

PERSHING CONTINUATION HIGH SCHOOL

Mustangs Respect Property, People & Themselves.



Parent - Student Handbook

2019 - 2020

Pershing Continuation High School Staff

Teachers

John Barber.....(jbarber@centralusd.k12.ca.us).....E2020
Mark Brown..... (mbrown@centralusd.k12.ca.us).....English
Trinidad Fuentes.....(tfuentes@centralusd.k12.ca.us)Social Science
Monique Morgan.....(mmorgan@centralusd.k12.ca.us)Agriculture/Science
Florence Guzman(fguzman@centralusd.k12.ca.us)English & Math
Michael Kurnosoff(mkurnosoff@centralusd.k12.ca.us).....Math
Tara Mauldin..... (tmauldin@centralusd.k12.ca.us).....Special Education
Joshua Grossmann.....(jgrossman@centralusd.k12.ca.us).....Physical Education
Joe Flores..... (jflores@centralusd.k12.ca.us)..... Opportunity

Administration

Nick Hustedde ...(nhustedde@centralusd.k12.ca.us).....Principal
Jill Young.....(jyoung@centralusd.k12.ca.us).....Guidance Instructional Advisor

Support Staff

Larry Loll..... (larry.loll@centralusd.k12.ca.us)School Psychologist
Art Williams... ..(awilliams@centralusd.k12.ca.us)....Intervention Counselor
Saul Zamora..... (szamora@centralusd.k12.ca.us)....Crisis Counselor
LaVonne English.....(lenglish@centralusd.k12.ca.us).....School Nurse
Diane Criado...(dcriado@centralusd.k12.ca.us).....Office Manager/Principal's Secretary
Mary Wilson.....(mwilson@centralusd.k12.ca.us)..... Attendance Technician
Imelda Medina.....(imedina@centralusd.k12.ca.us).....Library Technician
Breann Hinkle(bhinkle@centralusd.k12.ca.us)..... Liaison
Officer Vizcarra.....SRO
Ryan Mead.....Technology Aide
Andrey Karpin.....Custodian
Jamie Stoki.....Cafeteria Staff

Important Phone Numbers

Pershing Continuation High School Office..... 268-2272
Pershing Continuation High School Fax..... 268-2279
Central Unified District Office..... 274-4700
Central Unified Transportation Department 275-9734

School Motto

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The following information is available in the main office:

- Non-Discrimination Policy
- Sexual Orientation Harassment
- Sexual Harassment
- Williams Settlement Complaint Procedures
- Uniform Complaint Procedure

Vision and Mission statements

District Vision: Every student is prepared for success in college, career and community.

District Mission: Every student will engage in rigorous, relevant, standards-based instruction in every classroom every day to ensure student learning.

School Purpose: To provide alternative access to CUSD students in pursuit of education culminating in a high school diploma.

School Vision

Pershing High School is an educational institution where students come to learn and where staff come to inspire. It is a community for learning and provides a solid foundation for students to develop tools for future success. It is a safe and friendly environment.

School Mission

The mission of Pershing High School is to assess the educational needs of each student and to provide educational opportunities for all in developing positive self-esteem, enhancing academic skills and improving social skills and civic responsibility.

School-wide Learner Outcomes (SLO's)

All PHS students will be Collaborative Workers who:

- *Develop Respect for themselves and the rights of others*
- *Work well with others; understand and fulfill various roles*
- *Manage interpersonal relationships with culturally diverse settings*
- *Exhibit positive attitudes*

All PHS students will be Effective Communicators who:

- *Write effectively and coherently utilizing Standard English conventions.*
- *Read, comprehend, and communicate facts, thoughts, and opinions using appropriate language.*

All PHS students will be Self Directed Learners who:

- *Acquire a high school diploma*
- *Become productive persons through vocational instruction*
- *Consistently attend class*
- *Are prepared to continue their education*
- *Are lifelong learners*
- *Set realistic academic and vocational goals*

All PHS students will be Healthy Individuals who:

- *Develop a feeling of self-worth, self-confidence and personal satisfaction.*
- *Prioritize and use time effectively.*
- *Demonstrate skills in resolving conflicts through positive, non-violent means.*

All PHS students will be Critical Thinkers who:

- *Make informed choices.*
- *Identify, assess, analyze, validate, integrate and use available resources and information.*
- *Are successful in standard based curriculum.*

All PHS students will be Effective Citizens who:

