

# Dilworth Middle School

## Parent and Family Engagement Policy/Plan and Procedures 2021-2022

The purpose of Dilworth Middle School is to ensure a high level of learning, achievement, growth, and success for every student. Staff are dedicated to delivering quality education and service in response to the needs of the immediate community.

To support the goals of the school and to educate all students effectively, faculty, staff members, and families must work collaboratively as partners to provide for the educational success of all children. In the meantime, educators and members of the staff in the school endeavor to meet the diverse cultural, social, and language needs of families and children.

The administration, staff, and families of the Dilworth Middle School believe that the improved academic performance of the school is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and families. We acknowledge that engaging families is essential to improving student achievement, and that schools should foster and support active family engagement to build ties between home and school. Each year, the school creates a plan incorporating the contributions of families and in how to reach out to, communicate, and work with families as equal partners.

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

- A. Dilworth Middle School will **jointly develop/revise** with parents the school **Parent and Family Engagement policy**, distribute it to parents, and make available the Parent and Family Engagement policy/procedures to the local community.

*List actions- Identify barriers to parents for participation in Title I activities, needs of parents, etc., to assist with learning, strategies to support successful school and family interactions*

This plan will be reviewed and revised annually by the school's site leadership team, comprised of faculty, staff, and families. A finalized version will be uploaded to the school's website and submitted to the Washoe County School District (WCSD) for review.

- B. Convene an **annual Title I meeting** to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved.

*(Describe when and where the annual meeting will be held)*

The annual meeting will take place at the Open House event during the beginning of the year in which families and students are welcome to come visit the school.

- C. **Offer flexible meetings** and may provide transportation, childcare, or home visits, as such services related to Parent and Family Engagement.

*(Describe how flexibility is provided)*

The site leadership and family engagement committee at the school will set up and steward multiple family engagement events throughout the year. Specifically, these events will be the annual welcome back day (July 2021), Open House (September 2021) and two student-led conferences throughout the year. During the Open House the school will review data, policies, and review budget as requirement of an annual Title I review. We use the remaining family engagement events, along with other parent meetings to review Title I practices, and the school performance plan.

- D. **Involve parents**, in an ongoing and timely way, in the **planning, review, and improvement of Title I programs** including the Parent and Family Engagement Policy and the **school-wide improvement plan**.

*(List actions)*

The school will include parents in Title I functions, tasks, and initiatives. This includes the development, stewardship, and review of school's annual performance plan (with focuses on academic achievement and growth through professional development, curriculum, and instruction); the participation in a family engagement plan designed to create opportunities for families to visit and learn about the school (including data-driven events where families and students discuss individual performance, progress monitoring, and goal-setting to help meet the challenging state academic standards); and social or learning opportunities as facilitated by the site's Title I FACE Liaison.

- E. Provide parents of participating children—Timely information about programs under this part.
- a. 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.

The school's initiatives and school improvement plan focus on the professional development, family engagement, and curriculum, instruction, and assessment of each core contact area. Included in this are the action steps leading to the school's goals. Curriculum, instruction, and assessment is based on teacher professional learning communities (PLCs) using the Nevada Academic Content Standards. Professional development to support these include weekly trainings to help build teacher capacity through high-yield instructional strategies that support acquiring the state standards. Proficiency levels, like the content and curriculum, are determined by each department using the PLC model.

- b. 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.

The school will provide meaningful two-way communication efforts. These include Blackboard Connect phone messages, information uploaded on the school's website and social media, home visits, multiple family engagement events, parent/teacher conferences, phone calls, and text messages or emails from teachers and other staff. This communication will also include information provided to the families in an accessible language appropriate for families as needed. These efforts will also be provided to families and students with limited English proficiency, with disabilities, or who are migrant, as necessary, through resources provided by the school district.

- F. **If school-wide 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.

*(List actions)*

Any concerns will be addressed through site leadership meetings. If necessary, any ongoing issues and concerns will be shared with site administration and district personnel specifically.

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

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

**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. **Provide frequent reports** to parents on their child's progress. **Provide parents with reasonable access to staff**, opportunities to

volunteer and participate in their child’s class and observation of classroom activities. **Ensure regular two-way, meaningful communication between family members and school staff** and, to the extent practicable, in a language that family members can understand.

