

2016-2017

APS Title I School Family Engagement Policy Guide

The School Family Engagement Policy (SFEP) is a **brochure** or other family friendly document for parents/guardians **promoting** the ways your school is carrying out the requirements of Section 1118.

SFEPs documentation for Title I can be combined with your compact and does **not** require separate meetings or documents unless they are done separately.

- SFEP and compact must be reviewed/revise **yearly**
- **Date of review/revision** and **school year** must be included in the document
- **Documents to send to your Title I department Resource Teacher**
 ___flyers/invitations to parents/guardians ___ sign in lists ___ minutes of meeting ___ agenda
 ___copies of SFEP in all languages distributed to school community
- **SFEP should be easy to read, and a selling tool for the great things your school is doing with parents**
- **Involves parents/guardians and school community in the joint development of the SFEP**, this process **values families** as equal partners in the academic success of the students
- SFEP is in a variety of formats and languages as needed in school community
- Has been **approved** by your school administrator for distribution to school community

Essential Components:

1	(Elementary requirement) indicate that the school Integrates parent activities with other community programs; Providing transition activities for families of Even Start, Head Start, and/or State-funded preschool programs, offering after school programs to students and families. (Optional for Secondary) indicate the programs they integrate with such as: CNM, Sandia Labs, and after-school programs.
2	Inform parents/guardians of the Title I Annual Meeting , which will give parents/guardians an opportunity to learn of their rights and responsibilities and to participate in the programs offered at their school.
3	Identify opportunities to support parents/guardians. This includes Training and workshops that will be offered on a variety of dates and times and in a language, when possible, that parents/guardians understand). i.e.: <ul style="list-style-type: none"> • Common Core State Standards • Math, Reading and Science programs • State and District Assessments and school expectations • graduation requirements (high school) You do not need to list all events or the dates for events if they are not yet established.
4	List opportunities for parents/guardians to volunteer , provide training for parents/guardians and community members to create a vibrant volunteer program to increase student success. List a person for parents to contact if they would like to volunteer.
5	List ways that the school staff and families communicate on regular basis (2 way communication) not just a newsletter.
6	Involve parents as partners: <ul style="list-style-type: none"> • Involve parents/guardians in the development of this policy and in the planning of family events at school to improve academic achievement of their students • List ways that families can make suggestions and participate in decisions that improve student achievement at their school, including the Educational Plan for Student Success(WebEPSS) and the Title I Program Plan • Includes the ways the school provides training for staff in creating a family friendly environment and explains how parents/guardians can have input into that process