The school engages Title I, Part A parents in meaningful interactions with the school. The Compact 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:

To ensure the involvement of parents and to support a partnership, ECHS shall participate in the following:

1. ECHS Website with Resource links to encourage Parent Involvement
2. Online Gradebook
3. Back to School, Open House and/or Showcase Nights
4. Regular Coffee Socials and/or virtual Q&A's
5. Student Orientation

ECHS distributes to parents a school-parent-student compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific

ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide a high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- 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 to volunteer and participate in their child's class; and opportunities to observe classroom activities

ECHS distributes the policy through varied forms such as at our Annual Title I meeting, through handouts given to students to take home, and at various school functions and meetings throughout the school year.

ECHS School Compact

The school provides Title I, Part A parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]). The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement (ESSA Section 1116[e][2]). The school coordinates and integrates the Title I, Part A 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 (ESSA Section 1116[e][4]).

Building Capacity

With regards to providing assistance to parents in understanding the academic content and monitoring study achievement, ECHS works at accomplishing this by:

1. Formal and informal parent conferences to discuss ELPAC results, reclassification criteria, and periodic assessments.
2. Parent workshops on how to understand CAASPP and ELPAC results and other assessments given to their children are available upon request.
3. Technology classes that can train parents on the various computer programs ECHS utilizes to educate Title I students are available upon request.

ECHS accomplishes the goal of providing parents with materials and training to help

them work with their children by:

1. ECHS enrollment packages will contain the Parent Involvement Policy and Migrant Education Survey.
2. Parent workshops led by teachers and other professionals in the area of their expertise to assist parents with being more active in their children's educational development are available upon request.
3. Parent meetings surrounding student needs, such as Scholarship and Financial Aid and the Nurtured Heart Approach are available to parents.

ECHS coordinates and integrates with other programs by:

1. Teacher-led workshops such as math, language arts are available upon request.
2. ECHS encourages articulation between middle school, high schools, and colleges.
3. Parent community liaison is available for students and parents.
4. Information is also disseminated regarding upcoming events.
5. ECHS will also provide workshops based on school, parent, and or student needs.
6. Developing appropriate partnerships with community-based organizations and businesses such as Juentos, Sierra Vista, GV Health Center.

With the assistance of Title I, Part A parents, the school educates staff members in the value of parent contributions, and in how to work with parents as equal partners (ESSA Section 1116[e][3]).

Building Capacity and Communication

ECHS does this by:

1. SSC, ELAC, and SST meetings.
2. Parents are viewed as equal and valued stakeholders in our school community.
3. Staff Development on topics including but not limited to Nurtured Heart Approach, Culturally Relevant Teaching, English Language Learners, Universal Design for Learning, and Mandated training.
4. Home visits
5. Parent contact person meeting

The school distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand (ESSA Section 1116[e][5]).

Access and Equity

ECHS does this in the following manner:

1. Announcements, newsletters, flyers, and all written materials are communicated in English, Spanish, and Hmong because El Capitan is a multicultural environment.
2. All meetings and events are directed and held in multiple languages if required.
3. Parent surveys are translated and sent home in multiple languages.
4. The school website can be translated with Google Translate
5. School messaging system has capabilities of providing messages in parent's home language

The school provides support for parental involvement activities requested by Title I, Part A parents (ESSA Section 1116[e][14]).

This is accomplished in the following manner:

1. Morning, mid-afternoon, and late afternoon parent workshops are held based on district, school, student, programs, and parent needs.
2. ECHS sponsored Parent College workshops and activities.
3. Parent community liaison outreach to parents through personal, written, and verbal communication.
4. Educating teachers, pupil services personnel, administrators, and staff with the assistance of parents, on how to reach out, communicate with parents.

The school provides opportunities for the participation of all Title I, Part A 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 (ESSA Section 1116[f]).

This policy was adopted by the El Capitan High School School Site Council on 3/31/2021. The policy will be in effect after MUHSD Board approves and will be annually reviewed.

The school will distribute the policy to all parents of students participating in the Title I, Part A program on MUHSD Board approval.



Signature of Authorized Official

May 18, 2023

ECHS Site Approval Date

August 9, 2023

MUHSD Board Approval Date

California Department of Education
July 2018