



El Camino Fundamental High School has jointly developed a written Title I Parent Involvement Policy (PIP) with input from Title I parents. El Camino has been identified as a Title I school. The existing PIP is reviewed at least once a year during a School Site Council (SSC) meeting where it is revised and approved. The revised PIP is then shared with school staff and the parent community. Parents are encouraged to suggest changes which will be presented to the SSC. Parents are asked for input on a needs assessment and the School Plan for Student Achievement (SPSA) at School Site Council meetings.

**El Camino has distributed the policy to parents of Title I students.** El Camino's Parent Involvement Policy is provided to parents as follows:

- As part of the Parent-Student Handbook that is provided to parents and students at:
  - Schedule pick-up prior to the start of the school year.
  - Digitally sent out to families prior to the start of school.
  - At registration appointments with counselors for new students enrolling after the school year begins.
  - Available for pick up in our Principal's Office.
- Electronic posting on school website.
- English Learner Advisory Committee (ELAC) and SSC meetings.

The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

#### **Involvement of Parents in the Title I Program**

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

- The 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.
- During the Annual Title I meeting, parents will be informed about information regarding curriculum purchased with Title I funds, including curriculum and/or materials purchased for English Learners (ELs).
- During the annual Title I meeting, the most recent School Plan for Student Achievement is reviewed with parents including previous state and local student achievement data, proficiency goals for the year, and Title I budget.
- During the school's Back-to-School event, parents are informed of the school-wide program, including parent rights, and provide the means to access their student's achievement data and communicate goals and expectations with teachers and staff
- Information is also distributed at the ELAC and SSC meetings.
- During requested student conferences with their teacher and parent, the following information maybe be provided to parents: academic goals for the school year, progress on reaching grade level proficiency, performance on school-based assessments, district assessments, and state assessments.

**The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.**

- Parents are invited to schedule an appointment with the teachers, principal (or designee) and/or counselor at any time throughout the school year.
- Parents are invited to attend SSC meetings.
- Parents are informed and invited to participate in the School Site Council which meets a minimum of six times throughout the year. Parents are informed of each meeting by an annual school calendar, bulletin board postings, website announcements, and various electronic media and/or hard copy platforms.
- Parents of English Language Learners are also encouraged to participate in ELAC, which meets a minimum of four times a year, and are provided with the same information at SSC, including information about Title I programs.
- El Camino Fundamental High School provides to the extent possible these announcements in languages other than English for our EL community.



**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 and the Title I Parental Involvement Policy.**

- El Camino's academic program is reviewed, progress-related data presented, and input provided during SSC meetings throughout the year.
- The Parent Involvement Policy and SPSA is reviewed jointly with parents during the annual parent meeting.
- Planning meetings are scheduled during the year to review, and if necessary, to revise the SPSA so it is aligned with the PIP and addressing the emerging needs of our students. Information from these meetings is distributed during monthly SSC and ELAC meetings. Minutes are maintained in multiple locations and formats to be accessible to all parents.
- Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that parents request is fulfilled.

**The school provides parents of Title I students with timely information about Title I programs.**

- Parents are provided information about school-wide programs at Back-to-School and Open House events, SSC meetings, ELAC meetings, student conferences, and are welcomed to schedule an appointment with the teachers and/or principal (or designee) at any time throughout the year.

**The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:**

- The State's academic content standards, including the Common Core State Standards.
- The State's student academic achievement standards.
- The State and local academic assessments, including alternate assessments.
- The requirements of Title I.
- How to monitor their child's progress.
- How to work with educators.

**The 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 as follows:**

- Teachers explain the curriculum, assessment, and proficiency to all students by providing a course syllabus and during Back-to-School night.
- The annual Title I parent meeting.
- Student parent/teacher conferences as requested.

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

- School Site Council meetings are public, and parents are invited to attend.
- Parents are encouraged to become involved in the joint development and review of the SPSA through participation in SSC and the ELAC meetings.
- The school will build capacity and increase parent/community involvement in the planning and implementation of school programs and activities to improve student academic achievement and school performance through their participation in the SSC, ELAC, special school events and as classroom volunteers.
- Parents are invited to schedule an appointment with the teachers and/or principal (or designee) at any time throughout the school year.
- Parent feedback will continue to be incorporated through surveys (ex: bi-annual district Parent and Student Survey) and discussions at meetings. Parents are invited to participate in school/community events.



- Two-way communication between parents and the school is vital to the success of students. Parents are informed about the important school-wide events, meetings, and schedules. A calendar of important dates and events is on the school website. Letters, phone calls, various electronic media and hard copy platform, progress reports, and informal and formal conferences are held concerning students behavior, student progress, classroom standards, test scores, work samples, and instructional goals. The administrators, staff, and parents work collaboratively towards achieving our long-range goals.
- Title I informational meetings are held within SSC Meetings.

