

## **Capitan Municipal Schools District Wide Parental Involvement Policy**

*In support of strengthening student academic achievement, each local educational agency (LEA or school district) that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA) (district wide parental involvement policy). The policy establishes the LEA's expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities, and is incorporated into the LEA's plan submitted to the State educational agency (SEA).*

### **PART I. GENERAL EXPECTATIONS**

The Capitan Municipal Schools agrees to implement the following statutory requirements:

\*The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

\*Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

\*The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA. \*In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

\*If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

\*The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

\*The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

*(A) that parents play an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

\*The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT  
REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT  
POLICY COMPONENTS**

1. The **Capitan Municipal School District** will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

*Capitan Municipal Schools will meet in the fall to inform parents of their school's participation in a Title I program. Parents will be encouraged to participate in the planning, review, and improvement of the school parental involvement policy and will jointly develop a school-wide program under section 1114(1)(2). Parent comments and suggestions will be welcomed and a written copy kept with supporting documents. The Title I meeting will be organized by the Title I Director, held in conjunction with the Capitan PTA meeting, and supporting documents will be kept in the Administration Office.*

2. The **Capitan Municipal School District** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

*A minimum of two meetings will be scheduled in which all parents will be invited. These meetings will be held in conjunction with the Capitan PTA meetings so all interested parents can attend. Parents will be encouraged to formulate suggestions and to participate, as appropriate, in the decisions relating to the education of their children. These meetings will be organized by the Title I Director and the PTA president. Supporting documents will be kept in each office and the administration office. Copies of supporting documents will be provided to parents upon request.*

3. The **Capitan Municipal School District** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

*Resources from the Working Together Tool kit provided by the New Mexico Public Education Department, Center for the Education and Study of Diverse Populations (CESDP), the Southwest Educational Development Laboratory, and Parent Information Resource Center/Parents Reaching Out will be used by teachers, encouraged, and supported on a regular basis. A list of Researched Based Resources can be found on the Capitan Municipal Schools website at [www.capitantigers.org](http://www.capitantigers.org) under District Programs. The Capitan Municipal*

*Parental Involvement Policy Revised 2018*

*School district is dedicated to providing a high quality curriculum and instruction in which is delivered by highly qualified personnel. The instruction will be carried out in a supportive and effective learning environment that enables children being serviced under Title I guidelines to meet the State's academic achievement standards.*

4. The **Capitan Municipal School District** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:

*Capitan Municipal Schools currently service our 3 and 4 year old students through the Head Start Program. At this time the 3 and 4 year old program is housed with the Capitan Head Start and activities throughout the year are coordinated between the two programs. Capitan Municipal School District constantly explores programming options to enhance learning opportunities for students.*

5. The **Capitan Municipal School District** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

*Surveys will be conducted throughout the year and used to identify barriers to parental participation. Once needs are identified, the staff and parents will work together to allow for greater participation. Title I program surveys, Quality of Education surveys, and surveys designed by the National PTA for a Roadmap to Excellence will be given and analyzed for parental involvement. The survey findings will be used to design strategies for more effective parent involvement. Problem areas will also be identified and addressed during parent/teacher conferences, parent meetings, and monthly PTA meetings. This will allow feedback and input on parent involvement practices and policies.*

6. The **Capitan Municipal School District** will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators

*Capitan Municipal Schools will hold Reading/Math nights to assist parents with instructional techniques that can be used with their child in the core academic areas at home. Parents will be encouraged to participate to bridge the gap between home and school. Capitan Municipal Schools will incorporate a data workshop into math night to assist parents with learning how to interpret test data and help their child with any academic deficits. Programs and strategies will be suggested and encouraged. After each assessment is administered, parents will be provided with the proficiency scores and assessment results in a timely manner. Parents will be encouraged to attend parent/teacher conferences to discuss their child's progress and strategies to assist them at home. Teachers will attend various workshops throughout the year to stay current with the latest reading and math strategies. Capitan Municipal Schools currently uses Istation, Kahn Academy, and the NMPARCC for district and state assessments. The current curriculum for reading/language arts instruction is Advanced Benchmark. Pearson's EnVision Math and McGraw Hill Education are used for core math instruction.*