- *Are actively involved in the community.*
- *Demonstrate a sense of personal and social responsibility.*
- *Demonstrate knowledge of diverse cultures that fosters tolerance for individual differences.*
- *Are informed of civic responsibilities.*

All PHS students will be Technologically Skilled Workers who:

- *Develop and utilize a variety of technological skills.*
- *Research and complete projects using a variety of resources.*
- *Demonstrate understanding of the importance of technological preparation for vocational and career placement.*



Pershing Continuation High School Bell Schedules 2019-2020

CONTINUATION HIGH SCHOOL		
REGULAR DAY SCHEDULE		
BREAKFAST	7:25 – 7:45	20 min
Period 1	7:49 – 8:31	42 min
Period 2	8:35 – 9:17	42 min
Period 3	9:21 – 10:15	54 min
BREAK	10:15 – 10:25	10 min
Period 4	10:29 – 11:11	42 min
Period 5	11:15 – 11:57	42 min
LUNCH	11:57 – 12:17	20 min
Period 6	12:21 – 1:03	42 min
Period 7	1:07 – 1:47	40 min
MINIMUM DAY SCHEDULE		
BREAKFAST	7:25 – 7:45	20 min
Period 1	7:49 – 8:19	30 min
Period 2	8:23 – 8:53	30 min
Period 4	8:57 – 9:27	30 min
BREAK	9:27 – 9:37	10 min
Period 3	9:41 – 10:25	44 min
Period 5	10:29 – 10:59	30 min
Period 6	11:03 – 11:33	30 min
LUNCH	11:33 – 11:53	20 min
Period 7	11:57 – 12:27	30 min

OPPORTUNITY CLASS		
REGULAR DAY SCHEDULE		
BREAKFAST	7:25 – 7:45	20 min
Period 1/PE	7:49 – 8:31	42 min
Period 2/Math	8:35 – 9:17	42 min
Period 3/MWH	9:18 – 10:00	42 min
BREAK	10:00-10:13	13 min
Period 4/ENG	10:17 – 11:11	54min
Period 5/Credit Retrieval	11:12 – 11:35	23 min
LUNCH	11:35 – 11:55	20 min
Period 6/ Bio	12:00 – 12:50	50 min
BREAK	12:50 – 1:03	17 min
Period 7/Elec.	1:07 – 1:47	40 min
MINIMUM DAY SCHEDULE		
BREAKFAST	7:25 – 7:45	20 min
Period 1/PE	7:49 – 8:19	30 min
Period 2/Math	8:20 – 8:50	30 min
Period 3/MWH	8:51 – 9:21	30 min
BREAK	9:21 – 9:27	13 min
Period 4/ENG	9:31 – 10:15	44min
Period 5/ BIO	10:16 – 10:46	30 min
Period 6/Credit Ret.	10:47 – 11:09	22 min
LUNCH	11:09 – 11:29	20 min
Career Cruising	11:29 – 11:53	24 min
Period 7/Elec.	11:57 – 12:27	30 min

Foggy Day Schedule

When weather is so poor that it impairs visibility, Central Unified School District will not operate the school buses. There will be a delay in the transportation schedules until visibility improves. However, ALL CLASSES (K-12) WILL BEGIN ON THE REGULAR SCHEDULE. ONLY SCHOOL BUSES WILL BE DELAYED OR CANCELED.

Channel 18 begins broadcasting foggy day schedules @ 5:30am. Updates are announced at approximately 7:30am, 8:30am and 9:30am. (Classes begin on time)

PLAN A BUSES DELAYED 2 HOURS

PLAN B BUSES DELAYED 3 HOURS

PLAN C BUSES DELAYED 4 HOURS

PLAN D ALL MORNING BUSES ARE CANCELLED. Afternoon buses will be provided to transport students home.

Attendance

State law requires persons under the age of 18 to attend school daily. Illnesses, medical appointments, a death in the family, or an order to appear in court are the only excusable reasons for being absent from school. The law also requires your parent or guardian to give the school the reason for the absence.

Excessive Absences

If at any time a student's attendance problem prevents him/her from succeeding in school, the student may be classified as habitually truant and referred to a CUSD School Attendance Review Board (SARB) by a school administrator. These hearings involve the student, parents, and school in a legal action designed to compel the attendance of a student.

Tardy Policy

Tardy policy is designed to help students be successful in the work world. We expect students to be in class, ready to work, at the start of the tardy bell.

