



HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Special Board Meeting

April 24, 2024

Board of Trustees

Jared Garewal, President

Ben Abatti Jr., Clerk

Julie Duarte, Member

Matt Hester, Member

Kevin Grizzle, Member

Superintendent

Celso Ruiz

Assistant Superintendent

John Paul Wells

Holtville

where tradition meets vision



**SPECIAL MEETING
of the
BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT**

Wednesday, April 24, 2024

CLOSED SESSION 3:00 P.M., OPEN SESSION IMMEDIATELY FOLLOWING

Holtville Unified School District, Board Room, 621 East Sixth Street, Holtville, CA. 92250

From time-to-time writings that are public records, which are related to open session items on an agenda for a regular meeting, may be distributed to Trustees after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the Office of the Superintendent located at 621 E. Sixth Street, Holtville, Ca. 92250

Members of the public who require disability accommodation in order to participate in the meeting should contact the Superintendent at (760)356-2974, or in writing, at least 24 hours prior to the meeting. (Government Code section 54954.2).

1. PRELIMINARY

- Call to Order
- Flag Salute
- Roll Call

	Present	Absent
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- Jared Garewal, President
- Ben Abatti Jr., Clerk
- Julie Duarte, Member
- Matt Hester, Member
- Kevin Grizzle, Member
- Jasmine Garewal, Student Rep.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. MODIFICATIONS OF THE ORDER OF THE AGENDA, IF ANY.

Motion: _____ Second: _____ Ayes: ___ Nays: ___ Vote: ___ - ___

3. STATEMENTS FROM THE PUBLIC REGARDING ITEMS ON THE CLOSED SESSION AGENDA.

At this time, members of the public may address the Board only as to items on the closed session agenda. If you wish to address the Board, please stand, give your name and address and proceed to the podium from which you will speak. Individual presentations shall not be for more than three (3) minutes and the total time for this purpose shall not exceed twenty minutes.

4. CLOSED SESSION

A) Closed Session in accordance with Government Code section 54957: Public Employee Discipline/Dismissal/Release

5. REPORTABLE CLOSED SESSION ACTIONS:

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
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AGENDA PAGE 2**

6. PUBLIC COMMENT ON ITEMS ON THE OPEN SESSION AGENDA AND ON NON AGENDA ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD. *At this time, members of the public may address the Board only as to items on the open session agenda or items within the subject matter jurisdiction of the Board. Public comment will not be taken during the Board's consideration of an item on the open session agenda. If you wish to address the Board, please stand, give your name and address and proceed to the podium from which you will speak. Individual presentations shall not be for more than three (3) minutes and the total time for this purpose shall not exceed twenty minutes. In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. 1) The Board may acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.*

7. ACTION/DISCUSSION ITEMS

The Board is asked to approve the following items:

A) Approve Board Policy BP 5148.2 for Before/After School Programs and Administrative Regulation AR 5148.2 for Before/After School Programs

(Mr. Velazquez & Mr. Ruiz) Pgs.2-7

Motion: _____ Second: _____

Ayes: _____ Nays: _____ Vote: ____ - ____

B) Approve the Holtville Unified School District PE Exemption Process

(Mr. Velazquez) Pgs. 8-9

Motion: _____ Second: _____

Ayes: _____ Nays: _____ Vote: ____ - ____

C) Approve the 2023-24 Holtville High School Parent and Family Engagement Policy

(Mr. Velazquez) Pgs. 10-14

Motion: _____ Second: _____

Ayes: _____ Nays: _____ Vote: ____ - ____

D) Approve the Construction Plans for Holtville High School Gym and Multi-Purpose Room

(Mr. Wells & Mr. Ruiz)

Motion: _____ Second: _____

Ayes: _____ Nays: _____ Vote: ____ - ____

8. FUTURE BOARD MEETING DATE

Monday, May 20, 2024, is the next Regular Board Meeting

9. ADJOURNMENT

MISSION STATEMENT

The Mission of the Holtville Unified School District is to ensure a standards-based curriculum that promotes excellence in academic, social and emotional growth for every student through the establishment of strong parent/school/community partnerships in a stable and safe learning environment.

