

Verdugo Hills High School
10625 Plainview Ave. • Tujunga, CA 91042 • (818) 951-5400
www.verdugohs.org

2022–2023 School Year

ACADEMICS

ARTS



ATHLETICS

COMMUNITY

Counseling Office

(818) 951-5477

Main Office

(818) 951-5400

Fax (818) 352-3577

Attendance Office

(818) 951-5470

Fax (818) 951-5491

STEMM Magnet Office

(818) 951-5464

(818) 951-5469

VAPA Magnet Office

(818) 951-5426

(818) 951-5427

Packet contains important information, please read and keep for future reference

- ALL new and returning LAUSD students must complete School Programs Funding Form included in your child's enrollment packet.
- Please complete, sign, and return all forms if applicable

Verdugo Hills High School Information Packet, 2022 – 2023

Read this packet carefully and submit all required signature forms and an updated Emergency Card.

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Additional materials will be provided at the beginning of the school year and/or sent home on the first day of school

- Yearbook Information
- Parent Involvement
- Student Store Price List

Verdugo Hills High School

10625 PLAINVIEW AVENUE TUJUNGA, CA 91042

TELEPHONE: (818) 951-5400 FAX: (818) 352-3577

Dear VHHS Families,

I would like to take this opportunity to extend a sincere welcome back to our new and continuing students to Verdugo Hills High School. We know that the last two years of school have been a struggle and we look forward to returning to a sense of normalcy. We are delighted to have you as a member of our student body and look forward to working with you in the 2022-2023 school year.

Whether you are a new or returning student, we encourage you to get involved in all aspects of school life for the coming year. Verdugo Hills High School stands ready to make your education a worthwhile, productive and highly successful experience. While your educational success will depend primarily on the amount of effort and attention you put into it, we are prepared to do everything we can to help you achieve that success. Our school makes an important difference in the lives of everyone involved.

The first day of school for all students is Friday, August 12, 2022. School begins promptly at 8:30 a.m. each day, except for Late Start dates. All students will receive their schedule of classes either at the Freshman Orientation/Program Preview Days or during Period 1 on Monday, August 8, 2022. Period 1 class will be posted in the hallways. Our school calendar is always available on our school website at www.verdugohs.org.

We look forward to a great school year. If you have any questions about Verdugo Hills High School, please do not hesitate to call (818) 951-5400. Enjoy the rest of the summer and be ready to start school promptly at 8:30 a.m. on Friday, August 12, 2022.

Thank you,

Arturo Barcenas,
Principal

Counselors

2022-2023 School Year



Counselor	School Program
Ms. Armstrong	Academy
Ms. Chavez	Science, Technology, Engineering, Math and Multimedia Magnet (STEMM)
Ms. Gharakhanian	Academy
Ms. Lepe	Visual and Performing Arts Magnet (VAPA) Academy

Get involved!

We need parents and students for various councils and committees at Verdugo! Choose a committee that interests you:

- Governance (SBM/ESBM) Council
- Gifted and Talented Advisory Committee
- School Site Council (SSC)
- PTSA
- English Learners Advisory Committee
- School Committees: Curriculum and Instruction, Professional Development, Assessment, School and Bell Schedules, Staffing, Budget and Financial Resources, Discipline and Attendance

Elections are held at the start of the year. Call 818-951-5400 for more information.

Verdugo Hills High School

Attendance Policy and Procedures



Attendance Goal: Students attending 96% of the time

(1 absence every 25 days or fewer than 7 absences for the school year.)

Regular and punctual attendance is mandatory for all students. Student success and achievement is reliant upon regular school attendance. Excused or unexcused, if a student is absent from school they are missing classroom instruction, therefore all students are expected to attend all classes, each day, on time.

VERIFIED LEGAL ABSENCE*

1. Illness absence with a doctor's note or authorization by school nurse or other authorized school official.
2. Exclusion from school supported by written documentation by the School Nurse or other designated school official.
3. Medical appointments; verified by a written note from a doctor.
4. Isolate/Quarantine at home; verified by the health department and or COVID-19 test.
5. Funeral due to the death of a member of the student's immediate family (1 day, within the state; 3 days, outside the state).
6. Student's appearance in court, verified by written documentation from the court.
7. Absences for justifiable personal reasons, with prior written request and written approval from the principal, such as attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at a religious retreat, or attendance at an employment conference. Written proof of attendance regarding justifiable personal reasons is needed for verification.