Coursework / Assessments

It is the student's responsibility to make up work missed due to absences. Attendance impacts student achievements, course work/retakes are encouraged by the teachers. Students will be given at least the time to make up work that is equivalent to the number of days missed. Example: two days excused absences, two days for make-up work.

Independent Study Program

Families who know their child will be out of school for one week or longer should contact the Child Welfare and Attendance office to enroll in Independent Study.



Procedures for Clearing Student Absences

Student attendance is crucial to academic success. When a student must miss class for any reason, please follow the procedure outlined below.

Parents:

Call the Attendance Office at 268-2272:

- To verify reason for absence on the day the absence occurs
- To secure permission for your child to leave campus for a necessary appointment
- To review your child's attendance with the attendance secretary if questions or concerns about student success arise.

All absences should be cleared on the day of the absence. Our attendance database will not allow absences to be cleared after 72 hours.

If a student is absent for 3 or more consecutive days, a doctor's note will be requested to clear the absences.

Students:

All students must sign out in the office before leaving campus for a necessary appointment.

Additional Attendance Notes for Parents

Pershing wishes to keep you informed of your student's absences. An automatic dialer will call your home in the event that your child is marked absent in one or more classes that day. If you have already called in for that particular absence, please disregard the phone message. If you are unaware of the absence, please call the school and ask to speak to the attendance technician.

Teachers may indicate on grade and progress reports that absences or tardiness are affecting a student's grade in class.

If you have any questions regarding your child's attendance record, please call 268-2272. Good attendance is an important part of success in school!

Calendar of Events 2019-2020

First Semester

August 14	School Begins
August 29	Back to School Nigh – 5:30 PM
September 2	Holiday/ No School
September 27	End of First Grading Period
October 11	Student Recognition Awards
October 14	Holiday/ No School
November 8	End of Second Grading Period
November 11	Holiday/ No School
November 25-29	Holiday – Thanksgiving Week
December 20	End of Fall Semester
December 23 – January 10	Winter Break

Second Semester

January 13	School Resumes
January 20	Holiday/ No School
February 10	Holiday/ No School
February 17	Holiday/ No School
February 28	End of First Grading Period
March 6	Student Recognition Awards
March 26	JR/SR Parent Info Night
April 3	Ag Day
April 6 – April 17	Spring Break
April 20	School Resumes
April 24	End of Second Grading Period
May 7	Open House – 5:30 PM
May 25	Holiday/ No School
June 8	Graduation – 5:00 PM at PAC
June 11	Last Day of School/End of Spring Semester
	School/ Student Recognition Awards

Central Unified School District Graduation Requirements

Department /	Class	Central High School	Pershing Continuation High School
		Total 280	Total 230
Language Arts	Total	40 Credits	40 Credits
	English 1	10 credits	10 credits

	English 2	10 credits	10 credits
	English 3	10 credits	10 credits
	English 4	10 credits	10 credits
Social Studies	Total	50 Credits	40 credits
	World Geography	10 credits	10 credits
	Modern World History	10 credits	10 credits
	U.S. History	10 credits	10 credits
	American Government	10 credits	5 credits
	Economics	10 credits	5 credits
Freshman Requirements	Total	10 credits	10 credits
	Health	10 credits	10 credits
Mathematics	Total	30 credits	30 credits
	Algebra 1	10 credits	10 credits
	Other math	10 credits	10 credits
	Other math	10 credits	10 credits
Science	Total	30 credits	20 credits
	Physical Science	10 credits	10 credits
	Life Science	10 credits	10 credits
	Other Science	10 credits	
Physical Education	Total	30 credits	30 credits
	3 years of PE	10 credits each	10 credits each
Fine Arts (includes Foreign Language)	Total	10 credits	10 credits
	1 year	10 credits	10 credits
Electives	Total	80 credits	50 credits
	elective classes	10 credits each	10 credits each

Waivers: Any 10th, 11th, or 12th grade students enrolling from out of the district may have the following credits waived: 10 credits World Geography, 10 credits Freshman Requirements (Health is still a State Requirement) and 20 elective Credits (Board Policy, 6146/1). Please see the school GIA for more information.

DRESS CODE

The Pershing Continuation High School follows the Central Unified School District Dress Code Policy in an effort to keep all students safe. The following are just some of the most common issues. **The**

entire policy can be found in the Central Unified Parent Handbook.

