



# Chaparral High School

3850 Annie Oakley Drive - Las Vegas, Nevada 89121 - 702.799.7580  
Mr. Lolo James, Principal

## PARENT AND FAMILY ENGAGEMENT POLICY 2017-2018

Students who are the most successful have parental and family support at home and the support of teachers and staff at school. The purpose of the Parental and Family Engagement Policy is to invite parents, guardians and families to jointly develop a policy and participate in consistent, two-way, and meaningful communication with teachers, staff and administration. Chaparral High School believes parents, guardians and families play an integral role in assisting their child's learning, and should have the opportunity to be involved in student academic learning and other school activities. This policy has been jointly developed and agreed upon by Chaparral High School staff, parents and community members served in the school pursuant to Title I. Chaparral High School convenes an annual meeting at a convenient time for everyone to evaluate this policy. This meeting was held on September 26, 2017. The Parent Involvement Policy will also be made available to the community via the school website.

- I. Chaparral High School will involve parents and family members in the joint development or revision of the school's parent and family engagement plan by:
  - A. Chaparral High School will hold an annual meeting in September of the current school year. Meetings will be scheduled in the morning and in the afternoon to allow for flexible meeting times. Parents and families will be offered the opportunity to request support with attending the meeting if transportation, child care, or other situations impede them from attending the meeting. Parents will be notified of the meeting via a Parentlink call notifying them of the meeting times. A meeting was held on Wednesday, September 26, 2017 at 10:00am and 5:30 pm.
  - B. Chaparral High School reviewed the 2016-2017 District Wide Parent Survey results located on Datalab with parents, guardians and families to develop the parent and family involvement policy. Survey results and feedback were used to write the 2016-2017 Parent and Family Involvement Policy and to meet the needs identified. Specifically, efforts will be made to improve parent and family communication regarding their child's school. Monthly Parent Advisory Committee meetings will be scheduled both in the morning and afternoon to encourage more involvement.
- II. Chaparral High School will involve parents, guardians and families in the process for planning and reviewing the Title I Plan, School Performance Plan and the Parent and Family Engagement Policy. All 2017-2018 plans included parents/guardians during the 2016-2017 planning meetings as documented by the sign-in sheets.
- III. Chaparral High School's Educational Involvement Accord is part of the online registration process through Infinite Campus. Parents must review Accords prior to completing their child's registration. Administrators and teachers will have access to the Accords when needed for parent/student conferences or other occasions. Every effort will be made to ensure all students' online registration process is completed online. Administration and staff will provide assistance, as appropriate, in understanding topics including:
  - School curriculum
  - Grading practices and policies, achievement standards assessments
  - Progressive discipline
  - Monitoring student progress
  - School performance framework
  - Clark County School District Policies and Regulations
  - Attendance
  - Graduation requirements
  - College and career readiness
  - Free Application for Federal Student Aid- FAFSA
  - High Stakes Tests
  - End of Course Exams- EOC
- IV. Chaparral High School will build parent, guardian and family capacity for involvement in order to improve student academic achievement through the activities listed below. Chaparral will collaborate with the school's on-site wraparound services which include GEAR UP, Communities in Schools and Jobs for America's Graduates, to plan, organize and invite families to different activities. Additionally, Department Chairs and school committees will plan, organize and invite families to family engagement nights and trainings.
  - A. Chaparral High School will provide assistance to parents, as appropriate, in understanding topics including:
    - The state's academic content and achievement standards.
    - State and local assessments.

- The requirements of Title I.
  - How to monitor their child's academic progress.
  - How to work with school staff to improve student achievement.
  - Provide assistance in understanding how parents/guardians can support children academically.
  - Parent-Teacher conferences.
- B. Chaparral High School will review with parents, guardians and families school wide, state and district policies to help them work with their children to improve their academic achievement and to foster parental and family engagement through the following activities:
- Providing training for parents to receive information and access student progress through Infinite Campus. Training will also include, technology assistance and parent/guardian requested trainings will be addressed.
  - Invitations to parents to volunteer in the school will be posted on the school's website, in the school's newsletter, in the main office and the Gear Up Parent Resource Center.
  - Chaparral High School will provide and distribute the approved Parent and Family Engagement Policy in an understandable language for parents.
  - Develop a system of communication and participation for the community.
  - All communication between the school and parents will be provided in English and Spanish. All acronyms and abbreviations will be defined and explained. Communication will be clear using concise language.
- C. Chaparral High School educates teachers, pupil services personnel, administrators and staff in how to reach out to, communicate with, and work with parent, guardians and families as equal partners, in the value and utility of contributions from parents, guardians and families, and how to implement and coordinate parent programs and build ties between all stakeholders through training and presentation on the topics listed below. Chaparral's administrative team maintains ongoing communication, regarding the importance of parent, guardian and family engagement, during one-on-one conference, PLC meetings, SBCT presentations, department meetings and school committees.
- The value and utility of contributions of parents.
  - How to reach out to, communicate with, and work with parents as equal partners.
  - Implementing and coordinating programs.
  - Building relationships between parents and the school.
- D. Chaparral High School takes actions to ensure that information related to the school is sent to parents, guardians and family members in an understandable and uniform format, including alternative formats upon request and to the extent practicable, in a language that all can understand.
- Meetings will generally be held in the morning and evenings and, when appropriate and available, a translator will be present.
  - Information about parent nights will be shared on the school's website, school newsletter and ParentLink.
- E. Chaparral High School to the extent feasible and appropriate, will coordinate and integrate parent and family involvement programs and activities with other Federal, State and local programs, and conduct other activities that encourage and support parents, guardians and families in more fully participating in the education of their children. Family and student needs will be addressed and coordinated with the support of community partners such as:
- FACES- Family and Community Engagement Services
  - Communities in Schools (CIS)
  - Nevada State College TRIO Upward Bound Program
  - Fulfillment Fund
  - University of Nevada TRIO Upward Bound Programs
  - Title I HOPE
  - Project 150
  - GEAR UP
  - Jobs for Americas Graduates (JAG)
- F. Chaparral High School will provide such other reasonable support for parent, guardian and family engagement activities which parents, guardians and families may request by:
- Providing surveys and suggestions sheets during meetings. The surveys and suggestions are reviewed by Chaparral's administrators, Instructional Coaches and Department Chairs. Appropriate actions will be taken as needed to ensure suggestions and concerns are taken into consideration.

Parent capacity building includes encouraging parents to be actively involved in their child's education at school. 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; and other activities to increase overall student achievement. Chaparral High School has a Gear Up Parent Resource Center on campus which allows parents to access computers, information and additional community resources. Parents are encouraged to volunteer with classroom and school related events which focus on academics and extra-curricular activities.

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Signature (Principal/Department Head)

Date