

# DuBois Area School District

## Parent and Family Engagement Policy/Plan and Procedures

2020-2021

DuBois Area Middle School is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if DuBois Area Middle School and home work together to promote high achievement by our children. Neither home nor DuBois Area Middle School can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to children's success at every step along the way.

DuBois Area Middle School recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. DuBois Area Middle School intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed.

### PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPON

- A. DuBois Area Middle School will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.
  1. (Input from parents during the Parent Advisory Council Meeting in the Fall and the Spring
  2. Input from parents during the Annual Parent Meeting
  3. Input from parents through a needs assessment
- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
  1. Will be held at different times during the day
    - i. Having a daytime meeting and a nighttime meeting as well
    - ii. Ask for method of being reminded
  2. Inform parents of the school's Title I program as well as district assessments and technology
  3. Explain requirements of the program
  4. Explain parent's rights of involvement
- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.
  1. Will be held at different times of the day
    - i. Having a daytime meeting and a nighttime meeting as well
    - ii. Ask for method of being reminded
  2. Will coordinate with PTSA for workshop offerings
  3. Provide child care so parents can attend with ease
- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.
  1. Parents will have the opportunity to plan, review and improve the plan through
    - i. Annual Title I meeting

- ii. Conferences with teachers
  - iii. Needs assessments
  - iv. Parent Advisory Council
  - v. Workshops
- E. Provide parents of participating children—
- 1. Timely information about programs under this part.
    - i. Parents will have the opportunity through
      - 1. Annual Title I meeting
      - 2. Conferences with teachers
      - 3. Needs assessments
      - 4. Parent Advisory Council
      - 5. Workshops
  - 2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
    - i. Parents will have the opportunity through
      - 1. Annual Title I meeting
      - 2. Conferences with teachers
      - 3. Needs assessments
      - 4. Parent Advisory Council
      - 5. Workshops
  - 3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
    - i. Parents will have the opportunity through
      - 1. Annual Title I meeting
      - 2. Conferences with teachers
      - 3. Needs assessments
      - 4. Parent Advisory Council
      - 5. Workshops
- F. If schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.
- 1. Not applicable at this time

**PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

A. During the Parent Advisory Council meeting, the Parent compact will be reviewed and updated

-Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.

A. Parent Teacher conferences are available throughout the school year

- B. At the beginning of the school year, a copy of the compact will be included in the district elementary handbook
- C. At the beginning of the school year, a copy of the compact will be sent home with every Title student

-Provide frequent reports to parents on their child's progress.

- A. Provide parent conferences throughout the year
- B. Reports will be sent home throughout the school year

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

- A. Provide parent conferences throughout the year
- B. Provide workshops and trainings for parents/ guardians

- Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

- A. Forms and releases are created and sent from one central location and dispersed to all schools in the same format
- B. All families of new students complete a Home Language Survey to determine need or translation
  - a. If translation is needed, communications would be translated into their home language through the Transact System

#### BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must:**

- 1) Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
  - a. During the Annual Title I meeting, information is shared with families
  - b. During workshops for their building, information is shared with families
- 2) Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
  - a. Workshops are developed to provide learning opportunities based on input from the Parent Advisory Council
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
  - a. Share with teachers and staff SPAC skit videos during faculty meetings to provide meaningful professional development
- 4) Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
  - a. Sharing DuBois Area School District Title I workshops with other programs
  - b. Coordinating joint workshop opportunities

- c. Make resources available to other programs
- 5) Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
  - a. If translation is needed, communications would be translated into their home language through the Transact System

**The following are allowable activities:**

- 1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
  - a. Use of the SPAC Skit training videos will occur
  - b. Parents will be included on the Act 48 committee to guide professional development opportunities including but not limited to workshops, conferences, trainings, discussion groups
- 2) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
  - a. Title I parents at DuBois Area Middle School can provide input and guidance on the Title I spending for parent involvement activities, workshops, trainings, resources, and assorted materials and services including but not limited to:
    - 1. Child care at meetings
    - 2. Refreshments
    - 3. Transportation
    - 4. Home visit expenses
      - a. Travel
      - b. Books
      - c. Workbooks
      - d. Book bags / containers
      - e. Assorted school-related items (pencils, crayons, stickers, paper, ruler, etc)
    - 5. Workshop needs
      - a. Refreshments
      - b. Child care
      - c. Transportation needs
      - d. Speakers fees
      - e. Workshop site fees
      - f. Workshop organizational needs
        - (i) Folders
        - (ii) Papers
        - (iii) Invitations
        - (iv) Baskets, trays, boxes, or other containers