- Clothing should not disrupt school activities. Students whose clothing is a disruption or leads them to appear or act as an affiliate of a gang** will be handled by administration on an individual basis.
- Tattoos must be covered at all times.
- Hair must be a natural color.
- Facial piercings are limited to one small nose stud.
- Clothing must not contain professional or college team logos.
- Clothing cannot be excessively baggy. Pants may not be sagging.
- Tank tops for Girls must have 2 inch straps.
- Shirts cannot be see through or backless
- Undergarments, including bras, must be covered at all times.
- Shirts must be long enough to cover the midriff area completely.
- Shorts and skirts must be fingertip length or longer.
- All clothing must be free of inappropriate pictures and words.
- Hats can be any color but must be free of any sports team logos or inappropriate words or symbols.
- Leggings may be worn if the shirt is long enough to cover the students behind.

**The Board finds that gangs, gang-related apparel, and gang-related activities create a clear and present danger of disrupting the educational process and create a hazard to the health and safety of the school environment. These regulations prohibit the wearing or displaying of gang related apparel, insignia, or other gang identifiers. The Board finds that such regulations are necessary for the health and safety of the school environment. As used in these regulations, a "gang" is two or more people who form an allegiance for a common purpose which includes engaging in, individually or collectively, a pattern of acts that may be threatening, disruptive, or criminal, and which may include such behavior as intimidation, threats, or violence. Gang related apparel" is defined as any item of clothing, accessory, jewelry, or manner of grooming which, by virtue of its color, arrangement, trademark or other attribute, denotes membership in or affiliation with gangs.

Other Information about Pershing High School

Contacting Students During School Hours

Only parents and legal guardians may contact students during the school day. Students are not allowed to use their cell phones during class time. In the event of an Emergency during class time please call the school office. Emergency messages will be taken and delivered to students as quickly as possible. **The office will relay messages, which do not constitute an emergency, as time permits.**

Balloon, Flower & Food Delivery Policy

Delivery of flowers, balloons, other gift items, **food or drinks** to students is **not accepted at school** due to the impact it has on instructional and work time for our students and staff.

Bathroom Policy

Class time is extremely important to a student's success. In order to minimize time out of class and disruption to the learning environment, students are **not allowed** bathroom visits **during** class time. Students with medical issues will require a doctor's note.

Tardy Policy

The tardy policy is designed to help students be successful in the work world. We expect students to be in class, ready to work, at the start of the tardy bell. To minimize disruptions to classes students are not allowed to leave class during the first 10 minutes and the last 10 minutes.

School Bus Riders

All bus eligible students are required to carry a School & Bus ID badge when riding the school bus to and from school. Pershing bus eligible students may only ride to assigned bus stops. No bus passes can be granted to ride home to any other unassigned bus stops.

Visitors on Campus

To help ensure the safety of the students and staff at Pershing High School, all visitors (including parents) must check in the main office using the Raptor system, with an ID and approved by administration. Students are not to bring friends/siblings/other relatives to campus as visitors without prior written approval of Administration.

Search & Seizure

As stated in Board Policy (5145.12), school officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The district shall notify the parent/guardian of a student subjected to an individualized search as soon after the search as possible.

Loitering

Students are not to visit or loiter at another school's campus during school hours including lunchtime. Also, students are expected to enter the Pershing campus immediately upon arrival to school and are not allowed to loiter outside school fences/gates.

No-Smoking Policy

District policy prohibits smoking on all district property. Possession by students of any tobacco product is a suspendable offense.

Books and School Materials

Students and parents must be aware that all school materials checked out to a student are his/her responsibility. Students must return the same textbook they were assigned. Replacement cost for school materials that are lost or stolen will be charged to the student.

Activities, Student Government, and Athletics

Student Government plays an important role in representing students on campus, and also in hosting a number of activities throughout the school year. All students are strongly encouraged to participate in the student body activities offered on campus. Students who wish to take on a leadership role at Pershing are encouraged to meet with the Activities Director. Pershing offers different Co-ed sports teams to students who are eligible. Eligibility is determined by grades, attendance and behavior.

Other School Dances

Pershing students who are in good academic standing (earning credits, good attendance, and no disciplinary referrals) may attend other school's dances with Principal recommendation.

