

## Los Puentes Charter School

### Title I 2016-2017 Family Engagement Process and Procedural Directive

The [Los Puentes Charter School Title I Department](#) shall publish a Family Engagement Support Agreement that informs parents/legal guardians of the ways the Department supports Family Engagement at the school. The Family Engagement Support Agreement shall be the response to parent/legal guardian requests for a shorter, more understandable document explaining the work of the Title I Department in providing Family Engagement support. The following items explain in detail the bulleted items that are contained in the Family Engagement Support Agreement.

1. The Title I Department shall notify parents/legal guardians, through the school website and information brochures, of their right to be involved in the review and improvement of the Title I program, and of the fact that the Title I Program Plan becomes part of the *School's Consolidated Application*.
2. The Title I Department shall provide support and technical assistance to [Title I schools](#) in posting to their website in a Word or PDF format. An alternate format will be provided in hard copy available in the school office.
3. The Title I Department, through orientation, monthly professional development, and ongoing onsite support, shall provide support and technical assistance to Title I schools in planning and implementing effective family engagement activities focused on the improvement of student academic achievement in reading, math, science, and overall school performance.
4. The Title I Department shall build the schools' and parents'/legal guardians' capacity for strong family engagement by:
  - a. Providing materials and resources to schools to assist them in helping the families of students being served in Title I schools to understand state standardized and school assessments, and how to access information on their child's progress.
  - b. Providing materials to schools, such as Family Reading Party books and materials and DVD's for checkout on various parenting topics.
  - c. Providing materials and information at the monthly Title I Family Engagement Professional Development meetings regarding best practices in how to build relationships and have two way conversations with parents/guardians, how to develop a welcoming environment, and how to encourage parents/guardians to access school resources and increase participation/engagement at the school.
  - d. Providing support and professional development to Title I Principals and office staff regarding best practices in creating a welcoming environment.
  - e. Providing information to schools on how to access services from the APS Translation Services program in order to develop materials, as much as is practical, for parents/guardians in a language they can understand.
  - f. Providing a Family Engagement Parent Liaison to provide professional development and resources to assist parents/guardians in planning and carrying out effective family engagement activities.
5. The Title I Parent Liaison shall collaborate with other staff members and community organizations to maximize results for family engagement.
6. The Title I Department Family Engagement Program shall hold parent/legal guardian meetings annually with the purpose of reviewing and/or revising the School's Family Engagement Support Agreement and the Title I School's Family Engagement Process and Procedural Directive.
  - a. The Title I Department, in collaboration with the [APS Office of Accountability and Reporting \(OAR\)](#) shall collect and analyze data from parent/legal guardian surveys to determine Best Practices in Family Engagement within the district and to share that information with all Title I schools. The information shall be made available on the LPCS website.

***Parents are children's first and most influential teachers.***

**FILING A COMPLAINT:**

The Title I department shall accept and investigate complaints from organizations or individuals with respect to applicable or covered programs. The complaint shall:

- 1) be written;
- 2) be signed by the complaining party or his or her designated representative;
- 3) contain a statement that the department has violated a requirement of a federal statute or regulation that applies to the program; and
- 4) contain a statement of the facts on which the complaint is based and the specific requirement alleged to have been violated.

**IMPARTIAL REVIEW AND DECISION:**

- A. Upon receipt of a complaint, the Title I department shall acknowledge receipt of the complaint in writing and shall:
  - 1) conduct an impartial investigation which shall include a review of all relevant documentation presented and may include an independent on-site investigation; and
  - 2) give the complainant the opportunity to submit additional information, either orally or in writing, about the allegations in the complaint; and
  - 3) review all relevant information and make an independent determination as to whether the Title I department is violating a requirement of an applicable federal statute or regulation.
- B. A written decision, which includes findings of fact, conclusions and the reasons for the decision, and which addresses each allegation in the complaint, shall be issued by the Title I Department and mailed to the parties within sixty (60) calendar days of receipt of the written complaint.

**For a complete version of the State of New Mexico Complaint Procedure, see [NMAC 6.10.3](#).**

**Administrative Position:** Governing Council President

**Department Director:** Title I Parent Liaison/Title I Family Engagement

**References:**

Legal Cross Ref.: Section 9101(32), ESEA  
NMAC6.10.3

Board Policy Cross Ref.: [KB Family and Community Engagement](#)

Procedural Directive Cross Ref.: Title I 2016-2017 District Family Engagement Support Agreement

**NSBA/NEPN Classification:** KB

Adopted: January 28, 2010

Revised January 21, 2016