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

ACTION/DISCUSSION

Policy 5148.2: Before/After School Programs

Status: DRAFT

Original Adopted Date: Pending | **Last Reviewed Date:** 05/20/2024

The Governing Board desires to provide learning opportunities for students beyond the regular school day that support the regular education program in a supervised environment. In order to increase academic achievement of participating students, the content of such programs shall be coordinated with the district's vision and goals for student learning, local control and accountability plan, curriculum, and academic standards.

Each program offered by the district shall be planned through a collaborative process as required by law. (Education Code 8422, 8482.5, 8484.75, 46120)

To the extent feasible, the district shall give priority to establishing expanded learning opportunities beyond the regular school day in low-performing schools and/or programs that serve low-income and other at-risk students.

Any expanded learning opportunities, including but not limited to After School Education and Safety Program (ASES), 21st Century Community Learning Center Program (21st CCLC), 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs), Expanded Learning Opportunities Program (ELO) or any other program to be established pursuant to Education Code 8421, 8482.3, 8484.75, or 46120, shall be approved by the Board.

The Superintendent or designee shall ensure that all staff who directly supervise students in the district's expanded learning opportunity programs possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job responsibilities.

Each before-school, after-school, summer, vacation or intersessional expanded learning opportunity program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, each program may include support services that reinforce the educational component and promote student health and well-being.

No fee shall be charged for participation in the program.

Eligible students who are 11 or 12 years of age shall be placed in a before-school or after-school program, if and when available, rather than subsidized child-care and development services. During the time that the before-school or after-school program does not operate, such students may be provided the option of enrolling in child-care and development services in accordance with the enrollment priorities established in AR 5148 - Child Care and Development. (Welfare and Institutions Code 10273)

The Board and the Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to evaluate program effectiveness. Such measures may include, but are not limited to, student outcome data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.

Every three years, the Superintendent or designee shall review the after-school program plan, including, but not limited to, program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years.

Regulation 5148.2: Before/After School Programs

Status: DRAFT

Original Adopted Date: 04/17/2008 | Last Reviewed Date: 05/20/2024

Definitions

Expanded learning opportunities means before school, after school, summer, vacation, and/or intersessional learning programs that focus on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences. Expanded learning opportunities does not mean an extension of instructional time, but rather, opportunities to engage students in enrichment, play, nutrition, and other developmentally appropriate activities. (Education Code 8482.1, 46120)

Offer access, with regard to an Expanded Learning Opportunities (ELO) program, means to recruit, advertise, publicize, or solicit through culturally and linguistically effective and appropriate communication channels. (Education Code 46120)

Provide access, with regard to an ELO program, means to register or enroll a student in an ELO program. (Education Code 46120)

Unduplicated student means a student enrolled in a district who is either classified as an English learner, eligible for a free or reduced-price meal, or is a foster youth. (Education Code 42238.02, 46120)

Grades TK-9

The district's After School Education and Safety (ASES) program or 21st Century Community Learning Center (21st CCLC) program shall serve students in any of grades TK-9 as the district may determine based on local needs. (Education Code 8482.3, 8484.7, 8484.75, 8484.8)

The district's 21st CCLC program shall primarily serve students in Title I schoolwide programs. (Education Code 8484.8; 20 USC 7173)

The district's ELO program shall serve students in grades TK-6. (Education Code 46120)

The district's programs shall be planned through a collaborative process that includes parents/guardians, students, and representatives of participating schools, governmental agencies, including city and county parks and recreation departments, local law enforcement, community organizations, and the private sector. As appropriate, the Superintendent or designee may include other stakeholders in such collaborative process. (Education Code 8482.5, 8484.75, 46120)

For the 2022-23 school year, the district shall offer access to ELO programs to all unduplicated students in grades TK-6 and provide access to such programs to at least 50 percent of enrolled unduplicated students. (Education Code 46120)

Commencing with the 2023-24 school year, the district shall offer access to the ELO program to all classroom-based students in grades TK-6. The district shall provide access to any student whose parent/guardian requests placement in an ELO program.

The Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of children and their families as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 8322)

The district's ASES, 21st CCLC, and ELO program(s) shall be operated in accordance with the following:

1. Program Elements

- a. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science. (Education Code 8482.3, 8484.75, 46120)
- b. The program shall include an educational enrichment element which may include, but is not limited to,

fine arts, career technical education, recreation, technology, physical fitness, and prevention activities. (Education Code 8482.3, 8484.75, 46120)

2. Nutrition

- a. Snacks or meals made available in the program shall conform to nutrition standards specified in Education Code 49430-49434 or 42 USC 1766 as applicable. (Education Code 8482.3, 8484.75, 46120; 42 USC 1766-1766a; 7 CFR 226.17)
- b. The district's before-school program shall offer a breakfast meal as described in Education Code 49553 for all program participants. (Education Code 8483.1, 8484.75)

3. Location of Program

- a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code 8482.3, 8484.75)
- b. When there is a significant barrier to student participation in either the before-school or after-school component of a program at the school of attendance, the Superintendent or designee may, with the approval of the Superintendent of Public Instruction, provide services at another school site. Such transfer of services shall occur only if the school to which the program will be transferred agrees to receive students from the transferring school and has an existing grant of the same type as the transferring school, or does not have a 10-percent lower percentage of students eligible for free or reduced-price meals than the transferring school. A significant barrier includes any of the following: (Education Code 8482.8, 8484.75)
 - i. Fewer than 20 students participating in the program component
 - ii. Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation
 - iii. A reduction in the program grant of an existing school due to its merging into a new school opened by the district or the splitting of its students with a new school

In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code 8482.8, 8484.75)

4. Staffing

- a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4, 8484.75, 45330, 45344, 45344.5)
- b. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy. (Education Code 8483.4, 8484.75)
- c. The student-to-staff ratio shall be no more than 20 to 1, except that programs serving transitional kindergarten or kindergarten students shall maintain a student-to-staff member ratio of no more than 10 to 1 (Education Code 8483.4, 8484.75, 46120)

5. Hours of Operation

- a. A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code 8483.1, 8484.75)
- b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code 8483, 8484.75)

- c. An ELO program shall provide in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, shall not be less than nine hours of combined instructional time and expanded learning opportunities per instructional day. (Education Code 46120)

6. Admissions

- a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6, 8484.75)
- b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:

- i. First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC 11434a), at the time they apply for enrollment or at any time during the school year, to students who are identified by the program as being in foster care, and to students who are eligible for free or reduced-price meals. (Education Code 8483, 8483.1, 8484.75)

The district is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. (Education Code 8483, 8483.1)

The district shall inform the parent/guardian of a homeless or foster youth, or student eligible for free or reduced price meals, of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code 8483, 8484.75)

- ii. Second priority for enrollment of middle or junior high school students shall be given to students who attend daily. (Education Code 8483, 8483.1, 8484.75)
- iii. Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulation.
- iv. Any remaining capacity shall be filled by students selected at random.
- v. A waiting list shall be established to accommodate additional students if space becomes available.

7. Attendance/Early Release

- a. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that the student participates. An ELO program offered pursuant to Education Code 46120 does not have an attendance requirement, but the district may track student attendance for safety and continuous quality improvement purposes.
- b. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival for the before-school program or the reasonable early daily release from the after-school program. The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

8. Summer/Intersession/Vacation Programs

- a. ELO programs shall offer no less than nine hours of in-person expanded learning opportunities per day for at least 30 non-school days, during intersessional periods.
- b. A before-school program operating during summer, intersession, and/or vacation days shall be offered for a minimum of two hours per day. An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code 8483.76. When both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2, 8483.76)
- c. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the district, with priority for enrollment given to students enrolled in the

school that received the grant. (Education Code 8483.76)

- d. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site. The program shall notify the California Department of Education (CDE) of the change of location and shall include a plan to provide safe transportation pursuant to Education Code 8484.6. (Education Code 8483.76)
- e. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day. (Education Code 8483.76)
- f. For any program operating six hours per day, district procedures pertaining to student attendance and early release as specified in item #7 above shall apply. (Education Code 8483.76)

