

Orange County Workforce Innovation High School

Title I, Part A Single-School LEA Parent and Family Engagement Policy

Orange County Workforce Innovation High School with parents and family have jointly developed, mutually agreed upon, and distributed to the parents of students a written parent and family engagement district-level policy requirements (ESSA Section 1116[a][2]) and school-level policy requirements (ESSA sections 1116[b] and [c]).

Describe how parents and family members are involved in the development of the Title I, Part A parent and family engagement policy (ESSA Section 1116[a][2]):

Research has shown that the attitudes, behavior, and achievement of students are enhanced when parents or other caregivers are involved in their student's education. To that end, Orange County Workforce Innovation High School has adopted this parent and family engagement policy in order to promote learning and provide a more positive learning experience for the students. This policy is in alignment with the LEA's plan developed pursuant to federal law and submitted to the California Department of Education (CDE) with Orange County Workforce Innovation High School's Consolidated Application.

Orange County Workforce Innovation High School in collaboration with its Title 1 parents/guardians has developed a written Title I Parent and Family Engagement Policy. Input from parents/guardians and other stakeholders was solicited at a scheduled public meeting open to all interested stakeholders on 12/8/2021. In addition, parent/guardian input and feedback is solicited through group discussions and surveys as part of our process for continual improvement. Parents/guardians are also given opportunities throughout the school year to give their input on programs and policies and participate in annual meetings and workshops in order to make informed decisions about their student's education.

Orange County Workforce Innovation High School leadership team in collaboration with its Title 1 parents/guardians will be responsible for developing, revising, and approving the Parent and Family Engagement Policy annually, at minimum, to ensure that the policy meets the current needs of the parents/guardians and school. The policy, once approved, will be available in both English and Spanish on the school's website. Hardcopies will be available at each resource center. Title 1 allotted funds will be allocated for meetings to include materials, translators, and bus passes if requested.

Describe how parents and family members will be involved in the development of the LEA Plan and support and improvement plans under ESSA Section 1111(d)(1-2) (ESSA Section 1116[a][2][A]):

Parents/guardians and family members of participating students will be involved in the development of the LEA plan required by federal law. Orange County Workforce
Parent and Family Engagement Policy
Adopted 03/08/2022

Innovation High School recognizes the importance of a strong partnership between the school and parents/guardians. At Orange County Workforce Innovation High School, we value our parent/guardian input and understand the role our parents/guardians play in the academic success of our students and programs; therefore, we are committed to making all efforts to engage parents, guardians, and families in the learning and decision-making process of their student's education. Parents/guardians will receive newsletters, special event notifications, and are encouraged to meet with teachers and staff during Parent-Student-Teacher conferences at least two times a year. In addition, Orange County Workforce Innovation High School has a Parent Advisory Committee (PAC) and English Learner Advisory Committee (ELAC) that meets quarterly and provides parents/guardians an opportunity to provide input and feedback on programs and policies. Parents/guardians are also invited to participate in various Parent Education Nights, LCAP meetings, and other Title 1 specific scheduled events throughout the year.

School information and event notifications will be available in both English and Spanish, and all event notifications will be made available on the school's website.

Parent/Guardian Input Opportunities include:

- Title 1 Information Meetings
- Scheduled PAC and ELAC Meetings
- Open House
- Student exit surveys
- Teacher–Parent conferences
- Annual LCAP development process and surveys

On an annual basis, Orange County Workforce Innovation High School will submit the LEA plan to the PAC for review and suggested changes before the plan is submitted to the CDE with the Consolidated Application. In addition, all parents/guardians of participating students will annually be invited to review the LEA plan and submit comments.

Describe how the LEA provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, and how this may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education (ESSA Section 1116[a][2][B]):

Orange County Workforce Innovation High School will provide the coordination, technical assistance, and other support necessary to assist its centers and school leaders in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance in the following ways. The California Family and Parent Engagement Framework will continue to be utilized as a guiding model for meaningful involvement activities.

Orange County Workforce Innovation High School will provide reasonably identified technical assistance to stakeholders for implementing effective parent and family engagement activities. The school may reserve 1% of the Title 1, part A funds to carry out and sustain parent and family engagement requirements with 90% of it allocated to supporting the implementation of the Parent and Family Engagement Policy (ESSA Section 1116(a)(3)(A)). The school has budgeted to sustain parent and family involvement. The school will distribute all funds not reserved for parent engagement to identified programs based on unduplicated pupil count.