***Absences for reasons other than those listed above, will be considered unexcused**

Note: All documentation verifying an excused absence must be submitted to VHHS's Attendance Office within 10 days of the absence.

Attendance procedures at Verdugo Hills High School:

- Students who have been absent from school for any part of the day, must report to the Attendance Office before returning to class. Students returning to school after a full day absence(s) must bring a note from parent/guardian to the Attendance Office between the hours of 7:30 AM and 8:20 AM. All parent/guardian notes must be clearly written and include the following
 - Student Name
 - Student birthdate
 - Date(s) & periods of absence
 - Reason for absence
 - Parent/Guardian name and signature
 - Parent/Guardian phone number
 - Expected return date (if applicable)
- A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a health care provider's written permission to attend school and must comply with any safety procedures required by the school administration and health services personnel.
- Students who do not bring a written note within 10 days of the absence verifying the excused absence will be considered truant.
- All absences not cleared within 10 school days will be marked truant.
- Automated phone calls are sent 2 times daily to notify parents of absences and tardies. Parents are expected to contact the Attendance Office when they are notified that their child is absent without their permission.
- Parents are required by California Education Code, section 49408 to update their address and telephone number whenever there is a change). To update parent/guardian contact information, please visit the Attendance Office with a valid identification card.
- Acceptance of absence notes from parents is a courtesy. More than 7 absences within a school year is considered to be excessive. A student with excessive absences may be required to provide a doctor's note or have approval from the School Nurse or designated school official to excuse subsequent absences.
- Students with 10 or more absences (for the entire school year) will not be allowed to participate in extracurricular activities.
- Students with excessive absences will be referred to the Pupil Services and Attendance Counselor for further intervention which may include a referral to the school site Student Attendance Review Team (SART), the School Attendance Review Board (SARB) and Juvenile Court.

Parents are encouraged to contact school staff regularly to inquire about their child's attendance and request assistance as needed.

12th Grade families, please refer to the Senior Attendance Policy.

Seniors must be in compliance with VHHS Senior Attendance Policy in order to participate in Senior Activities, which include prom and graduation ceremony.

Discipline Policy and Behavior Contract

Students will avoid the following behaviors:

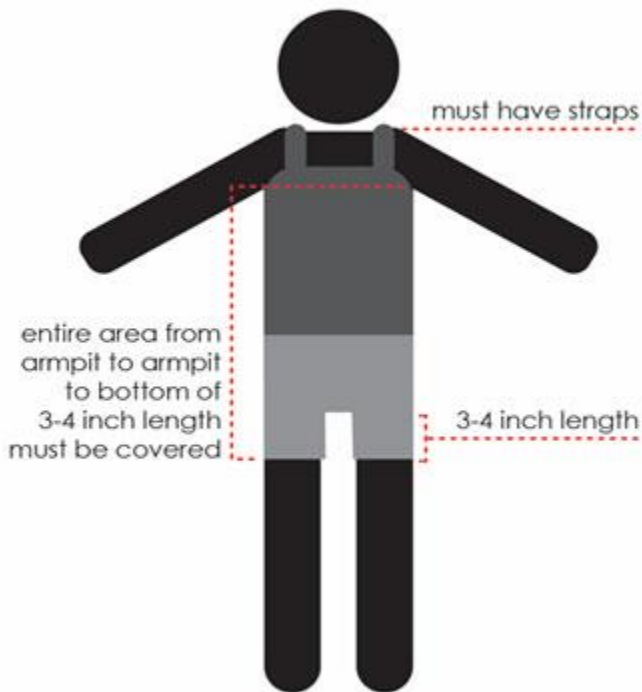
- fighting, verbally or physically with other students
- cheating or plagiarism in class
- using profanity and/or disrespectful language towards any adult staff
- obtaining property through stealing or intimidation of another person
- gambling of any type on campus
- leaving class without teacher's permission
- leaving school grounds without obtaining proper authorization
- defacing school property or equipment, (graffiti, using explosive devices, water balloons, misuse of water bottles, etc.)
- violating the VHHS Dress Code, Safety Mandates & Advisories, (see attached.)
- using drugs-alcohol and/or illicit drugs
- possessing drug paraphernalia, tobacco, and/or marijuana
- selling drugs
- possession of any weapon including knives made of fiberglass and reinforced plastic, firearm, (play or real), etc.

Failure to refrain from behaviors may result in suspension and/or expulsion from school.