Grades 9-12

The district's 21st Century High School After School Safety and Enrichment for Teens (ASSETs) program shall serve students in any of grades 9-12 as the district may determine based on local needs. (Education Code 8421)

The district's ASSETs program shall be planned through a collaborative process that includes parents/guardians, students, and representatives of participating schools, governmental agencies including city and county parks and recreation departments, local law enforcement, community organizations, and, if appropriate, the private sector. (Education Code 8422)

The program shall be operated in accordance with the following guidelines:

1. Program Elements

- a. The program shall include an academic assistance element that is coordinated with the regular academic program and includes, but is not limited to, at least one of the following: (Education Code 8421)
 - i. Tutoring
 - ii. Career exploration, including activities that help students develop the knowledge and skills that are relevant to their career interests and reinforce academic content
 - iii. Homework assistance
 - iv. College preparation, including information about the Cal Grant program pursuant to Education Code 69430-69460
- b. The program shall include an enrichment element that may include, but is not limited to: (Education Code 8421)
 - i. Community service
 - ii. Career and technical education
 - iii. Job readiness
 - iv. Opportunities for mentoring and tutoring younger students
 - v. Service learning
 - vi. Arts
 - vii. Computer and technology training
 - viii. Physical fitness
 - ix. Recreation activities

- c. The program shall include a nutritional snack and/or meal and a physical activity element. (Education Code 8423)
- d. The program shall provide for access to, and availability of, computers and technology. (Education Code 8423)
- e. The Superintendent or designee shall assess students' preferences for program activities. (Education Code 8423)

2. Location of Program

- a. The district's program may operate on one or multiple school sites or at another location approved by CDE. (Education Code 8421)
- b. If applying for a location off school grounds, the Superintendent or designee shall ensure that safe transportation is available for students, if necessary, and the program is at least as available and accessible as similar programs conducted on school sites. (Education Code 8421)

3. Hours of Operation

- a. The district's program shall operate for a minimum of 15 hours per week. (Education Code 8421)
- b. The district's program may be operated either after school only or for any combination of after school, before school, weekends, summer, intersession, and vacations. (Education Code 8422)

Volunteers

The Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other before-school and after-school program volunteers. (Education Code 35021.3)

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. The volunteer shall also submit current contact information to the district and shall update that information whenever the information changes. (Education Code 35021.3)

The Superintendent or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

Reports

The Superintendent or designee shall annually submit to CDE outcome-based data, including, but not limited to: (Education Code 8427, 8482.3, 8484)

1. For participating students, school day attendance on an annual basis and program attendance on a semi-annual basis
 2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards
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PE EXEMPTION PROCESS

Holtville Unified School District Board Policy 6142.7 states that the governing board of a school district or the office of the county superintendent of schools of a county may grant the following types of exemptions to students from courses in physical education (Ed Code section 51241): Temporary Exemption, Two-Year Exemption-with the consent of the pupil, and Permanent Exemption.

The following procedures will be used when considering granting any type of exemption.

1. Temporary Exemption:

- a. Documentation will be required for temporary exemptions.
 - i. Exemptions for illness will require a note from the student's doctor.
 - ii. Exemptions for students who are enrolled for one-half or less of a normal full-time schedule will require a copy of the student's transcript and class schedule.
- b. Documentation will be attached to the Physical Education Exemption Request Form and copies will be placed in the Student Information System (SYNERGY).
- c. Final approval is determined by the HUSD Board.
- d. Parents/Guardians will be notified via a Remind email/letter.

2. Two Year Exemption with the consent of the student:

- a. Students and parents can submit a two-year exemption form following the protocol below.
 - i. For 9th Grade students, exemption forms can be obtained from the counselor or PE teacher. The window to submit is every year from March to the last day of the academic year.
 - ii. For 10th Grade students, exemption forms can be obtained from counselor or PE teacher. The window to submit is any time during the academic year, but before the last day of school. An exemption form submitted by 10th Grade students would exempt them from Physical Education in their 11th and 12th Grade year.
- b. Final approval is determined by the HUSD Board.
- c. Parents/Guardians will be notified via a Remind email/letter.
- d. Late submissions will not be accepted.