### **School-Parent Compact**

El Camino Fundamental High School distributes to parents of Title I students a school-parent 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 legally required items, as well as other items suggested by parents of Title I students.

The school's responsibility is to provide high-quality curriculum and instruction. Parents will be responsible for supporting their children's learning.

**The importance of ongoing communication is crucial between parents and teachers through frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; opportunities to observe classroom activities, and parent-teacher conferences up request.**

- The SSC, with input from staff, students, and parents, developed the school-parent compact, which will be revised as needed.
- It is the belief of all educational partners that an important part of a child's growth depends on developing self-discipline and understanding the school rules. These rules are to be recognized and obeyed by everyone. It is also our belief that this kind of self-discipline is the beginning of a responsible and law-abiding adult citizen in our community.
- The Parent-Student handbook is sent home at the beginning of each school year to all students and provided through a variety of other means throughout the year as needed. The handbook contains the Student Code of Conduct, Disciplinary Procedures, the Parent/School Compact, and other relevant information.
- The School Compact is to be signed by each student, parent, and teacher every year. It is then returned and filed.
- Translation keys are provided in other languages in accordance with district and state guidelines to help parents understand grade transcripts.

### **Building Capacity for Involvement**

El Camino Fundamental 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.**

- State test scores are posted on student information system (Q.) Parents can view their student's state test scores via Q.
- At the Back-to-School event, parents are provided account and password information to access their students' progress on-line.
- Data analysis of student assessments and achievements is presented to and reviewed by the SSC.



**The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.**

- Training for parents on the student information system (Q) to work with their children to improve their grades, attendance, and performance on assessments are provided at Back-to-School night and when parent conferences are requested.
- Administration and teachers are available and welcome the opportunity to meet with parents upon request.
- Trainings for parents during ELAC/SSC meetings.

**With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and how to work with parents as equal partners.**

- The staff values all parent contributions and works with parents as equal partners.
- During SSC meetings parent input is encouraged and valued.
- Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, which encourage and support parents in participating more fully in the education of their children.
- Booster Club provides an opportunity for parents to lend voice to the needs of the school and the allocation of discretionary extra funds.
- Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.
- Notices are provided in English and other languages in accordance with district and state guidelines and in a format that parents can understand.
- If needed, meetings are translated into other languages in accordance with district and state guidelines and in a format that parents can understand.
- Provides opportunities for parent involvement activities requested by Title I parents.
- Faculty conducts numerous parent meetings throughout the year to discuss topics at parent or faculty request regarding student achievement.
- School survey questionnaires are sent home to the parents of all students and analyzed when making decisions and drafting the school plan.

**The school coordinates and integrates the Title I PIP 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.**

- School Site Council
- English Learners Advisory Committee
- SJUSD Family and Community Engagement Department
- All information related to school and parent programs is provided in English and other languages in accordance with district and state guidelines and in a format that parents can understand.

**The 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.**

- All information related to school and parent programs is provided in English and other languages in accordance with district and state guidelines and in a format that parents can understand.
- Translation keys are provided in other languages in accordance with district and state guidelines to help parents understand grade transcripts.



**The school provides support for parental involvement activities requested by Title I parents.**

- Faculty members are available and welcome the opportunity to meet with parents upon request.
- All parent requests for reasonable support are submitted to the administration for consultation and consideration.
- El Camino's SSC provides periodic updates to parents during council meetings regarding budgetary concerns, academic standards, test results, the importance of school attendance, standards-based education, etc.
- Program goals and evaluations are discussed at SSC meetings. An annual evaluation of the content and effectiveness of the PIP is achieved during SSC meetings.
- Welcome Orientation for incoming 9<sup>th</sup> grade students.

**Accessibility**

**El Camino Fundamental 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.**

- Information is posted online via the school's website.
- Voice, email, and text messages regarding school events and information are distributed via the district automated communication system.
- Periodic fliers and announcements are provided in English and other languages in accordance with district and state guidelines.
- Meetings are translated into other languages in accordance with district and state guidelines.
- Translations are available for parents who request it during conferences, Student Study Team (s), and Individual Education Plan(s), either through staff interpreters or the district's language line contractor.
- Parents with disabilities are provided with school-wide access.

\*\*The policy must be updated periodically to meet changing needs of parents and the school.

If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)].

**ADOPTION**

This Parental Involvement Policy has been updated jointly with, and agreed upon with, parents of children participating in Title I, Part A programs, on August 18, 2025.

This policy will be reviewed annually with educational partners including SSC, ELAC, and through informal and formal parent/guardian meetings.