

Cesar Chavez Community School

A-12 Title 1 Parent and Family Engagement Procedure

Date Adopted: 10-27-2020

Date(s) Revised: _____

The CCCS Title 1 Parent and Family Engagement Policy shall be made available to the school community and may be amended or updated periodically to meet the changing needs of parents and the school. All parents shall be notified of their right to be involved in the review and improvement of the Title I program, and of the Title I Program Plan.

CCCS will convene at least one annual meeting to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of Title 1 and the right of the parents to be involved. The school will work to provide translation services as necessary during meetings to accommodate parents' language needs.

CCCS will work to involve parents, in an organized and ongoing way, in the planning, review, and improvement of programs under this part, including the parent and family engagement policy and the joint development of the schoolwide Title 1 programs.

CCCS Title 1 Programs shall work in collaboration with all CCCS departments and initiatives to maximize results for students.

CCCS shares responsibilities with parents and students for achieving state standards and high student achievement.

It is the school's responsibility to:

- (1) provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to make substantial progress and meet the challenging state academic standards;
- (2) provide information and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the students' achievement levels;
- (3) plan and implement effective student and family engagement activities focused on the improvement of student academic achievement in reading, math, science, and overall school performance;
- (4) address the importance of communication between teachers and parents on an ongoing basis through:
 - (A) quarterly parent-staff conferences relating to the individual student's progress and achievement;
 - (B) reasonable access to staff, opportunities to volunteer and participate in their child's school;
 - (C) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

It is the parent's responsibility to:

- (1) support their children's learning and attendance; participate in their child's school activities as possible, and participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
- (2) address the importance of communication between teachers and parents on an ongoing basis through:
 - (A) attending quarterly parent-staff conferences relating to the individual student's progress and achievement;
 - (B) participating in school activities wherever possible
 - (C) ensuring regular two-way, meaningful communication between family members and school staff.

To ensure effective involvement of parents, and to support a partnership among the school, parents, and the community to improve student academic achievement, CCCS:

- (1) shall provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- (2) shall provide materials and support, as needed and available, to help parents to work with their children to improve their children's achievement;
- (3) shall support and inform teachers, instructional support personnel, principals, and other school leaders, about the value and utility of contributions of parents, and about ways to reach out to, communicate with, and work with parents as partners, and build ties between parents and the school;
- (4) shall ensure that information related to school and parent programs, meetings, and other activities is communicated to the parents of participating, to the extent practicable, in an accessible format and language that parents can understand;
- (5) may arrange school meetings at a variety of times, or conduct home-visits, or telephone or remote conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- (6) shall provide such other reasonable support for parental involvement activities under this section as parents may request.

SUBMITTING A TITLE 1 COMPLAINT: CCCS Title 1 Coordinator or School Leader 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, CCCS 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 CCCS and mailed to the parties within sixty (60) calendar days of receipt of the written complaint.

CCCS Governance Council President Signature

Date