*(List actions)*

1. The school will notify families about regulations and policies as required by the WCSD or state of Nevada. These communications include, but are not limited to: overall student achievement, bullying allegations, the harms or copyright law, FERPA, health and student safety and resources, academics, progress monitoring and reporting, and assessment.
2. The school will provide meaningful two-way communication efforts. These include Blackboard Connect phone messages, information uploaded on the school’s website and social media, home visits, multiple family engagement events, parent/teacher conferences, phone calls, and text messages or emails from teachers and other staff. This communication will also include information provided to the families in an accessible language appropriate for families as needed. These efforts will also be provided to families and students with limited English proficiency, with disabilities, or who are migrant, as necessary, through resources provided by the school district.

**B. 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.**

*(List actions)*

The school will notify families about regulations and policies as required by the WCSD or state of Nevada. These communications include, but are not limited to: bullying allegations, the harms or copyright law, FERPA, health and student safety and resources, academics, progress monitoring and reporting, and assessment.

**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).

*(List actions)*

The site leadership and family engagement committee at the school will set up and steward multiple family engagement events throughout the year. Specifically, these events will be the annual welcome back day (July 2021), Open House (September 2021) and two student-led conferences throughout the year. During the Open House the school will review data, policies, and review budget as requirement of an annual Title I review. We use the remaining family engagement events, along with other parent meetings to review Title I practices, and the school performance plan.

**3. Provide professional development to teachers**, specialized instructional personnel, and other staff **on the value of parent** and their communities to increase academic achievement.

*(List actions)*

Teachers and staff who participate in family engagement events will be trained on and participate in the creation and stewardship using their role in the following: student-led data conferences, the school’s family engagement plan, other parent involvement events.

**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.

*(List actions)*

School staff and administration will work to find and foster meaningful partnerships within the community to serve the school’s needs. This includes working with various local agencies to support the needs of students

and families. The school will also work alongside the WCSD departments to support family engagement, including Parent University and the Title I offices.

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**.

*(List actions)*

The school will provide meaningful two-way communication efforts. These include Blackboard Connect phone messages, information uploaded on the school's website and social media, home visits, multiple family engagement events, parent/teacher conferences, phone calls, and text messages or emails from teachers and other staff. This communication will also include information provided to the families in an accessible language appropriate for families as needed. These efforts will also be provided to families and students with limited English proficiency, with disabilities, or who are migrant, as necessary, through resources provided by the school district.

Allowable activities:

1. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. *(List actions)*

- Input from parents for professional development
- Input from families in the development of the school performance plan
- Input from families in the needs of community and family support

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. *(List actions)*

- Support and funding from the WCSD FACE and Title I offices.
- Support and funding from site funding

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. *(List actions)*

Work alongside Parent University for support and funding for human resources and other needs

4. May train parents to enhance the involvement of other parents. *(List actions)*

Formal and informal conversations between parents, FACE Liaison, and site leadership during school events and other events

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. *(List actions)*

Multiple opportunities for involvement and engagement, including volunteering, and morning and evening events

6. May adopt and implement model approaches to improving Parent and Family Engagement. *(List actions)*

The school will develop and steward a family engagement plan as required as part of the school performance plan

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. *(List actions)*

Families and site leadership will work alongside the school's FACE Liaison for information and sharing of concerns

8. May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities. *(List actions)*

The school will develop and/or foster new and existing community outreach partnerships to leverage community needs and input

### PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements, schools, as 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.

*(List actions)*

The school will provide meaningful two-way communication efforts. These include Blackboard Connect phone messages, information uploaded on the school's website and social media, home visits, multiple family engagement events, parent/teacher conferences, phone calls, and text messages or emails from teachers and other staff. This communication will also include information provided to the families in an accessible language appropriate for families as needed. These efforts will also be provided to families and students with limited English proficiency, with disabilities, or who are migrant, as necessary, through resources provided by the school district.

### PART IV-ADOPTION

This Dilworth Middle School Parent and Family Engagement Policy was developed/revised jointly and agreed upon with parents of children participating in a Title I school, as evidenced by an attendance document.

The Parent and Family Engagement Policy was developed/revised by Dilworth Middle School in 05/2021 and will be in effect for the period of the 2021-22 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 09/2021.

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Signature of Title I Authorized Representative

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Date