3. Permanent Exemption:

- a. Students and parents can submit a permanent exemption form following the protocol below:
 - i. For students who are 16 years of age or older, exemption forms can be obtained from counselor or PE teacher.
 - ii. For 10th Grade students, exemption forms can be obtained from counselor or PE teacher. The window to submit is any time during the academic year, but before the last day of school. An exemption form submitted by 10th Grade students would exempt them from Physical Education in their 11th and 12th Grade year.
 - iii. For postgraduate and juvenile home, ranch, camp, or forestry camp school students, exemption forms can be obtained from the Counseling Office, school website or may contact the Counseling Office at 760-356-2926 for information.
- b. Final approval is determined by the HUSD Board.
- c. Parents/Guardians will be notified via a Remind email/letter.
- d. Late submissions will not be accepted.



PHYSICAL EDUCATION EXEMPTION REQUEST FORM

Student Name: _____ Student ID _____ Grade: _____

Address: _____ Year of Graduation: _____

Name of Parent/Guardian: _____ Parent/Guardian Signature _____

Counselor: _____ Counselor Signature: _____

Board Policy 6142.7- states that the governing board of a school district or the office of the county superintendent of schools of a county may grant the following types of exemptions to students from courses in physical education (Ed Code sections 51241, 51242, 51246)

Temporary Exemption: "The governing board of a school district or the office of the county superintendent of schools of a county may grant temporary exemption to a pupil from courses in physical education, if the pupil is one of the following:

- (1) Ill or injured and a modified program to meet the needs of the pupil cannot be provided
(2) Pupil is enrolled for one-half, or less, of the work normally required of full-time pupils" (Ed. Code Section 51241 [a][1][2])

Two-Year Exemption: "The governing board of a school district or the office of the county superintendent of schools of a county, with the consent of a pupil, may grant a pupil an exemption from courses in physical education for two years any time during grades ten to twelve, inclusive, if the pupil has met satisfactorily any five of the six standards of physical performance test administered in grade nine pursuant to Section 60800." However, if after completing this request the pupil has not met any five of six standards, the pupil will be re enrolled in PE pursuant to Ed. Code Section 51241 [b][1].

9th Grade CA Physical Fitness Test Score: _____
PE Teacher Name: _____ Signature: _____

Permanent Exemption: "The governing board of a school district or the office of the county superintendent of schools may grant permanent exemption from courses in physical education if the pupil complies with any one of the following (please check one, if applicable):

- (1) Is sixteen years of age or older and has been enrolled in the 10th grade for one academic year or longer
(2) Is enrolled as a postgraduate pupil;
(3) is enrolled in a juvenile home, ranch, camp, or forestry camp school where pupils are scheduled for recreation and exercise pursuant to the requirements of Section 4346 of Title 15 of the California code of Regulations." (Ed. Code Section 51241 [c][1][2][3])

Student's explanation for exemption request:

(check) Student acknowledgment that they are allowed to enroll in an elective PE class while exempt from PE.

Student Signature: _____ Date: _____

Administrator Name (please print): _____ Administrator Signature: _____
Date: _____

Office Use Only:

APPROVED-Above students meets qualifications for exemption and evidence of qualification is attached: _____

DENIED-Reason/s: _____

DATE of BOARD APPROVAL: _____ EXEMPTION EXPIRATION DATE: _____

Title I School-Level Parent and Family Engagement Policy
Holtville High School
2023-24 School Year

2.0 With approval from the local governing board, **Holtville 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]) **Every year, the school-level parent and family engagement policy is developed jointly with, agreed on with, and distributed to, parents and family members of participating children. The school-level parent and family engagement policy is submitted to the HHS School Site Council for review and approval. Then, the policy is submitted to the HUSD Governing Board for review and approval. With the updates, the policy is distributed to HHS parents and families.**

2.1 Involvement of Parents in the Title I Program

The school-level parent and family engagement policy shall describe the means for how **Holtville High 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])
At the beginning of every school year, each school hosts a back-to-school night, at a convenient time, and invites and encourages all parents and families to attend. Parent and families are provided information of their school's participation under Title I, Part A, the requirements of Title I, Part A, and the right of parents to be involved.
- 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])
Additional meetings are offered, both in the morning and evening. To maximize parental involvement, the district may provide, with funds provided under this part, transportation, childcare, or home visits. Furthermore, parents may request individual meetings by contacting the school site and setting up an appointment.
- 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])

Parents are involved 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. Each school site forms a School Site Council for involving parents in the joint planning and design of the school's program. Each School Site Council includes an adequate representation of parents of participating children.

