



## Albuquerque Public Schools

### Title I 2015-2016 District Family Engagement Process and Procedural Directive

The [Albuquerque Public Schools Title I Department](#) shall publish a Family Engagement Support Agreement that informs parents/legal guardians within the district of the ways the Department supports Family Engagement at the schools and within the district. 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 to participating Title I schools. 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 Title I website and information brochures, of their right to be involved in the development of the Title I program, the review and improvement at their school, and of the fact that the Title I Program Proposal becomes part of the *District Consolidated Application*.
2. The Title I Department shall provide support and technical assistance to [Title I schools](#) in posting to their websites, and updated twice yearly, the [School Web EPSS](#) 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 parent involvement 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 standards, district 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 Resource Teacher to provide professional development and resources to assist schools and parents/guardians in planning and carrying out effective family engagement activities.
5. The Title I Department's Family Engagement Program shall collaborate monthly with the [Student, Family and Community Supports Department](#), to share best practices and coordinate family engagement strategies.
6. The Title I Department Family Engagement Program shall hold parent/legal guardian meetings annually with the purpose of reviewing and/or revising the District Family Engagement Support Agreement and the Title I District Family Engagement Process and Procedures.
  - a. Parents/legal guardians shall be asked to discuss barriers to parent/legal guardian involvement and their input is shared with Title I schools.

- b. The Title I Department, in collaboration with the [APS Department of Research and Evaluation](#), 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 Albuquerque Public Schools website.
  - c. A committee shall meet to review the parent/legal guardian input, make revisions as necessary and provide parents/legal guardians the opportunity to respond to the final version.
7. Title I Resource Teachers shall monitor parent/legal guardian involvement during their compliance visits bi-annually. The Title I Department's Family Engagement Program also shall provide schools with information about parenting DVD's, childcare, and translation services, as well as how to develop meaningful engagement of parents/legal guardians in goal teams, and other parent/legal guardian opportunities.

***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:** Chief Academic Officer

**Department Director:** Title I Executive Director/Title I Family Engagement

**References:**

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

Board Policy Cross Ref.: [K.01 Community Involvement](#)

Procedural Directive Cross Ref.: Title I 2015-2016 District Family Engagement Support Agreement

**NSBA/NEPN Classification:** KB

Adopted: January 28, 2010

Revised January 23, 2015