Graduation

This year, the graduation ceremony will be held on **Monday, June 8, 2020** at the Performing Arts Center (PAC), located on the Central High School East campus. The ceremony will begin at 5pm. **Students must be at the Practice Session in the days prior or they will not be included in the ceremony,** (Practice to be held on June 4, 2020 from 9am-12pm at the Central East PAC building). During the ceremony students must adhere to the district dress code.

Homework Requests

Homework may be requested by the student or the parent/guardian when a student is sick and absent from school for three or more days (Dr.'s note may be requested). Please call 268-2272 to request homework.

Student Progress Updates

In addition to the progress and grade reports that are provided to our students at the school's initiative, students or parents may request periodic updates on student progress by calling or emailing teachers to ask for an update on their child's progress in specific classes.

Interventions for Failing Students

At the end of every grading period, parents of any student who has received an "F" grade in one or more classes will be contacted by phone to request a meeting at school. Interventions may include a recommendation to stay afterschool twice a week to make up the credits, tutoring instead of Fun Friday activities and other supports that may help the student. Students will not be allowed to participate in games until the grade is at 70%.

Afterschool Class

In the 2019-2020 school year, the afterschool class will be held 2 days per week and will start in October from 1:50-3:50. Students can receive tutoring in a subject, earn extra (recovery) credit or perform community service. Parents must complete an afterschool permission slip for students to enroll. A 3:50 bus will transport students from Pershing to CHE campus, or parents may transport. Parents will be contacted by the afterschool teacher each time a student stays afterschool.

Pershing Continuation High School Program Information

Student Referral to Pershing

Students are referred to Pershing by the Child Welfare and Attendance district office. An Alternative Education referral to Pershing is based on individual student need. They may be referred because they are behind in credits or have poor attendance. The parent and student may also submit a personal request for a referral. Students must be 16 years old at the time of referral.

Students Under 16 Years of Age

Students who are not yet 16 will be referred to the Opportunity Class at Pershing Continuation High School. There is only one class of students in a self-contained classroom. Once a semester students who have turned 16 will be moved into the Continuation High School classes.

Returning to the Comprehensive High School

Students may petition to return to Central High School prior to the end of the first semester (December) or at the end of the school year (May). The criteria for returning are:

- Be credit eligible to graduate on time with their class.
- Have 85% attendance including excused and unexcused absences.
- Have positive behavior/attitude and no major disciplinary infractions. (Includes no loitering at other schools during the semester.)

Free Lunch Program at Pershing HS

The Central Unified School District utilizes state funding to be able to offer a free Lunch Program in which our school can be eligible for. Only new students to Pershing HS are required to fill out a CEP (Community Eligibility Provision) Benefit Form. Forms are available in the front office and/or in your child's first day registration packet. Meals are served

daily during breakfast and lunch at Pershing.

How to Earn Credit at Pershing

- At Pershing, students earn 2 credits every six weeks in each class.
- Students can use the E2020 program to do classwork.
- Students can get packets of work worth one credit each.
- Students can stay afterschool two days a week to work on credits.

Attendance is a big part of earning the maximum amount of credit each session!

Transcripts

A transcript is a record of the courses taken, the credits received, and the grades earned, by a student. At Pershing you may be given a transcript at any time by asking the office or the GIA. Former students can obtain transcripts from the Central Unified District office Annex.

**Pershing Continuation High School/Pathway Community Day School
School-Level Parental Involvement Policy
2019**

Pathway/Pershing Schools has developed a written Parental Involvement Policy with input from Pathway and Pershing parents, pursuant to ESSA Section 1116(c). Parental input was solicited through surveys, parent events including back-to-school night and School Site Council meetings. The school's Parental Involvement Policy is distributed to all parents through the school's first day enrollment packet that is given to all parents during student orientations. The policy is updated annually to meet the changing needs of parents and the school pursuant to ESSA Section 1116(b)(1).

Involvement of Parents in the School Program

Pathway/Pershing Schools conduct the following:

Convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116(c)(1)).

- Each Fall, an Annual Parent Meeting is held during our Back to School Night.
- Parents and students are recruited to participate in our School Site Council(SSC).

Flexible number of Meetings

The school offers a flexible number of meetings for Title I, Part A parents, pursuant to ESSA Section 1116(c)(2).

- Meetings are held before, during and after school to meet the needs of parents and guardians that work, attend school or are home-makers. Days are chosen by both administration and SSC members that are most convenient to meet the busy schedules of the members.

