



James Madison High School
TITLE I PARENT & FAMILY ENGAGEMENT POLICY 2023-24

2.0 With approval from the local governing board, James Madison High School has jointly developed with, and distributed to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, and updated periodically to meet the changing needs of parents and the school. (EC Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

James Madison High School has developed a written Title I parent & family engagement policy with input from Title I parents.
The Title I Parent & Family Engagement policy was drafted by Madison’s School Site Council (SSC).
The document is also shared with the Madison High English Language Advisory Committee (ELAC).
During parent meetings, opportunities are provided feedback/input.
Through collaborative conversations, clarifying questions, and critical feedback we achieve consensus about the details of the policy.
The school has distributed the policy to parent and family members of children served under Title I, Part A. 920 United States Code [U.S.C] Section [6318[b][1])
Madison High School has distributed the policy to parents of Title I students in the following ways:
Policy was distributed via the pre-registration process for all students and families in August 2023. This is an electronic process through our school’s website and use of Google Forms for families to confirm pre-registration for the new school year.
Policy posted on Madison High School’s website under the Parent tab and SSC tab.
Policy posted in the main office.
Policy is shared during SSC the October School Site Council Meeting and the Annual Title I Parent Meeting.

2.1 INVOLVEMENT OF PARENTS IN THE TITLE I PROGRAM

The school-level parent and family engagement policy shall describe the means for how James Madison High School school shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

- a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school’s participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 6318[c][1])

Fall annual Title I parent meeting
Posted on a website with translation capabilities
Reviewed in the fall (September/October) and early Spring (February/March) by School Site Council
Updates are approved by School Site Council during the early Spring review
Meeting notification sent via School Messenger, hosted on our website and sent through our School Newsletter, Warhawk Whisper
For those parents unable to attend, a recording with closed captioning options in multiple languages is also sent out to families via our Warhawk Whisper

The meeting includes a review of data, the purpose for Title I funding, and an overview of SPSA goals and strategies.
Contact information for the principal and other key staff are also included in the meeting, as well as, information on multiple ways to partner with the school.

- b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parental involvement. (20 U.S.C. § 6318[c][2])

Morning and evening meeting opportunities
Meetings online via zoom
Recordings of the meetings distributed with closed captioning in multiple languages via school newsletter
When requested or needed for on-site meetings, Title I funds and other site funds are used for childcare.
When requested or needed, Madison will provide translation for our families who speak languages other than English.
Light refreshments are served to parents when meeting are held in person.

- c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 U.S.C. § 6318[c][3])

All parents are invited to attend monthly SSC meetings where decisions regarding Title I funding are made. Prior to all SSC meetings, the agenda is posted in our office, to our website, and sent through our School Messenger.
Parent input solicited during parent education meetings.
Parent Surveys

- d) The school provides parents of participating children with the following:

- i. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])

Parent Newsletter – Warhawk Whisper sent home twice per month. Capability to translate in multiple languages.
Targeted language groups also receive notice in home language.
Newsletter is utilized to advertise site parent meeting and training sessions, as well as, the District's Advisory Council meetings, other SDUSD parent education/workshop events and Parent Institute for Quality Education (PIQE) meetings.

- ii. 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. (20 U.S.C. § 6318[c][4][B])

Fall and Spring Open House/Back to School Events
Parent education meetings
School website

Teacher Google Classroom and Canvas pages

- iii. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318[c][4][C])

Parent surveys of parent needs.
Parent representative information shared at School Site Council, Site Governance Team, and/or English Learner Advisory Council.
Parent workshops
Flexible meeting structures: in-person, zoom, video recordings

- e) If the schoolwide program (SWP) plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan vwhen the school makes the plan available to the local educational agency (LEA). (20 U.S.C. § 6318[c][5])

Madison has an open-door policy and welcomes all parent feedback. Madison will work with the District office to support parents who are not satisfied with the SWP. Parents are able to reach out to the principal, vice principal, counselors and/or teachers and receive a response within a reasonable timeline. Parents, students and community members may also utilize our “Warhawk Assistance” form on our home web page to share feedback, questions, or request assistance. This is monitored Monday – Friday by a staff member in order to provide timely assistance. Madison will work with the District Title IX coordinator to support parents with concerns.

2.2 BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under Title I, Part A shall carry out the following requirements: (20 U.S.C. § 6318[e])

- a) The school provides assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child’s progress and work with educators to improve the achievement of their children. (20 U.S.C. § 6318[e][1])

Meeting notification sent via School Messenger, hosted on our website and sent through our School Newsletter, Warhawk Whisper
For those parents unable to attend, a recording with closed captioning options in multiple languages is also sent out to families via our Warhawk Whisper
The meeting includes a review of data, the purpose for Title I funding, and an overview of SPSA goals and strategies.
Contact information for the principal and other key staff are also included in the meeting, as well as, information on multiple ways to partner with the school.

- b) The school provides materials and training to help parents work with their children to improve their children's achievement, as appropriate, to foster parental involvement. (20 U.S.C. § 6318[e][2])

Regular grade level parent meetings hosted by counseling team aligned with grade level content shared with student body.
English Learner Advisory Council (ELAC) meetings
Warhawk Whisper and Hawktalk Express publications regularly share resources and tips with families.
Special Education Meetings
Individual Parent Conferences with counselors/teachers
Teachers communicate and share resources and materials with parents to help support their student.

- c) The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (20 U.S.C. § 6318[e][3])

Clear communication with all stakeholders is emphasized at Madison High School. Teachers, counselors and other support staff are encouraged to communicate with parents/guardians of students via TalkingPoints app and/or SchoolMessenger which translates into parents' home language, or via phone call and/or in-person/zoom meetings. Teachers are required to use PowerSchool Gradebook so that parents can access their student's grades on Parent Portal. Teachers are encouraged to regularly update their Gradebook so that parents have current information regarding their students' learning.

- d) The school, to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])

At the beginning of the year, as part of our fall orientation for all students and families, parents are provided a list of various ways Madison parents can get involved at our school. Additionally, we hold a freshman parent orientation to introduce our families of our newly transitioned high school students to all of the available resources we have for students and families, how to connect with staff, and how to get involved.
All parents are encouraged to serve to the extent possible, on advisory groups such as the School Site Council (SSC), the District Advisory Council for Compensatory Education (DAC), the English Learner Advisory Council (ELAC), the District English Learner Advisory Council (DELAC), School Site Governance Team (SGT), Wellness Committee, and the Madison Foundation and Madison Community of Schools.
Parents are encouraged to attend PIQE trainings and various parent workshops offered each school year.

- e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])

School Messenger emails are sent out in the family's home language.
Several important written documents are translated in the family's home language.
Information about events, meetings and opportunities are posted on the Madison website and can be translated into the parent's preferred language.

- f) The school provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])

Madison has an open-door policy and welcomes all parent feedback.
Parents are able to reach out to the principal, vice principal, counselors and/or teachers and receive a response within a reasonable timeline.
Parents, students and community members may also utilize our "Warhawk Assistance" form on our home web page to share feedback, questions, or request assistance. This is monitored Monday – Friday by a staff member in order to provide timely assistance.

2.2 ACCESSIBILITY

In carrying out the parent and family engagement requirements of Title I, Part A, James Madison High School, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

Madison provides interpreters for meetings and trainings at parents' request.
Madison sends parent education videos, newsletters and emails in a format that provides parents opportunity to select language of choice.
All required school reports and district/state reports are provided to parents, and when available, provided in parents' home language.