Required Behavior Standards

- I will respect others' rights and property.
- I will follow all school rules and procedures.
- I will obey all teachers and staff instructions.
- I will respect and maintain my school's reputation.
- I will come to school prepared to learn.

Dress Code Student Contract



1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps.

2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).

3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum

requirements of the dress code.

4. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
5. Clothing may not depict or imply pornography, nudity, or sexual acts.
6. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
7. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
8. Sunglasses may not be worn inside the classroom



Emergency Earthquake Bus Procedures

This is to inform parents and guardians of the 80,000 students who ride School buses daily of the District's plans for protecting the Safety of those students in case of a major earthquake. These plans apply to Students riding Los Angeles Unified School District (LAUSD) buses and its contract buses. Please discuss these plans with your children as soon as possible and keep this information available in your home. This plan is intended for implementation only in case of a major earthquake (usually 5.0 or above on the Richter scale) and where there is obvious and widespread damage to roads and structures with LAUSD boundaries. In minor earthquakes, "take cover" procedures will be followed, vehicles driven to a safe point and halted. If there is no reported damage to roads and structures, normal operations should resume in about 15 minutes.

A. Early A.M. Emergencies

If the earthquake occurs during morning bus pickup hours, students not already picked up should be instructed by their parents/guardians to do as follows:

- Special Education students with home pick-up should remain at home.
- Students waiting at or near an LAUSD school pick-up point should report to that school for temporary shelter.
- Students waiting at locations other than a school should be instructed (in Advance) to return home if a responsible person will be there, or to go to the nearest LAUSD school if there is no such person at home.

B. **Mid-day Emergencies** -- If the earthquake occurs during school hours, buses will not attempt to pick-up and return students to their sending schools/homes until it is safe to do so. If students are on a midday trip at the time of the earthquake, the bus driver will- drive to the nearest school not suffering from major damage (preferably a secondary school) and wait for further instructions.

C. **Late P.M. Emergencies** -- If the earthquake occurs when students are on buses returning home, drivers will drive to the nearest LAUSD school not suffering from major damage (preferably a secondary school or, for severely handicapped students, a Special Education Center) and wait for further information and instructions.

D. **Out-of-Area Trips** -- Drivers of buses on special trips outside the District will attempt to make radio contact with the Dispatch Section and to return to the nearest undamaged District secondary school and shelter students there until they can be returned safely to their sending schools/homes. If returning to the District and finding an open school is possible, drivers will ask for law enforcement assistance to house and feed the students until they can return to Los Angeles. Drivers and adult escorts will remain with the students until they are able to return to their communities.

E. During an Earthquake

- All school bus drivers have been instructed to pull to the side of the road, away from tall buildings, trees, street lights, and power lines, if possible. They have been instructed not to stop on or below overpasses or bridges. Those on coastal routes will move their buses to higher elevations.
- Students will be kept on the bus because they are safer there. They will be told to take cover by putting their heads down between their knees and remaining in their seats until an “all clear” is given.
- When shaking stops, bus drivers will park their vehicles safely, leave the entry door closed and go through the bus to check for injuries, calm the students and render first aid where necessary. All school bus drivers have first aid training.
- The bus drivers will then drive or walk the students (if the bus is inoperable or streets are impassible) to the nearest LAUSD school without major damage (preferably a secondary school). If possible, severely handicapped students will be taken to a Special Education Center.
- Drivers will await further instructions from the school administrator *if* contact with Dispatch cannot be made. Students will not be allowed to leave unless they are picked up by an identified adult. The driver will carry the bus roster to keep track of students and report injuries during the emergency. After an Earthquake

F. After a major earthquake

- The Transportation Branch will attempt to open parent concern lines at 1- (800) LABUSES. However, since telephone lines may be down, please listen to or watch for radio and television announcements which will be made by the District.
- If it is impossible to drive students back to their home schools by bus, they may be reunited with their properly identified parents or guardians at the schools where the students are sheltered.

Please be assured that the District is concerned about the welfare of all of its students and will take all appropriate precautions to protect the safety of transported students in the event of a major earthquake.

For further information, please contact your Area Bus Supervisor or (800) LA-BUSES or (800) 522-8737.

AP/College Announcement



CLASS OF 2022 and AP Students

Plan Early and Save Money!!

