

Artesia Public Schools
Title I School Parent and Family Engagement Policy
2023-2024

Section A. POLICY INVOLVEMENT

Title 1 schools will:

- (1) Convene an **annual meeting**, at a convenient time, *no later than* October 18th to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents and family members to be involved; Each building principal and Title teacher will determine a time that will be most convenient for the majority of the stakeholders. Parents will be invited by letters home to families as well as electronic means including but not limited to the website, Bright Arrow and Remind.

- (2) Offer a flexible number of meetings. A schedule of this school year's meetings will be sent home with each student in a Title 1 school. Meeting times will be determined in consultation with PTO and building leadership.

- (3) Involve parents and family members, 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 (if applicable); Families will complete needs assessments and be asked to participate in the revision of compacts.

- (4) Provide parents and family members of participating children:
 - (A) timely information about Title I programs through letters home and information sent through websites, Bright Arrow and other electronic means. All communications will be in English and Spanish.

 - (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. This information is provided to families in individual conferences and during parent conference days.

(C) if requested by parents and family members, 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. Families are given this information on how to schedule meetings in the student handbook and on the individual school websites.

(5) If the school's Title I policy or plan is not satisfactory to the parents and family members of participating children, they may submit any parent and family member's comments on the plan when the school makes the plan available to the LEA or State. Family comments and concerns will be shared with the LEA in monthly leadership meetings.

Section B. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective engagement of parents and family members to support a partnership among the school, parents/family, and the community to improve student academic achievement Artesia Public Schools Title 1 schools have established the following practices:

The school provides parents and family members with assistance in understanding the State's academic content standards, assessments, and how to monitor their child's progress and work with educators to improve the academic achievement of their child during individual meetings and school conferences and family nights.

The school provides parents and family members with materials and training to help them work with their children to improve their children's achievement. These materials are sent home in both languages and are disseminated during family nights.

With the assistance of parents and family members, the school educates staff members about the value of parent and family members' contributions, and in how to collaborate with parents and family members as equal partners. Individual school PLC times are used to disseminate this information.

The school coordinates and integrates the Title I School Parent and Family Engagement Policy with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents and family members in more fully participating in the education of their children. Information is provided at each school site.

The school distributes information related to the school, parent and family member programs, meetings, and other activities to parents and family members in a format and language that the parents and family members understand.

The school provides support for parent and family engagement activities requested by parents and family members. Needs assessments are completed annually to help identify areas of interest.

Section C. ACCESSIBILITY

Each Artesia Title 1 school provides opportunities for the participation of all parents and family members, including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students. Information and school reports are provided in a format and language that parents and family members understand. All information is provided in both languages and translators are available at each meeting.

Section D. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

School Responsibilities

Title 1 schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows through evidence-based, culturally and linguistically relevant curriculum materials.
2. Hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement. Those conferences will be held on October 18th and February 7th.
3. Provide parents and family members with frequent reports on their children's progress. Specifically, the school will provide reports through progress reports approximately every three weeks and report cards every nine weeks. Parents may also access all student grading information through the Power School app.

4. Provide parents and family members reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities. These meetings will be scheduled with the building principal and title teacher.

5. Ensure regular two-way, meaningful communication between family members and school staff in a language family members can understand. Translators will be provided when requested.

Parent Responsibilities

We, as parents and family members, will support our children's learning in the following ways:

- Monitoring school attendance.
- Homework completion.
- Monitoring amount of screen time.
- Volunteering in their child's classroom.
- Participating, as appropriate, in decisions relating to their child's education.
- Promoting positive use of their child's extracurricular time.
- Staying informed about their child's education.
- Communicating with the school by promptly reading all notices from the school or the school district either sent home with my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on the school's policy advisory groups, such as the school advisory committee.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. We will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.