Parent/Guardian Input Opportunities include:

- Teacher–Parent conferences and regular check in meetings with parents/guardians regarding student academic progress.
- Open House, Back to School Night, and/or other scheduled program information sessions conducted throughout the year.

Orange County Workforce Innovation High School will develop the necessary technical assistance for planning and implementing effective parent involvement activities to improve student academic achievement and school performance. Methods to accomplish this may include building an internal team to train staff on effective parent and family engagement practices; PLCs developed around parent and family engagements based on parent/guardian input and parent/guardian survey data; or research articles used as references.

Describe how the LEA coordinates or integrates parent and family engagement strategies with other relevant federal, state, local laws, and programs (ESSA Section 1116[a][2][C]):

Orange County Workforce Innovation High School shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs where applicable. Parent/guardian outreach and support events will be held that encourage and support parents/guardians in more fully participating in the education of their students.

Orange County Workforce Innovation High School will coordinate with its Title 1 parents/guardians annually in line with the identified needs outlined in the Local Control Accountability Plan (LCAP).

Parent/Guardian Input Opportunities include:

- Annual LCAP development process and surveys
- Scheduled PAC and ELAC Meetings
- Teacher–Parent conferences and regular check in meetings with parents/guardians regarding student academic progress

Describe how the LEA will conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Policy on improving academic quality of all schools served under Title I, Part A (ESSA Section 1116[a][2][D]):

Orange County Workforce Innovation High School’s annual meeting for reviewing the Parent and Family Engagement Policy shall include an annual evaluation of the content and effectiveness of the Policy by utilizing student academic metrics and outcomes in determining its effectiveness on improving academic quality of all schools served under Title I, Part A (ESSA Section 1116[a][2][D] & 1116[a][2][E]). These metrics shall include available state and local assessment data, LCAP goals and metrics results, relevant student participation data, and relevant survey results. In addition, the school parent groups review the State Indicator Priority #3 - Family and Parent Engagement and Dashboard results to help inform the effectiveness of the policy. The Title 1 Annual Meeting and a meeting to evaluate the effectiveness of the policy are integrated into our LCAP process for continual improvement.

Parent/Guardian Involvement Opportunities:

- Annual LCAP development process and surveys
- Information shared via the school website
- School publications

Describe how the LEA includes the following in the annual evaluation of the Title I, Part A parent and family engagement policy: identify barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); identify the needs of parents and family members to assist with the learning of their students, including engaging with school personnel and teachers; and identify strategies to support successful school and family interactions (ESSA Section 1116[a][2][D][i-iii]):

Orange County Workforce Innovation High School, with the involvement of parents/guardians, shall conduct an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of the school served under Title I, Part A, including identifying barriers to greater participation

by parents/guardians in activities under federal law. Parents/guardians will be asked to complete a survey to identify the needs of parents/guardians to assist with the learning of their students. The annual evaluation will be done with the participation and consultation of the PAC and ELAC parents/guardians examining the school data and providing their valuable insight. In addition, the parent/guardian survey will be shared out with all parents/guardians of the school. Orange County Workforce Innovation High School will pay particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

Orange County Workforce Innovation High School will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, this parent and family engagement policy. Orange County Workforce Innovation High School will develop, revise, and approve the Parent and Family Engagement Policy in a format and language that promotes meaningful engagement and is easy to understand. The policy will be reviewed and revised, if necessary, to ensure ease of use by all stakeholders. In addition, Orange County Workforce Innovation High School will provide parents/guardians with a variety of meeting formats and times throughout the school year to maximize participation. All materials will be translated in both English and Spanish, translators will be available, and bus passes will be provided upon request.

Orange County Workforce Innovation High School will provide parents/guardians with materials and support in understanding Common Core and Next Generation Science Standards, California Assessment of Student Performance and Progress (CAASPP) results, and Title 1, Part A, requirements. In addition, the school will provide parents/guardians with support on how to help their student with homework, monitor their student's progress, and how to effectively work with the school to help all students succeed. The California Family and Parent Engagement Framework will be used as a guide in determining effective strategies. Orange County Workforce Innovation High School will provide materials and training to help parents/guardians and families work with their students to improve their achievement, such as literacy training and using technology.

