

ADMINISTRATIVE REGULATION

APPROVED: September 12, 2108

REVISED:

# CENTENNIAL SCHOOL DISTRICT

## 918-AR-1. CHECKLIST FOR SCHOOL-PARENT AND FAMILY MEETINGS

Each District school operating a Title I program will hold an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of Title I programs and to inform them of their right to be involved. Parents and family members will be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members will be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.

The schools with Title I programs will offer a flexible number of meetings, which will be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, childcare costs or home visits.

Development, implementation and maintenance of School-Parent and Family Compacts (school compact), Title I programs, the Title I Parent and Family Engagement Policy and the Title I Plan must be accomplished with meaningful engagement with parents and family members of students participating in Title I programs.

The Superintendent will designate an employee within each school conducting a Title I program to be responsible for the school's process of obtaining meaningful engagement.

The following checklist includes measures designed to encourage meaningful engagement. The checklist will be completed annually by the designated employee.

- Plan regular meetings throughout the school year with parents and family members to discuss the school-parent and family compact; identify dates, times and places, and persons whose attendance is desired. Offer meetings in the morning and evening, if funds are available, provide transportation and childcare. Conduct home visits related to parent and family engagement as necessary.
- Develop an agenda, built around federal compliance requirements, for meetings to be held with parents and family members, which may include the following items:
  1. An introduction of “where we are now” and an ending that addresses “next steps.”

2. A section informing parents and family members of their school's participation under Title I and to explain Title I requirements regarding parent and family engagement, including the right of parents and family members to be involved.
3. A section describing and explaining the curriculum in use at the school, forms of academic assessment used to measure student progress, and achievement levels students are expected to meet.
4. A section for parents and family members to formulate suggestions and to participate, as appropriate, in decisions relating to their child's education.
5. A section to involve parents and family members in the planning, review and improvement of Title I programs, including the joint development of the Title I Plan.
6. A section to address how funds are allotted for parent and family involvement in activities; parents and family members of students receiving services must be involved in these decisions.

Meeting notification requirements include:

- Notifying interested persons about meeting dates, including:
  - Parents and family members of students participating in Title I programs.
  - Staff members.
  - Students participating in Title I programs.
  - School Board members.
  - Media.
  - Coordinators of other federal, state and local programs, including preschool programs.
  - Other \_\_\_\_\_.
- Publicizing the meeting dates, times and locations in accordance with legal requirements and the notice provisions of Board policy 006. It is wise to assume these are open meetings if Board members are expected to attend.

Standard meeting procedures include:

- Providing sign-in sheets for parents and family members attending the meeting.
- Appointing a Recording Secretary to keep meeting minutes.

- Providing copies of working drafts of the Title I Plan, Title I Parent and Family Engagement Policy and/or the school compact, as appropriate, to parents and family members in an understandable and uniform format, and in a language the parents and family members can understand.

The designated school employee will ensure a process of evaluation is conducted, as appropriate to each area, by collectively:

- Discussing and selecting indicators of success, which will be used to measure the effectiveness of, as appropriate, the Title I Plan, programs, Parent and Family Engagement Policy and/or the school compact in improving achievement of academic standards.
- Making recommendations based on the results of the evaluation process to improve academic achievement.
- Identifying barriers to greater participation by parents and family members, with particular attention to parents and family members who are migrants, economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. Use the findings of such evaluation to design strategies for more effective parent and family engagement.

Following the meeting, the designated school employee will:

- Provide status reports to the Superintendent, who will update the Board, including possible recommendations for revisions to the Title I Plan and Parent and Family Engagement Policy.
- Revise the applicable school-parent and family compact, Title I Plan, and Parent and Family Engagement Policy as necessary.

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## 918-AR-3. SCHOOL-PARENT AND FAMILY COMPACT

### CENTENNIAL SCHOOL DISTRICT Individual School Name

This School-Parent and Family Compact has been jointly developed with parents and family members, and outlines how parents and family members, school staff, and students will share in the responsibility for improved student academic achievement, and the means by which the school and parents and family members will build and develop partnerships to help their children achieve the state's academic standards.

#### SCHOOL COMMITMENT

As a school we are committed to supporting student learning by:

- Providing high-quality curriculum and instruction in a supportive and effective learning environment that enables students participating in Title I programs to meet the state academic standards.
- Addressing the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum:
  - Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual student's achievement.
  - Frequent reports to parents and family members on their child's progress.
  - Reasonable access to staff, and
  - Ensuring regular two-way, meaningful communication between family members and school staff, including providing information and school reports in a format and in a language that the parent and family member can understand.
- Providing parents and family members opportunities to volunteer and participate in their child's class, and to observe classroom activities.
- Treating each student with dignity and respect.

- Striving to address the individual needs of each student.
- Acknowledging that parents and family members are vital to the academic success of their children.
- Taking steps to provide a safe, positive and healthy learning environment.
- Assuring that school staff communicate clear expectations for performance of both students and parents and family members.
- Providing professional development for staff.

#### PARENT AND FAMILY COMMITMENT

As parents and family members, we are committed to supporting our children's learning by:

- Creating an atmosphere that supports learning by conducting activities at home to continue classroom learning.
- Volunteering in the classroom, at school activities and events.
- Participating, as appropriate, in decisions relating to the education of our children and positive use of extracurricular time.
- Attending school meetings, functions and conferences.
- Communicating with teachers at conferences, by phone, by email and by attending Title I parent and family workshops.
- Being aware of Board policies and school rules.
- Monitoring school attendance and school arrival times.
- Making sure that homework is completed.
- Encouraging student involvement in school activities held during and after school.
- Reinforcing positive behavior.

#### STUDENT COMMITMENT

As students, we are committed to being responsible and taking ownership of learning by:

- Coming to school each day on time and ready to learn.
- Reading at home.

- Completing homework assignments.
- Taking home and returning necessary school papers and forms.
- Maintaining a positive attitude toward school.
- Being respectful to students, staff and property.

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