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**CAPT. J.L. CHAPIN HIGH SCHOOL**

**SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY**

**2023-2024**

Capt. J.L. Chapin High School understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

● Parents and families play an integral role in assisting their child’s learning

● Parents and families are encouraged to be actively involved in their child’s education at school

● Parents and families 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

Capt. J.L. Chapin High School agrees to implement the following requirements as outlined by ESSA Section 1116:

**A. ANNUAL TITLE I MEETING**

Capt. J.L. Chapin High School will hold an Annual Title I Meeting for all parents across the district within the months of August and September. An optional meeting will be held in the month of either Jan or Feb to include parents of students’ enrolled mid-year. At least one meeting will be convened during the AM and one during the PM to accommodate parent schedules.

**B. FLEXIBLE NUMBER OF MEETINGS**

Capt. J.L. Chapin High School will offer a flexible number of parent engagement meetings at convenient times for families, such as meetings in the morning or evening. If needed and funds are available, transportation and child care within school shall be provided to parents to increase parental involvement.

**C. JOINTLY DEVELOPED**

Capt. J.L. Chapin High School will meet with parents and stakeholders at the beginning of the year. During this meeting, parents will receive information about the school’s Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to the school administrator. The plan will be sent home with students at the beginning of each school year, available during Parent/Teacher conferences and posted to the school’s website.

**D. COMMUNICATION**

Capt. J.L. Chapin High School will present the Parent and Family Engagement Policy to parents at each campus meeting and post the policy, in languages pertaining to our student population, on the campus website page, [www.episd.org/chapin](http://www.episd.org/chapin), once Chapin CIT Committee has approved the policy. You may also access the EPISD District Family Engagement Policy in English/Spanish by visiting their website at [www.episd.org](http://www.episd.org) and clicking on the following tabs and links: Departments →Family Engagement → Title I documents →EPISD Family Engagement Policy 2023-2024.

Parents will be involved in planning, reviewing and improving the policy through a yearly review. All parents will have the opportunity to participate in this review.

Campuses will distribute the Parent and Family Engagement Policy at parent conferences, family nights, and will make the policy available at the beginning of the year and all other parent and community events, as well as post the approved policy on their website.

Our campus will use a variety of communication avenues including student/parent emails, social media, phone calls, parent newsletters, parent conferences, parent meetings, family nights, the TISD automated phone system, school marquee, EPISD Blackboard, and the district website to keep parents informed of information related to school and parent programs, students’ expected proficiency levels, meetings, and other activities.

**E. DISSENSION PROCESS**

Parents will have the opportunity to submit any comments/concerns to the El Paso Independent School District office if the school wide plan and/or parent and family engagement policy is not satisfactory to parents.

Any comments/concerns should be sent to the Executive Director of Equity & Stakeholder Engagement, Mr. Ray Lozano, [rslozano@episd.org](mailto:rslozano@episd.org) or by phone at 915-230-3017.

**F. SCHOOL-PARENT COMPACT**

Capt. J.L. Chapin High School will jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state’s high standard and how the plan is used, reviewed, and updated.

Capt. J.L. Chapin High School will hold an Annual Title I School wide parent meeting during the months of August and September to review and discuss any needed changes to the jointly developed school compact. In the spring of each school year, Capt. J. L. Chapin High School will review this document and revise as necessary for the coming year. Using this method of updating the compact, campuses will elicit feedback from students, faculty, and families in the spring and fall of each year.

**G. BUILD CAPACITY OF PARENTS**

Capt. J. L. Chapin High School will build the parents’ capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement. For the 2023-2024 school year the following Parent and Family Engagement meeting opportunities will be available to help assist parents of children served by the school:

● Campus Title I Meeting – details about Title I services, the Parent and Family Engagement Policy, and the school compacts will be discussed and attendees will be asked to provide feedback.

● State Testing - the Campus Testing Coordinator will provide a brief overview for parents of the required state assessments including information related to

* 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 Title I
* how to monitor their child’s progress, and
* how to work with educators

● Family nights for specific grade level information and other topics that are pertinent to student’s 9th - 12th grade.

● Campus Improvement Council meetings held will include parents in the development of the district and campus improvement plans.

● English Learner parent and family nights will be planned throughout the year and translators will be available at the campus level for parents as needed.

● Dyslexia and Autism parent and family nights and workshops are scheduled at the district level to be offered and will provide parents with materials and resources to ensure student success.

● Parents are provided opportunities to attend select training and conferences for increasing their knowledge and awareness through coordination of Federal, State, and local programs.

\*NOTE: When appropriate, meetings may be held virtually and/or information be presented virtually.

**H. ACCESSIBILITY**

Capt. J.L. Chapin High School will ask parents to work within the community to garner support for events such as family nights, parent workshops, parent conferences, and various other parent events. Surveys will be sent out to parents to gather input from parents regarding topics of need and to identify barriers to parent participation. Parent workshops will be held as needed (interpreters will be available to assist with non-English speaking parents and/or parents with disabilities) to encourage parental involvement in academia. Training Sessions will be announced to family and community members via newsletters, social media, phone calls, blackboard, school marquee, and the school website. We will hold Partners in Education Meetings for parents. EPISD will also maintain a district data site for parents to access student grades and attendance at any time. (Parent Portal and Parent Access to Schoology) Our campus maintains normal business hours and welcomes feedback in the form of personal visits, conferences, emails and phone calls. Please note, appointments are preferred so that parents may be offered our full attention.

**I. STATEWIDE INITIATIVE**

Texas has established a Parent and Family Engagement Initiative hosted by the Region 16 Education Service Center. The website is <https://www.esc16.net/apps/pages/PFETexas>

The Department of the Executive Director of Equity & Stakeholder Engagement, EPISD, Mr. Ray Lozano, rslozano@episd.org or by phone at 915-230-3017, is responsible for assisting campuses with the review and publishing of this policy. Please contact with any comments or suggestions. Please refer to the district website <https://www.episd.org> for information on how to become a school volunteer, parent handbooks, calendars of school events, or talk to your school principal about opportunities to serve on committees or participate in other parent opportunities or your school Parent Liaison, Bonnie Logsdon, [brlogsd6@episd.org](mailto:brlogsd6@episd.org)