Describe how the LEA will use the findings of such evaluation ESSA Section 1116(a)(2)(D)(i-iii) to design evidence based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement policy (ESSA Section 1116[a][2][E]):

Orange County Workforce Innovation High School will use the findings of evaluation methods to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement policy.

To assist with the learning of their students, parents/guardians need to know how to:

- Support their student's learning through strategies that are aligned with what teachers are using.
- Reinforce good study habits in the home by designating study/workspaces and solidifying independent work time to complete schoolwork.

Parents/guardians also need to know:

- What and how their students are learning on a consistent basis
- How to establish a partnership with a regular two-way communication between home and school

To support successful school and parent/guardian interactions, Orange County Workforce Innovation High School is committed to engaging parents/guardians through:

- The use of multiple methods of communication - flyers, phone calls, school websites, to promote participation
- Scheduled PAC and ELAC Meetings
- Annual parent/guardian surveys
- Information shared via the school website
- Enhancing the awareness and skills of teachers, administrators, and staff in reaching out to, communicating with, and working with parents/guardians as equal partners
- Parent education workshops provided by local community partners or agencies

Orange County Workforce Innovation High School will provide teachers, instructional support staff, principals, and other school leaders with professional development opportunities and training to assist them in utilizing effective communication and collaboration skills when working with parents/guardians and families with the common goal of improving academic quality for all students.

Describe how the LEA involves parents in the activities of the schools served under Title I, Part A, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population served by the LEA for the purposes of developing, revising, and reviewing the parent and family engagement policy (ESSA Section 1116[a][2][F]):

Orange County Workforce Innovation High School has a PAC which is composed of a representative group of parents/guardians that is larger than the number of teachers, for purposes of developing, revising, and reviewing the parent and family engagement policy and conducting other school activities. The PAC includes ELAC parents/guardians, and parents/guardians of low income, foster youth, and special

education students. Everyone is welcome to attend PAC meetings, as they are open to the public.

The school will provide regular communication through newsletters, professional development training and community interaction to promote the mission of the school which requires parental involvement in meeting the achievement needs of the student.

Orange County Workforce Innovation High School will coordinate and integrate the Parent and Family Engagement Policy with other applicable federal, state, and local programs, programs where applicable. Parent/guardian outreach and support events will be held that encourage and support parents/guardians in more fully participating in the education of their students.

Describe how parents and family members of participating students in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):

To involve parents/guardians and family members of Orange County Workforce Innovation High School in the development and agreement of this Policy, the following documents will be disseminated to parents/guardians for review and feedback through informational meetings (PAC; ELAC; Annual Title 1 Meeting):

1. Title 1, Part A Parent and Family Engagement Policy
2. School-Parent Compact
3. Parent Notices as they apply to the Title 1, Part A Non-Regulatory Guidance

Describe how parents and family members of participating students in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):

Parents/guardians and family members of Orange County Workforce Innovation High School may propose amendments to the parent and family engagement school policy by providing input during informational meetings where the policy is being discussed. Members and attendees of the ELAC and PAC will discuss the input and make amendments to the policy as needed.

Describe how the LEA involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3]):

Orange County Workforce Innovation High School is one school, and its policy applies to all parents/guardians, and students served by Orange County Workforce Innovation High School; and the LEA may amend the Policy, if necessary to meet the requirements.

Orange County Workforce Innovation High School will employ the following methods of communication with parents and family:

- The Title 1 Parent and Family Engagement Policy is provided in both English and Spanish.
- The Policy is distributed to parent/guardians who attend Title 1 Meetings, ELAC Meetings, PAC Meetings, and any other annual events such as Open House and/or Back to School Night.
- The Policy is included in the Student Handbook.
- The Policy is included in the registration packet.
- The Policy is posted on Orange County Workforce Innovation High School's website.

Describe how parents and family members of students participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):

If the LEA plan is not satisfactory to the parents/guardians of participating students, Orange County Workforce Innovation High School will submit any comments from parents/guardians of participating students with the LEA plan when it is submitted to the CDE.

