

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

HIRAM W. DODD ELEMENTARY SCHOOL

Purpose

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy, developed by Dodd Elementary School in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.

Components

The school complies with federal law related to the engagement of parents and family members by detailing how the school will:

1. Involve parents and family members in the planning, review and improvement of the school's Parent and Family Engagement Policy:
 - Discuss existing family engagement events and review/revise as necessary
2. Convene an annual meeting, at a convenient time (Open House)
 - To which all parents and family members of participating children shall be invited, and encouraged to attend;
 - To inform parents and family members of their school's participation as a Title I school; and
 - To explain the requirements and the rights of parents and family members to be involved.
3. Offer a flexible number of meetings in the morning and/or the evening, and may provide Title I funds, if sufficient, to facilitate parent and family member attendance at meetings through payment of transportation, child care costs and/or refreshments.
 - Pay staff to watch children and pay for dinner as necessary
4. Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program:
 - Convene DFIA (Dodd Families in Action) meetings in person or on zoom
5. Provide parents and family members of participating children with timely information about the Title I program:
 - Being a whole-school Title I school, all information will go out to the entire school community through ClassDojo and/or Backpack mail.
 - Additional information will be given at Open House and conferences as well as Parent-Family Engagement events.
 - Bulldog Family Bulletin (Dodd Handbook) will be given out at Open House with all Family Engagement Event dates.
6. Provide parents and family members of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the state academic standards:
 - Use of Title I funding to increase parent knowledge of curriculum through parent engagement sessions and workshops as well as an updated website

7. Provide, if requested by parents and family members, 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:
 - Complete responsiveness of administration for any meeting requests within 48 hours.
 - Care Team (CST, SAP RTII combined)
 - IEP meetings
8. Involve parents and family members in the joint development of the Schoolwide Program Plan in accordance with federal law. [Note: applies only to Title I schools operating a Schoolwide Program]:
 - At least two parents to attend and or provide input to the school improvement plan goals, have an understanding of data, and help determine ways to spend parent engagement funding (in addition to the parent and family survey)
9. Create a school-parent and family compact developed jointly with parents and family members outlining how parents and family members, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:
 - Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children in Title I programs to meet the state academic standards, and the ways in which each parent and family member will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time and
 - Address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum:
 - Teacher conferences with parents and family members in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - Frequent reports to parents and family members on their children's progress;
 - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 - Ensuring regular two-way, meaningful communication between parents and family members and school staff, in a language that parents and family members can understand.
10. Provide assistance to parents and family members in understanding the state academic standards, state and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children
 - Including incoming kindergarten parents and families, STAR parent progress report, Lexia, progress reports, etc. as well as any and all information on Sapphire through the parent portal.
11. Provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate, to foster parent and family involvement:
 - Literacy/Math backpacks for incoming Kindergarten students
 - Lexia and Dreambox
 - Materials utilized during parent engagement sessions will be sent home for continued use
 - Reading A-Z online books accessible to all in multiple languages

12. Educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school:
13. To the extent feasible and appropriate, coordinate, and integrate parent and family member involvement programs and activities with other federal, state, and local programs including public preschool programs, and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children:
 - At least 8 parent and family engagement events per year; ideally one per month
14. Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents and family members of participating children in a format and in a language the parents and family members can understand:
 - All documents interpreted into Spanish.
 - Use of pocket translators or Transperfect for other languages besides Spanish, Arabic or English
 - Use of IU services for sign language interpretation
15. 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):
 - Communication through multiple forms and languages
16. Ensure distribution of the policy to all parents and family members with a child participating in a Title I program by the following means:
 - Website and linked through Class Dojo; backpack mail as a backup if necessary

Delegation of Responsibility

The Superintendent or designee shall ensure that the Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.

The building principal and/or Title I staff shall notify parents and family members of the existence of Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.
2. A set of goals and objectives to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.

Each school with a Title I program shall provide communications, information and school reports to parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, in a language and format they can understand.