

Title 1 School-Level Parent and Family Engagement Policy 2023 – 2024

Verdugo Hills High School has developed a written Title 1 parental involvement policy with input from Title 1 parents and agreed upon by the Title 1 parents. Verdugo Hills High School parent involvement policy involves holding Title I annual meetings for all parents of our school at convenient times to inform them of the school's policy and their rights under Title I, and how they can be involved in the planning, review and improvement of Title I programs within the school. Verdugo has distributed the policy to parents of Title 1 students. The council coordinates the development and distribution of the Verdugo Hills High School Information Packets. Parents also act in an advisory capacity on the School Site Council, to which all parents are invited, and provide input into the Single Plan for Student Achievement.

This policy describes the means for carrying out the following Title I parent and family requirements:

Section I: Involvement of Parents in the Title 1 Program

To involve parents in the program at Verdugo Hills High School, the following practices have been established:

- The school convenes an annual meeting, at the convenient time, to inform parents and family members Title I students about Title I requirements, the school's involvement in the program, and about the right of parents to be involved in the Title I program.
-This takes place once year at the "Annual Title I Meeting".
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
-School Site Council meetings are held once a month on the first Tuesday of every month at 3:45pm.
-The Principal hosts "Coffee with the Principal" once a month on the first Thursday of every month at 8:30am.
- The 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, including the planning, review, and improvement of the school's Title I parent and family engagement policy and the joint development of the School Plan for Student Achievement.
-Parents also act in an advisory capacity on the School Site Council, to which all parents are invited, and provide input into the parent and family engagement policy.
- The school provides parents of Title I students with timely information about Title 1 programs.
-School holds a monthly School Site Council meeting
- The school provides parents of Title I students with a description and an explanation of the curriculum used at the school, the academic assessments used to measure student progress, and the achievement levels students are expected to meet with the state standards.
-Parents have access to Verdugo Hills High Schools website with contact information for every teacher on campus.
- If requested by parents of Title I students, the school provides opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and to respond to any such suggestions as soon as possible.
-Parents have the opportunity to conference with Teacher, Assistant Principal, Counselor and Coordinator.
- If the School Plan for Student Achievement is not satisfactory to Title I parents, the reasons will be shared in this policy.

Section II: Building Capacity for Involvement

Verdugo Hills High School engages Title I parents and family members in meaningful interactions with the school to ensure effective involvement of parents and to support a partnership among the school to improve student achievement. 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, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.
-Parents have access to the School Report Card, California Dashboard and to all teachers' email for individual monitoring of student progress. Parents also receive a Students' progress and final report card each Term and have access to current grades on Schoology. Verdugo Hills HS offers one-on-one assistance to parents on how to create a Parent Portal account.
- The school provides Title I parents and family members with materials and training to help them work with their children to improve their children's achievement, paying special attention to support for foster parents.
-The Parent Center is available to all parents five days a week, where parents have opportunities for use and training of computers and Schoology. Parent Center also provides Parent workshops, which can be found on our schools website under calendar. Parents can also request weekly progress report cards from Counseling Office.
- With the assistance of Title I parents, the school educates teachers, specialized instructional support personnel, assistant principals and other school leaders, and other staff about the value and utility of the contributions of parents and family members, and about how to reach out to, and communicate with, and work with parents as equal partners to build ties between parents and the school.

-Parent Representative coordinates Parent Workshops and activities on campus.

- The school coordinates and integrates the Title I parent and family engagement program with other programs, and conducts other activities, such as Parent and Family Centers, to engage and support parents in more fully participating in the education of their children.
 - The Title I/ TSP Coordinator arranges refreshments and locations for parent meeting/ workshops and sponsors initiatives to involve parents in curriculum development and funding recommendations.
- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents and family members in a format and, to the extent practicable, in a language they understand.
 - The Principal sends a phone message and emails every Sunday evening with weekly announcements. The Parent Center Representative passes out flyers to parents and family members for upcoming Parent Workshops.
- The school provides support for parent and family involvement activities requested by Title I parents.
 - Parent Community Representative arranges parent workshops for all parents and family members.

Section III: Accessibility

Verdugo Hills High School provides opportunities, to the extent practicable, for the participation of all Title I 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 are provided in a format and language that parents understand.

- About 75% of staff members at Verdugo Hills High School are bilingual. Including the School Administrative Assistant, all Administrators, five of six counselors, several teachers, Clerical Staff, Athletic Director, English Emergent Coordinator and Instructional Coach, PSA, PSW. School offices have bilingual aide/staff members who communicate with Spanish, Armenian and Korean speaking parents. Newsletters and communications are sent home in both English and Spanish; district personnel fluent in other languages are used to communicate with parents who speak a language other than English or Spanish when necessary.

Section IV: Shared Responsibilities for High Student Academic Achievement

Verdugo Hills High School distributes to the parents of Title I students a School-Parent Compact. **It is attached to this policy.** The Compact, which has been jointly developed with parents and approved by them, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Verdugo Hills High School developed the Compact with parent/guardian and community input. Parents/Guardian were invited to a Parent Workshop “Comprehensive Needs Assessment” where the Compact was revised and then approved by SSC. Parents receive a weekly phone call to give updates on upcoming Parent Workshops.

The Compact describes specific ways the school and families will build and develop a partnership to help children achieve California’s high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- Verdugo Hills High School provides Professional Development for all teachers and paraprofessionals once a week.
- Parents may participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time by, but not limited to, joining Expanded School Based Management Model (ESBMM), School Site Council (SSC) and English Language Advisory Committee (ELAC).
- The many ways that parents are responsible for supporting their children’s learning is by being supportive, being available and involved in the students’ individual needs.
- The importance of ongoing communication between parents and teachers on an ongoing basis through, at a minimum, the following:
 - Verdugo Hills High School hosts Back-To-School Night twice a year.
 - Teachers enter student grades on Schoology at least twice a week and as often as every day.
 - Parents have access to email any teacher at Verdugo Hills High School using the schools’ website.
 - We encourage and offers regular two-way, meaningful communication between family members and school staff, and, to the extent possible, in a language that family members can understand.

This policy and compact was adopted by Verdugo Hills High School on December 5, 2023 and will be in effect for the entire school year. It has been distributed to all parents on January 18, 2024 and was made available to the local community on January 18, 2024. A copy of this Policy and Compact will always be available in the school website.

- The school’s responsibility to provide 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.
- Verdugo Hills High School sends an Informational Packet once a year at the end of summer before school begins.