Parents/guardians of Orange County Workforce Innovation High School are encouraged to give feedback and input on Title 1 Part A programs via:

- Title 1 Annual Meeting
- PAC Meetings
- ELAC Meetings
- Open House or Back to School events
- Surveys
- School contact information provided on the school website

Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating students shall be invited and encouraged to attend, to inform parents of their school's participation

under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):

Orange County Workforce Innovation High School shall convene an annual meeting to which all parents/guardians of students participating in Title I, Part A programs are invited and encouraged to attend. Orange County Workforce Innovation High School will hold additional meetings to ensure the maximum parental participation, providing the same information, to be offered at flexible times, such as in the morning or evening.

The information provided at the meetings will inform parents/guardians of Orange County Workforce Innovation High School's receipt of Title I, Part A funds and the specific requirements of Title I, Part A. Additionally, parents/guardians shall be informed of their rights to be involved in Title I, Part A programs.

Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways and may provide, with funds provided under Title I, Part A, for transportation, childcare, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):

Orange County Workforce Innovation High School shall take the following steps to ensure maximum parent/guardian involvement:

- Emails, One-Calls, and L4L Connect notifications will be sent to the students and parents/guardians on multiple separate occasions.
- The agendas to the PAC and ELAC meetings will be posted to the school website and front office doors.
- Zoom or meeting weblinks will be posted on the meeting agendas.
- Transportation is available to parents/guardians free of charge upon request as needed.
- Parents/guardians will be given the option of meeting in-person or via Zoom for all meetings.

Describe how parents and family members of participating students are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating students (ESSA Section 1116[c][3]):

In order to involve parents/guardians in an organized, ongoing and timely way in the planning, review and improvement of Title I, Part A programs, the parent and family

engagement policy, and the LCAP plan, Orange County Workforce Innovation High School will involve parents/guardians of participating students as follows:

- Annual LCAP development process and surveys
- Annual Title 1 meeting
- Scheduled PAC and ELAC Meetings
- Teacher–Parent conferences and regular check in meetings with parents/guardians regarding student academic progress.

Orange County Workforce Innovation High School will use these avenues to encourage participation and feedback from parents/guardians. School Administration will review and analyze parent/guardian feedback, including any necessary follow-up meetings, and incorporate updates following appropriate channels.

Describe how the school is providing parents and family members of participating students of Title I, Part A programs: timely information about programs under Title I, Part A; 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; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their students, and respond to any such suggestions as soon as practicably possible (ESSA Section 1116[c][4][A-C])

Orange County Workforce Innovation High School will send via mail, and/or place in orientation, and/or registration packets a notice to parents/guardians of participating students including, but not limited to, the following information:

- Information about Title I, Part A programs.
- An explanation of the requirements of Title I, Part A programs via the annual notice along with the annual meeting.
- A description of the rights parents/guardians have for participation in Title I, Part A programs.
- A description (including timing of meetings, location, etc.) of how parents/guardians can participate in the planning, review and/or improvement of the parent engagement policy and the Title 1, Part A program.
- A description and explanation of the curriculum in use at Orange County Workforce Innovation High School, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards.
- An invitation to attend the annual meeting and additional meetings, providing information about the purpose of the meetings and the dates and times.

- A copy of the most current Parent and Family Engagement Policy and a feedback form for parents/guardians to comment on its content.
- With this notice, Orange County Workforce Innovation High School will include a survey for parents/guardians to complete identifying whether they will require transportation, childcare, or home visits in order to participate in the parental involvement program of Orange County Workforce Innovation High School.
- If there is sufficient need for transportation or student care at any of the parental involvement activities identified in this policy, Orange County Workforce Innovation High School may provide such services and notify the parents/guardians of such provided services.
- Orange County Workforce Innovation High School will post the information on its website, in addition to notifying parents/guardians of participating students.

Describe how the schoolwide program plan, ESSA Section 1114(b) is not satisfactory to the parents of participating students in Title I, Part A programs, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):

If the LEA plan is not satisfactory to the parents/guardians of participating students, Orange County Workforce Innovation High School will submit any comments from parents/guardians of participating students with the LEA plan when it is submitted to the CDE.

Orange County Workforce Innovation High School Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of students participating in Title I, Part A programs on December 8, 2021. Orange County Workforce Innovation High School will distribute the policy to all parents and family members of participating Title I, Part A students on or before March 31, 2022 and annually on or before September 30 thereafter.