It's not too early to plan for your senior year and your academic future. Senior year will be very expensive, if you qualify for Title I (*Free or Reduced Lunch*) you will benefit from the following:

<u>Exams:</u>	<u>Cost</u>	<u>Your Cost</u>
• AP Exam	\$94	\$5 each (No Limit)
• SAT Exam	\$47.50 / \$64.50 (w/essay)	2 Free Exams
• SAT subject	\$52 (Language)	2 Free Exams
• SAT subject	\$48 (other subjects)	2 Free Exams
• ACT Exam	\$52 / \$68 (w/essay)	2 Free Exams
<u>College Applications:</u>		
• Cal State	\$70 (per Application)	4 Free Applications
• UC	\$70 (per Application)	4 Free Applications
(A \$240 Value)		

See Ms. Durán if you have any questions.

Visit our College Center page on: verdugohs.org

Athletics

Verdugo Hills HS sports teams are coached by trained and certified coaches and follow the guidelines and policies of the California Interscholastic Federation, Los Angeles City Section including the tenets of Pursuing Victory with Honor. Please contact coaches listed below with specific questions about teams including try-outs, practices, and games. In some cases, there are openings for coaches which will be filled prior to the season of that sport. There are requirements for eligibility and physical exams. Please complete the athletics packet which can be found at www.verdugohs.org after your student is accepted on a team. We are proud to offer nearly every sport sanctioned by CIF-LA at Verdugo Hills. Many of our teams are league champions and we consistently win scholar-athlete awards, Team GPA and other CIF honors, and our players are frequently selected as members of all-city teams by local newspapers.

Fall Sports Coach Contacts

Football: (Sean Jackson).....donscoach34@gmail.com

Girls Volleyball: Will

Reinhart.....wreinh1@lausd.net

Girls Tennis:verdugorevel@gmail.com

Girls Golf: Scott Kemple.....csk4630@lausd.net

Boys Water Polo:verdugorevel@gmail.com

Cross Country: Luis Viana.....lxv37512@lausd.net

Winter Sports Coach Contacts

Girls Water Polo:

verdugorevel@gmail.com

Boys Soccer:verdugorevel@gmail.com

Girls Soccer: verdugorevel@gmail.com

Basketball: Jared

Gibson.....gjj0214@lausd.net

Girls Basketball: Kevin Henry..... verdugorevel@gmail.com

Spring Sports Contacts

Track and Field: Luis Viana.....lxv37512@lausd.net

Boys Golf: Scott Kemple.....csk4630@lausd.net

Boys Tennis: verdugorevel@gmail.com

Boys Volleyball: Will Reinhart.....wreinh1@lausd.net

Swim:verdugorevel@gmail.com

Baseball: Angel Espindola.....ale5191@lausd.net

Softball:verdugorevel@gmail.com

PHYSICALS:

Each athlete must have a current physical and athletic packet on file in order to play sports. Physicals may be obtained through your own physician but **MUST** be on the LAUSD form. Packets can be picked up in any of the offices or online.

GRADES:

Every athlete must maintain a minimum of 2.0 GPA. Final Spring grades for 8th graders will determine eligibility for the fall. Visit our website www.verdugohs.org or www.maxpreps.com for more information about athletics.

Questions can be directed to
Tami Revel, Athletic Director at
818-951-5503 or via email
verdugorevel@gmail.com



2022-2023

School Calendar



- **Fall Semester:** August 12 to December 16 (2022)
- **Spring Semester:** January 9 to June 15 (2023)

Holidays and Special Days

Pupil Free Day.....	August 11, 2022
First Day of Instruction.....	August 12, 2022
Admissions Day.....	September 2, 2022
Día del Trabajo.....	September 5, 2022
Non-School Day.....	September 26, 2022
Non-School Day.....	October 5, 2022
Non-School Day.....	October 19, 2022
Veterans Day Observed	November 11, 2022
Thanksgiving/Fall Break.....	November 21 – 25, 2022
Non-School Day.....	December 7, 2022
Winter Recess.....	December 19, 2021 - January 6, 2023
2nd Semester Begins.....	January 9, 2023
Dr. Martin Luther King Jr. Day....	January 16, 2023
Presidents' Day.....	February 20, 2023
Non-School Day.....	March 15, 2023
Cesar Chavez' Day Observed....	March 31, 2023
Spring Recess.....	April 3 – April 7, 2023
Non-School Day.....	April 19, 2023
Memorial Day.....	May 29, 2023
Last Day of Instruction.....	June 15, 2023

