

Hobbs Municipal Schools
Title 1 Parent – Dispute Policy
By Laws for Meetings

ARTICLE 1: Name of Organization - Title 1 School Advisory Counsel (SAC)

The name of the council shall be called Hobbs Municipal Schools Title 1 School Advisory Counsel.

ARTICLE 2: Purpose

This Title 1 School Advisory Counsel (SAC) is to be composed of staff members and parents of children participating in the Title 1 Program at Hobbs Municipal Schools. This team is *both* advisory and *consultative* by nature. All recommendations made by this Team will be considered, evaluated and addressed. In no way is this Team to set policy and/or procedure. This is the responsibility of the Hobbs Board of Education.

ARTICLE 3: Objectives

- To advise in the planning, implementation and evaluation of the Title 1 Program and its projects. Written recommendations should be directed to the elected chairperson.
- To contribute toward the understanding of the fundamental concepts being taught in Title 1.
- To study the problems of public education and report to the counsel any matter that may help to improve the quality of services offered by Title 1 through the Quality of Education Survey.
- To help promote cohesive two-way communication between the school and parents.

ARTICLE 4: Basic Policies - PARENT INVOLVEMENT

- Parental involvement is the key to a successful Title 1 program. A comprehensive system for involving parents in their child's education includes participation in the Title 1 School Advisory Counsel (SAC), parent conferences, parent compacts, parenting classes, parent questionnaires and other self-studies. Parents are involved in the development of the current policy. Each school had a parent representative at the school level and each of these SAC committees then sent representation to the district "SAC" committee. A variety of opportunities are provided for participation within the actual instructional program. *Parents are encouraged to visit in the classrooms and assist the teachers in multiple activities such as reading stories, sharing their knowledge in specific areas, involving students in small group activities, accompanying students on field trips and such other activities as may be useful for the student.*
- The SAC will concern itself with matters of general interest that enhance the education of all Title 1 Schoolwide projects. Any and all contributing recommendations that are for the benefit of the students will be discussed, evaluated and a vote taken.
- The SAC will not in any way set policy, rules or regulations. The power of this SAC is to recommend.
- The Hobbs Board of Education is recognized as the legally constituted authority over the public schools at the district level.

ARTICLE 5: Membership

- Membership shall consist of all interested staff and parents of children who attend Title 1 School Sites (past or present) in the Title 1 Program.
- Parents of children, who qualify to be a participant and attend an eligible Title 1 school, but are not participants, are also considered members.
- Each member shall be entitled to one vote.

ARTICLE 6: Officers

This Team shall elect three (3) officers to serve as leaders. Officers of this Team shall be:

1. Chairperson
 2. Vice-Chairperson
 3. Secretary
- Officers shall be elected at the first meeting.
 - Officers shall be elected each year for a one-year term. Incumbent members are eligible for re-election provided they have children who are eligible to participate or who have participated in Title 1.
 - Vacant offices shall be filled by election at the next general meeting.

ARTICLE 7: Meetings

Individual Schoolwide Title 1 schools will be required to host at least two (2) general parent meetings during the school year.

- The agenda for each meeting shall be advised and reviewed by the building principal. It will be a combined effort for the District and Title 1 to provide location and staffing for day care during the scheduled meetings. The times for meetings will vary according to the need of those attending. The chairperson may call special meetings when needed.
- The standard agenda for Title 1 presentations at each Title 1 Schoolwide is as follows:
 - Introduction to Title 1
 - Explanation of Title 1 Program and its Objectives
 1. Funding process
 2. Participating schools
 - Importance of Parent Involvement and Support available
 1. Parent/Community Plans
 2. Parent Rights
 3. Written Consent
 4. Parent compact
 5. Parent conferences
 6. VIPs
 - Other programs unique to each location
 - Purpose of the " SAC " Teams as it relates to Title 1
 - Purpose of the ESAC "Effective Schools Advisory Council" Committee
 - New Business

ARTICLE 7: Meetings (continued)

- At the Annual General Parent Meetings the following agenda will be presented.
 1. Fall:
 - Review of the Title 1 Program and its Objectives
 - Brief review of previous meetings (scope and activities)
 - Publicizing Title 1 information
 - Possible by-law revisions
 2. Spring
 - General Title 1 information
 - Review of the District Report Card
 - Report of District-wide testing results grade K-8 for the previous year
 - Review of results from Quality of Education Survey
 - Plan/Discuss/Explain the Title 1 proposals for the next year's programs, EPSS Plans, and building budgets.

- Recommendations and Voting on these proposals
 - Designing, Conducting and tabulating an in-depth review of EPSS
 - New Business
- A quorum shall consist of six (6) or more members.
 - All meetings shall be open to the public.
 - Any eligible member requesting to be on the agenda shall notify the Title 1 Schoolwide/Each Elementary Advisory Team Chairperson seven (7) days in advance of the request.

ARTICLE 8: Grievance Procedures

- Any member of the Team having a complaint or concern about of the Title 1 Program shall follow these procedures:
 1. Discuss the problem with your child's Title 1 Teacher.
 2. Discuss the problem with the school principal.
 3. Discuss the problem with the Assistant Superintendent of Instruction.
 4. If a satisfactory solution is not achieved at this point, the complaint must then be written and submitted to:

TJ Parks, Superintendent
1515 East Sanger Street
P.O. Box 1030
Hobbs, NM 88241-1030
 5. A reply will be made within (30) days after further investigation and/or non-resolution.
 6. If the reply is unsatisfactory, a hearing may be requested before Board of Education.
 7. Any further action beyond the local Board of Education should be directed toward the Public Education Department of New Mexico, the State Board of Education and the Courts.