- (v) Basic school resources such as pencils, crayons, glue, scissors, paper, notebooks, rulers, chalk, black or white boards, poster paper, file folders, pocket folders, etc.
  - g. Presentation specific needs such as transparencies, posters, etc.
  - h. Resources (made available during summer school and regular school year)
    - 1. Books or handbooks for students and/or parents
    - 2. Pamphlets or posters for parents or students
    - 3. Activity resources (needed to complete tasks discussed) and is specific to the speakers' discussion
    - 4. Practice materials
      - a) Flash cards and/or games
      - b) Workbooks
      - c) Assorted grade level appropriate resources
        - (i) Resources for word practice such as flash cards, index cards, word rings, electronic practice games, etc.
        - (ii) Resources for reading fluency such as EZC Readers, bookmarkers, books at various levels, Reader's Theater and other fluency materials, tape recorders, tapes, batteries, and electronic practice games, flash cards, etc.
        - (iii) Resources for mathematics practice such as Math Sharks and other electronic games, flashcards, games, workbooks, hands-on manipulatives, counters, etc.
        - (iv) Enhance the Resource Lending Library at DuBois Middle School
    - 5. Hands-on resources
      - a) Flash cards and/or games
      - b) School resources such as pencils, crayons, stickers, rulers, bookmarks, file folders, book bags, clay, paper, white boards, markers, small blackboards, chalk, glue, etc.
    - 6. Technology
- 3) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.

a. Title I parents at DuBois Area Middle School can provide input and guidance on the Title I spending for parent involvement activities, workshops, trainings, resources, and assorted materials and services including but not limited to:

1. Child care at meetings
2. Refreshments
3. Transportation
4. Home visit expenses
  - a) Travel
  - b) Books
  - c) Workbooks
  - d) Book bags / containers
  - e) Assorted school-related items (pencils, crayons, stickers, paper, ruler, etc)
5. Workshop needs
  - a) Refreshments
  - b) Child care
  - c) Transportation needs
  - d) Speakers fees
  - e) Workshop site fees
  - f) Workshop organizational needs
    - (i) Folders
    - (ii) Papers
    - (iii) Invitations
    - (iv) Baskets, trays, boxes, or other containers
    - (v) Basic school resources such as pencils, crayons, glue, scissors, paper, notebooks, rulers, chalk, black or white boards, poster paper, file folders, pocket folders, etc.
  - g) Presentation specific needs such as transparencies, posters, etc.
  - h) Resources (made available during summer school and regular school year)
    - (i) Books or handbooks for students and/or parents
    - (ii) Pamphlets or posters for parents or students
    - (iii) Activity resources (needed to complete tasks discussed) and is specific to the speakers' discussion

(iv) Practice materials

- Flash cards and/or games
- Workbooks
- Assorted grade level appropriate resources
  1. Resources for word practice such as flash cards, index cards, word rings, electronic practice games, etc.
  2. Resources for reading fluency such as EZC Readers, bookmarkers, books at various levels, Reader's Theater and other fluency materials, tape recorders, tapes, batteries, and electronic practice games, flash cards, etc.
  3. Resources for mathematics practice such as Math Sharks and other electronic games, flashcards, games, workbooks, hands-on manipulatives, counters, etc.
  4. Enhance the Resource Lending Library at DuBois Middle School

(v) Hands-on resources

- Flash cards and/or games
- School resources such as pencils, crayons, stickers, rulers, bookmarks, file folders, book bags, clay, paper, white boards, markers, small blackboards, chalk, glue, etc.

(vi) Technology

- 4) May train parents to enhance the involvement of other parents.
  - a. Parents and guardians working on the Parent Advisory Council will be afforded the opportunity to attend the SPAC summer conference
- 5) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.
  - a. Meetings/ workshops will be held at different times during the day
  - b. Will be coordinated with PTSA to provide multiple events
    1. **Break Out Boxes Activities and explanation of two math classes**
- 6) May adopt and implement model approaches to improving Parent and Family Engagement.

- 7) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
  - a. Parent Advisory Councils are set up in each building and information is shared between buildings
- 8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.
  - a. Work collaboratively with building level PTSA to provide workshops and activities for family engagement

**PART III-ACCESSIBILITY REQUIREMENTS**

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

- 1) Forms and releases are created and sent from one central location and dispersed to all schools in the same format
- 2) All families of new students complete a Home Language Survey to determine need for translation
  - a. If translation is needed, communications would be translated into their home language through the Transact System

**PART IV-ADOPTION** – This DuBois Area Middle School Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by DuBois Area Middle School on 09/24/20 and will be in effect for the period of school year. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 11/30,2020

*Barbara Jo Smith*  
 Signature of Title I Authorized Representative

11/30/2020  
 Date