TERM DATES

Term A: August 12 – October 14 , 2022

Term B: October 17 - December 16, 2022

Term C: January 9, 2023 - March 24, 2023

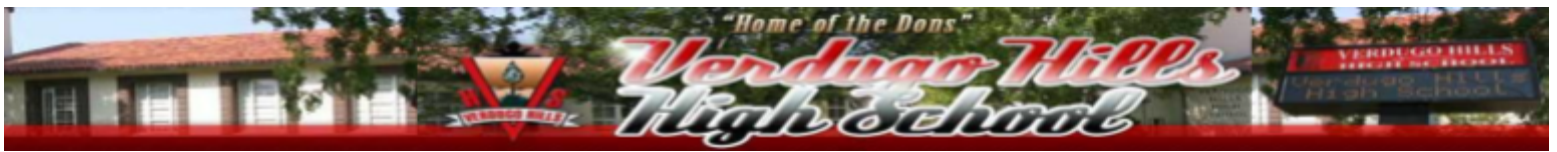
Term D: March 27 -June 15, 2023

Period 1	8:30 am – 10:11 am
Period 2	10:17 am – 11:45 am
Lunch	11:45 am – 12:15 pm
Period 3	12:21 pm – 1:49 pm

Recess	<i>1:49 pm – 2:02 pm</i>
Period 4	2:08 pm – 3:36 pm

Period 1	9:38 am – 11:03 am
Period 2	11:09 am – 12:24 am
Lunch	12:24 pm - 12:54 pm
Period 3	1:00 pm – 2:15 pm
No Recess	
Period 4	2:21pm - 3:36 pm

AUG: 16, 23, 30	JAN: 10, 17, 24, 31
SEPT: 6, 13, 20, 27	FEB: 7, 14, 21, 28
OCT: 4, 11, 18, 25	MAR: 7, 14, 21, 28
NOV: 1, 8, 15, 29	APRIL: 11, 18, 25
DEC: 6, 13, 16 (Friday)	MAY: 16, 23, 30
	JUN: 6



Student Learning Outcomes

Verdugo Hills High School will prepare its graduates to be:

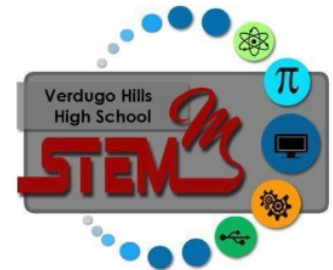
Critical Thinkers who:

- Formulate ideas
- Are Creative
- Logic and Reasoning Skills
- Strategize
- Problem Solve
- Make Informed Decisions
- Manage Conflicts



Effective Communicators Who Communicate well:

- Verbally
- Non-Verbally
- In Writing
- By using correct grammar appropriately



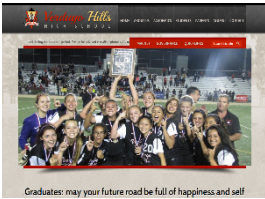
Responsible, Self-directed Leaders and Members of Society who are:

- Accountable for personal actions
- Aware of their role as citizens in school, community, nation and world
- Contribute time, energy and talents to improve the quality of life in their school, community, state, nation and world
- Are punctual and effective time managers
- Set realistic and attainable goals

Collaborative, Socially Responsible Citizens who Exemplify:

- Acceptable ethical and behavioral standards
- Compassion and courage
- Civic and personal responsibility
- Honesty and Loyalty
- Respect for cultural, sexual orientation, physical and religious diversity
- Trustworthiness

Communication Info



Official School Website.....www.verdugohs.org



School E-mail.....vhhs@lausd.net



School Phone.....818-951-5400

Follow us on:



Twitter.....<https://twitter.com/verdugohillshs>



Facebook.....

<https://www.facebook.com/Verdugo-Hills-High-School-274903919198946/>

Note: Automated phone calls are sent regarding absences/tardies. Informational calls are also sent during the week and on the weekends. If you do not receive phone calls, correspondence and/or emails from Verdugo High School please inform the Attendance Office.

Verdugo Hills High School

School- Parent- Student Compact



The Verdugo Hills High School Compact was developed and is updated jointly with parents. As well as agreed upon by VHHS parents.

As a Student at Verdugo Hills High School, I will:

- Study hard and work toward graduation.
- Try my best to attend school daily.
- Understand that my success depends on me.
- Dedicate myself to being a co-operative learner.
- Employ myself: School is my job for now.
- Not be late to my classes.
- Turn in my homework, class work and projects.
- Seek help in my classes when there is a problem.