Planning, Review and Improvement

The school involves parents of students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy pursuant to ESSA Section 1116(c)(3):

- Planning, review and improvement of the school's Title I programs is conducted through SSC meetings. Parents and guardians are regularly encouraged to participate in the School's Site Council.

- Flyers are sent home with students announcing our School's Site Council meetings.
- Messages are sent directly to parents via text, phone or email using Parent Square.

Timely Information

Ways in which the school provides parents of students with timely information about school programs include:

- Due to continuous enrollment throughout the year, a weekly orientation is held with new students and their parents where information about programs is shared.
- Administration provides parents and guardians with the opportunity to learn about the program during our Back to School Night.
- Parent Square messages and flyers are sent home through-out the school year.
- Parents and guardians are encouraged to participate in our School's Site Council.

Explanation of Curriculum:

The school provides parents of students with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet pursuant to ESSA Section 1116(c)(4)(B):

- Staff reviews their course outlines, classroom expectations and curriculum with parent and guardians during Back to School Night.
- Administration meets with students and parents during student orientation to explain the importance and value of the state tests and local benchmarks.

Opportunities for Regular Meetings:

The school provides parents of students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children pursuant to ESSA Section 1116(c)(4)(C):

- The school staff encourages parents and guardians to participate in their student(s) education. Daily phone calls are made to parents and guardians regarding student absences. Staff flex their schedules according to parent needs to encourage meetings at school
- For parents with transportation issues, Administration will do a home visit for parents needing a face to face meeting.

Building Capacity for Partnership

The school engages parents in meaningful interactions by supporting 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, Part A parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children, pursuant to ESSA Section 1116(e)(1):

- Administration meets with parents during orientation to discuss curriculum, school-wide expectation and the importance of assessments.
- Upon request or need, administration meets with parents to discuss their student's academic status and goals.
- Letters are mailed to inform parents/guardians on their child's individual student assessment results and the methods available for the monitoring of student progress.
- Parent Portal is available to parents and students 24/7, allowing up-to-date information on student grades.

Materials and Training

The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement pursuant to ESSA Section 1116(e)(2):

1. Through phone calls and emails, the staff provide parents/guardians with techniques and strategies that they may use to improve their children's academic success and help their children in learning at home. Upon request or need, on-site training opportunities are also provided.
2. Students are allowed to take a chromebook home, and Parents and students are offered trainings provided by the district at various times during the year.

Value of Parent Contributions

With the assistance of Title I, Part A parents, the school educates staff members in the value of parent contributions, and how to work with parents as equal partners pursuant to ESSA Section 1116(e)(3):

- Staff and parents are encouraged to participate in the School Site Council.
- Meetings are held with administration, staff and parents to discuss strategies that will assist their students become more successful in school and to review the important roles that each play in our students' education.

Parent Involvement

The school coordinates and integrates the Title I, Part A parental involvement program with other 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 pursuant to ESSA Section 1116(e)(4):

- Administration and teachers encourage parents/guardians to serve as volunteers in the schools, attend student activities and school meetings, and participate in site councils, LCAP input meetings, advisory councils and other activities in which they may undertake advisory and advocacy roles.

Understandable Language

The school distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand pursuant to ESSA Section 1116(e)(5):

- Documentation is provided in both English and Spanish and other languages upon request.
- Bilingual staff are able to provide translation in Spanish.

Activities

The school provides support for parental involvement activities requested by Title I, Part A parents pursuant to ESSA Section 1116(e)(14):

- Teacher meetings, administrative meetings and School Site Council meetings provide parents/guardians opportunities for regular meetings to formulate suggestions, share experiences with other parents and participate as appropriate in decisions relating to the education of their children.
- Parents are regularly invited to award assemblies, athletic events and other activities that give them a reason to visit the school.

Accessibility

The school provides opportunities for the participation of all Title I, Part A 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 parents understand pursuant to ESSA Section 1116(f):

- The school provides interpreters and translations, when necessary or upon request, in order to encourage the participation of parents/guardians with cultural, language, or other barriers which may inhibit such participation.
- Communication is sent home in English and Spanish.
- The school is fully accessible to parents and students with disabilities.

This policy was adopted by the Pershing/Pathway School Site Council on May 9, 2019 and will be in effect for the period one year.

The school will distribute the Compact to all parents of students participating in the Title I, Part A program on, or before October 30, 2019

Nick Hustedde

Signature of Authorized Official

Date: May 9, 2019

California Department of Education
July 2018