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

*Parents will be offered training to access their child's Power School Account, Cafeteria My Meal Pay Plus, and the Tiger School Web-Site in which a special tab is dedicated to Title I Parent Involvement and Available Resources. Parents will be encouraged to read the grade level Newsletters that offer assistance and tips for improving their child's academic performance. The school will offer reading and math strategies and techniques through the Reading and Math night activities.*

- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

*Administrators and teachers received training on how to analyze data and use it to drive instruction. Parents are provided with the tools to interpret test results and team with the school for student improvement. All testing data is shared with parents and students along with goals and benchmarks. Data is also discussed and shared through student led Parent/Teacher conferences. Parents are provided instructional strategies through newsletters, the web site, and math/reading nights.*

- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

*Capitan Municipal Schools will hold different activities for parent involvement. The Capitan PTA has teamed up with the Parent Advisory Council to focus on and encourage more parent participation. Activities include but are not limited Reading/Math Night, Parent/Teacher conferences, and Child Find. Parents may also receive information on Researched Based Resources by accessing the Capitan Municipal School's Website. [www.capitantigers.org](http://www.capitantigers.org)*

- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

*In working to meet the goals set forth in the National PTA School of Excellence Roadmap to Excellence, Capitan Municipal Schools is dedicated to meeting the needs of our students' parents. Communication sent home will be sent in the language the parents can understand to the extent practicable.*

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## **DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT**

### **PART III**

#### **POLICY COMPONENTS**

**NOTE:** The District wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.

\* \* \* \* \*

**PART IV. ADOPTION**

This District-Wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was reviewed by the **Parent Advisory Board on 11-26-2018 and the Capitan Municipal School Board on 12-17-2018** and will be in effect for the period of January, 2019 to January, 2020. The school district will make available this policy to all parents of participating Title I, Part A children on or before January 31, 2019. The policy can also be accessed through the Capitan Municipal School's website at [www.capitantigers.org](http://www.capitantigers.org)



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Patti Nesbitt

Interim Superintendent of Capitan Municipal Schools

12-17-18

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Date



## **PART V. School-Parent Compact**

***NOTE: Each school receiving funds under Title I, Part A of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent compact jointly with parents for all children participating in Title I, Part A activities, services, and programs. That compact is part of the school's written parental involvement policy developed by the school and parents under section 1118(b) of the ESEA. The compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.***

### **SCHOOL-PARENT COMPACT**

***The Capitan Municipal Schools, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.***

### **SCHOOL-PARENT COMPACT PROVISIONS**

#### **School Responsibilities**

**The Capitan Municipal 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:**

***Capitan Municipal Schools are dedicated to providing a high quality education that meets the rigor and requirements of the New Mexico Common Core State Standards. All core instruction will be delivered by highly qualified instructors. The learning environments are supportive and effective to enable our students to achieve at their highest potential.***

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**

*Parent-teacher conferences will be held twice per year. The conferences will be scheduled at the end of the first quarter grading period and then again at the end of the third quarter grading period. Parents will be encouraged to communicate frequently with their children's teachers concerning their academic progress.*

- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

*Parents will be provided with progress reports reflecting their child's progress mid-way through each quarter grading period and encouraged to schedule a meeting if they believe their child is not making sufficient progress. Parents will also be provided assessment results in a timely manner. Assistance with the interpretation of the assessment results will be offered or accompanied with each assessment.*

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

*Parents will be encouraged to attend parent-teacher conferences. Capitan Municipal Schools will also encourage parents to volunteer in the classrooms, observe and/or participate in classroom activities, and make an appointment with their child's teacher if concerns arise.*

- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

*Parents will be encouraged to volunteer and participate in their child's class. They will be encouraged to observe classroom activities and participate whenever appropriate. Parents will be encouraged to attend Reading and Math nights to learn strategies to assist their child at home.*

### **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways by:**

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring amount of television my child watches.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Provide time for my child to read at least 30 minutes each day outside of the classroom.*

- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, 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 to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Know my academic level and be able to discuss my progress.*

I have read the above School- Parent Compact and agree to uphold my responsibilities:

Student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

Title I Teacher: \_\_\_\_\_

Principal: \_\_\_\_\_