As a Parent of a Verdugo Hills High School Student, I will:

- Participate in my child's education in a positive way including volunteering at the school.
- Attend Back to School, Open House and Teacher Conferences when possible.
- Review all school communiqués and respond if asked.
- Encourage my student by supporting his or her progress.
- Nourish my student with a healthy diet and good night's sleep.
- Talk to my student and to his or her teachers about school progress.
- Support the VHHS and District homework, discipline and attendance policies.

As a Staff Member at Verdugo Hills High School, I will:

- Teach to the best of my training and ability.
- Encourage my students to do their best.
- Arrange for parent conferences when needed.
- Communicate with parents and students about any problems hindering progress.
- Have well defined classroom procedures and expectations.
- Educate myself through continuing education and staff development meetings.
- Return corrected work in a timely manner.
- Strive to address the individual needs of my students by using high quality curriculum and instruction.



Parent Involvement Policy

2021-2022 Title 1 School-Level Parental Involvement Policy

Verdugo Hills High School has developed a written Title 1 parental involvement policy with input from Title 1 parents, which is written in their home language. Verdugo Hills High School parent involvement policy involves holding annual meetings for all parents of our school at convenient times to inform them of the school's policy and their rights under Title I, and how they can be involved in the planning, review and improvement of Title I programs within the school. It has distributed the policy to parents of Title 1 students. The council coordinates the development and distribution of the Verdugo Hills High School Information Packets. Parents also act in an advisory capacity on the School Site Council, to which all parents are invited, and provide input into the Single Plan for Student Achievement. The policy describes the means for carrying out the following Title 1 parental involvement requirements (20 USC 6318 Section 1118(a)-(f) inclusive).

Involvement of Parents in the Title 1 Program

To involve parents in the program at Verdugo Hills High School, the following practices have been established:

1. The school convenes an annual meeting to inform parents of students about the requirements and about the right of parents to be involved in the program.
-This takes place once year at the "Annual Title I Meeting".
2. The school offers a flexible number of meetings for parents, such as meetings in the morning or evening.
-School Site Council meetings are held once a month.
-The Principal hosts "Coffee with the Principal" once a month at 7:30am.
3. The school involves parents of students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's programs and the parental involvement policy.
-Parents also act in an advisory capacity on the School Site Council, to which all parents are invited, and provide input into the parent involvement policy.
4. The school provides parents of students with timely information about Title 1 programs.
-School holds a monthly School Site Council meeting
5. The school provides parents of students with an explanation of the curriculum used at the school, the assessments used to measure student progress, the proficiency levels students are expected to meet.
- Parents have access to Verdugo Hills High Schools website with contact information for every teacher on campus.
6. If requested by parents of students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.
-Parents have the opportunity to conference with Teacher, Assistant Principal, Counselor and Coordinator

School – Parent Compact

Verdugo Hills High School distributes to parents of students a school – parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of students:

- The school's responsibility to provide high-quality curriculum and instruction.
 - The ways parents will be responsible for supporting their children's learning.
 - The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff, opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.
- Verdugo Hills High School sends an Informational Packet once a year at the end of summer before school begins.

Building Capacity for Involvement

Verdugo Hills High School engages parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

1. The school provides parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
-Parents are provided with the School Report Card, School Performance Framework and access to all teachers email for individual monitoring of student progress. Parents also receive a Students' progress and final report card each Term.
2. The school provides parents with materials and training to help them work with their children to improve their children's achievement.
-The Parent Center is available to all parents five days a week, where parents have opportunities for use and training of computers. Parents can also request weekly progress report cards from Counseling Office.
3. With the assistance of parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.
-Parents coordinate some school activities and volunteer on campus.
4. The school coordinates and integrates the parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.
- The Title I Coordinator arranges refreshments and locations for parent meeting and sponsors initiatives to involve parents in curriculum development and funding recommendations.
5. The school distributes information related to school and parent programs, meetings, and other activities to parents in a format and language that the parents understand.
-The Principal sends a phone message and emails every Sunday evening with weekly announcements.
6. The school provides support for parental involvement activities requested by parents.
-Parent Community Representative arranges parent workshops for all parents.

Accessibility

Verdugo Hills High School provides opportunities for the participation of all Title 1 parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.