- 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])
At the beginning of every school year, each school hosts a back-to-school night, at a convenient time, and invites and encourages all parents and families to attend.
 - 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])
Parent and families are provided timely information of 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.
 - 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])
Parents are invited and encouraged to attend regular School Site Council meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, in which the school will respond to any such suggestions as soon as practicably possible.
- 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 when the school makes the plan available to the local educational agency (LEA). (20 U.S.C. § 6318[c][5])
Each School Site Council meets periodically throughout the school year to review the School Plan for Student Achievement. Parents and family members may submit comments with the plan, if they find that the plan under ESSA Section 1114(b) is not satisfactory, when the LEA submits the plan to the State.

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])

Parents will receive a grade level pamphlet with Common Core Standards, ELPAC domains, and progress monitoring reports. Parents will have access to the Synergy ParentVue parent portal to monitor their child's academic progress.

- 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])

The school provides parents with support on supplemental materials so that they can support their child's academic achievement.

- 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])

The school will supply teachers with options on ways to communicate with parents. An ongoing training during the beginning of each quarter will be implemented by administration, not to exceed thirty minutes, to revisit the importance of effective communication.

- 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])

The school invites 8th graders to tour the school campus and classrooms and to explore the multiple pathways available. Parent/guardian meetings will be held periodically throughout the 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])

Parent information will be available electronically through email and on the school website and as hard copies in the school office. Parent information will be sent in their 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])

Parents/guardians will be connected through the School Site Council, Parent-Teacher Organization, or the HUSD Community Hub.

2.3 Accessibility

In carrying out the parent and family engagement requirements of Title I, Part A, [School Name], 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])

- The school will provide a translator as needed for families to attend conferences.
- The school ensures access to all classrooms and facilities that can accommodate family members with physical handicaps.
- The school will provide referrals as needed for families to community resources such as lodging, food, or mental health services.

2.4 School-Parent Compact *See attached HHS School-Parent Compact.*

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the following requirements: (20 U.S.C. § 6318[d])

- a) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. (20 U.S.C. § 6318[d][1])

Holtville High School employees fully qualified teachers who are credentialed and who show mastery in their respective subject areas. The school supports new teachers who are working to clear their credentials in the teacher induction program. The school supports all teachers by providing all standard instructional materials, as well as supplementary instructional materials. Furthermore, the school supports all teachers with implementing state academic standards by facilitating school-led professional learning, allowing for release time for professional learning collaboration, and offering additional professional learning opportunities.

- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following: (20 U.S.C. § 6318[d][2])
1. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement. (20 U.S.C. § 6318[d][2][A])

Holtville High School offers parent-teacher conferences in one week in October annually. Additionally, HHS teachers invited parents to schedule additional meetings as needed.

2. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B])

Holtville High School mails home progress reports and report cards every 6-8 weeks. Additionally, HHS conducts grade checks bi-weekly. Teachers update grades in their gradebooks weekly. HHS also provides guidance to parents on navigating their access to their child's gradebooks online.

3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 6318[d][2][C])

Holtville High School welcomes parent engagement by offering opportunities to volunteer in their child's class. Additionally, HHS welcomes parents to observe classrooms by setting an appointment through the front office.

4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (20 U.S.C. § 6318[d][2][D])

Holtville High School regularly sends home correspondence with students, via email, and the school website. Additionally, teacher contact information is shared at parent-teacher conferences and posted on the school website.

**It may be helpful to include the parent and family engagement policy review in the annual review of the School Plan for Student Achievement.*

***The policy must be updated periodically to meet changing needs of parents and family members and the school. If the school has a process in place for involving parents and family members in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents and family members of children receiving Title I, Part A services.*