

**Chaparral Elementary School
School Family Engagement Policy (SFEP)
2017 – 2018**

Chaparral Elementary School is classified as a Title I School; therefore, all students are eligible to participate in all aspects of the school wide program, as appropriate. Students are identified to receive services based on criteria established by Chaparral Elementary. However, the statute requires schools to address the needs of the lowest achieving students and those at risk of low achievement and provide additional services to those students. Chaparral Elementary School will provide all parents adequate and multiple opportunities to be involved in the planning, implementation, review and improvement of the Title I program in accordance with Section 1118 of the Title I Law:

Chaparral Elementary Responsibility and Commitment to its Students and Parents

1. At the beginning of the school year a meeting for parents will be convened at Chaparral Elementary School to explain our school’s curriculum and programs. Parents will be provided the following:

- a) The verification of their child’s participation in the Title I program
- b) A copy of the Title I District Policy
- c) A copy of the School Family Engagement Policy (SFEP)
- d) A copy of the School-Parent Compact
- e) Explanation of the program of instruction offered by Title I
- f) An invitation to volunteer at Chaparral Elementary
- g) School performance profiles

2. Parents will be invited to participate in decisions that improve student achievement, including the Title I Program Plan, Educational Plan for Student Success, School Family Engagement Policy, and School Compact. Parents will be notified of these meetings as indicated in Table 1:

Table 1. Method of Communication

Newsletters, which will include a calendar showing monthly events.
Letters, notices, and reminders sent home
Chaparral Elementary School Marquee
School website and e-mail notifications
Telephone call through School Messenger
Home-School Communication Folders, which include agendas

- a) All written notifications from Chaparral Elementary will be printed in a format and language that are accessible to families in our school community. All general meetings will have an interpreter available.
3. Parents will be provided the following information at Parent/Teacher Conferences', which are formally scheduled in the fall and spring of each school year. Table 2 indicates required information to be made available and discussed. Parents will be invited to provide suggestions, participate, and make decisions for their child's education at any of the activities/events listed in Table 2.

Table2. Required Information handed out, discussed or available at Parent/Teacher Conferences

Explanation of the measurement administered:
Standards-Based Report Card <ul style="list-style-type: none"> • Individual student assessment results • Students' academic and behavioral strength and weakness • Expectations of student achievement according to State Performance Standards
Items to be presented at Parent/Teacher Conferences:
<ul style="list-style-type: none"> • Standards-Based Progress Reports • Data Folders • Student Work Samples
Items to be presented at Open House:
<ul style="list-style-type: none"> • State and District Assessments and School Expectations • Curriculum • APS Volunteer Background Information

Parent Involvement Activities

4. Chaparral Elementary School will involve parents, which has been demonstrated to improve their children's achievement, with methods including, but not limited to, the following:
- a. Displays will be posted for parents and visitors to view in different locations around the school, including.
- i. Hallways outside student classroom
 - ii. Hallways throughout the school building
 - iii. Cafeteria

5. Chaparral Elementary will provide training for staff in creating a family friendly environment and will explain how parents/guardians can have input into the process.
6. Chaparral Elementary School will provide events to improve student achievement with support of family members to include the following:
 - a. Science Night
 - b. Math Night
 - c. Open House
 - d. Other Family Trainings and Workshops
7. Parents will be notified of scheduled Chaparral Elementary School activities by means addressed in Table 1. All sponsored activities provided will have opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information in a language and form that parents may understand.
8. Annually in the spring, Chaparral Elementary School will provide a meeting for staff and families to detail the projected budget and budget impacts for the next school year.

Parents' Rights to Review Staff Qualification

9. Parents may request, and Chaparral Elementary School Staff will make available, information regarding the professional qualifications of classroom teachers, to include at a minimum the following:
 - a) Whether the teacher has met state qualification and licensing criteria for grade levels and subject area in which the teacher provides instruction.
 - b) Whether the teacher is teaching under emergency or other provisional statues through which State qualification or licensing criteria have been waived.
 - c) The Baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - d) Whether their children are provided services by paraprofessionals and, if so, their qualifications.
 - e) Parents will be notified if their child is assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents' Rights to notification of staff and teacher change.

10. Parents will be notified within five school days if there is a change in Senior Staff, such as the Principal and Assistant Principal, or if there is a change in their child's teachers.

Parents' Rights to Submit Comments

- a. Parents are invited to submit comments and suggestions to the Chaparral Elementary School Administration on its school wide program when the plan is made public.
- b. If the parent is not satisfied with the school wide plan, the parent may comment or offer suggestions in writing and submit them to the principal or the family advocacy representative or parent liaison.
- c. If the adjudication of comments and or suggestions to the school wide plan is not satisfactory to the parents of participating children, parents may submit any comments on the plan to the district.