

Duncan STEM Academy

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

Duncan STEM Academy 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 **Duncan STEM Academy** and homework together to promote high achievement by our children. Neither home nor **Duncan STEM Academy** 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.

Duncan STEM Academy recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. **Duncan STEM Academy** 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 COMPONENTS

- A. **Duncan STEM Academy** 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

Communication will be through a Food for Thought Parent Meeting during the fall.

- Parents are informed of what the Parent and Family Engagement Policy is and how it offers examples of parent and family engagement in a meaningful way at Duncan ES.
- A time for questions and answers will be provided so that there is an ongoing dialogue between the staff and parents, with interpretation in their native language for those who do not speak English.
- The revision will be given in English and Spanish
- Revision to the Policy for the following school year held in May 2022.

- 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 Title I is held in the school multipurpose room, which is held during our Back-to-School Night.

- Parents are informed of what Title I is and what services it offers in helping their children thrive during their scholastic years.
- Sign in sheet required
- Policy revised using both Spanish and English
- All parents are encouraged to attend.
- Administration attends meeting

- 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)

- Food for Thought meetings are held once a month on Tuesday afternoons in the music room.
- Parent University courses offered in the mornings and evenings (childcare provided by Parent University during their workshops)
- English, Math and Computer classes for Parents.
- Childcare is provided when deemed necessary
- Meetings /conferences
- Math, Reading and Science night (offered on Tuesday nights)

- Parent Teacher conferences offered have a wide range of times to schedule meetings. If parent/guardian is unable to attend, phone conferences will be held.

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)

- Parents are encouraged to volunteer through different opportunities here at Duncan.
- During Food for Thought meetings, parents asked to fill out surveys about ideas, events, and suggestions regarding school performance plans.
- Communication to parents through school wide flyers, classes, Food for Thought, meetings/conferences, school website, social media, ClassDojo, and school displays.
- The Education Involvement Accord is communicated to all parents by giving this to them to review and sign during the registration period or during Parent Teacher Conferences.

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.

Curriculum

- Math—K1 Bridges, 2-5 Envision,
- Literacy-K-1 Fountas and Pinnell, 2-5 Benchmark Advance
- Science-STEM scopes

Forms of Academic Assessment

- Measures of Academic Progress (MAP)
- Common Formative Assessments
- Leveled Literacy Intervention reading levels
- Unit tests
- Exit Tickets
- Formative assessment (Teachers)
- AimsWebPlus measures
- School City
- Smarter Balanced Assessment
- WIDA/ACCESS

Proficiency Levels

- [Parent Roadmap to the CCSS](#) (On Website Spanish/English Handout)
- [Smarter Balanced Summative Guide](#) (mailed)
- [Interpretive Guide to the Smarter Balanced Summative Assessment Reports-2018](#) (mailed)
- [Resultados en Español](#)
- [WIDA ACCESS](#) for EL meetings (passed out during Spring Conferences and discussed during IEP)
- [EL Exit Criteria](#) (for gaining academic English proficiency)

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.

- Food for Thought Meetings
 - Parents are given the opportunity to learn first-hand how to better help their children to be successful in school.
 - Be informed of the school events

- Offer suggestions in ways to monitor their children’s progress and work with educators.
- Information concerning the State academic content and achievement standards, proficiency level targets and the state and local assessment.
- Parent Survey
- Uniform Committee
- Parents invited to see administration if contacting the classroom teacher does not resolve their questions and concerns.
- Parents and Guardians are always welcome to observe in their child’s classroom.

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)

- [School Performance Plan](#) can be found on the WCSD website
- If Parents are not satisfied with SPP. Their comments will be submitted to the district along with the plan.

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)

- Parent Teacher Conferences held during the Fall and Spring.
- Various methods of communication
 - Phone calls, email, class DOJO, Microsoft teams, Text, Face Liaison support for families and staff.
- Parents Encouraged to volunteer in the school, attend academic events and field trips, Participate in development of School Performance plan
- Positive phone calls or Dojo messages home to parents.

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.

- Inform parents about NVACS at back-to-school night and where to find the standards online.
- Discuss proficiency levels at conference and explain MAP and academic data.
- Infinite Campus workshop provided for parents to learn how to navigate system, be able to check child’s progress daily.
- At conferences parents are provided information on Read by Grade 3 with reading levels, intervention plans and ideas for them to use at home.

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)

- Food for Thought-Literacy –teaching parents how to help their children read.
- Infinite Campus workshop provided for parents to learn how to navigate system, be able to check child’s progress daily.

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)

- Admin and coaches will work with teachers in cultural competency.
- Staff implementing SEL strategies in classrooms.

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)

- Back-to-School Night/Day
- Introduction to Kinder for parents.
- Bringing in local resources such as Parent University, Hopes clinic. Children’s Cabinet, Food Bank.
- Encourage parents to attend Nevada Family Engagement Summit.
- Math/Reading/Science Family Nights
- Team Up/21st Century after school program

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)

- Information on Home/School partnerships will be distributed to families through home notes, ClassDojo posts, conferences, informational bulletin boards. Food for Thought meetings Family Nights, workshops, and home visits.
- Students will receive classroom progress reports as needed and WCSD report cards quarterly to inform parents of current academic achievement or concerns.
- To enhance communication with our parents/guardians, and respect our non- or limited- English-speaking families, translations of written material and interpreters for meeting and conferences are available.
- All Connect-Ed messages from the telephone system will be sent to homes in English or Spanish depending on the home language preference.
- FACE Liaison support is available.

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)*
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)*

Food for Thought and Literacy

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)*

Parent University provides transportation and interpreters for all their workshops.

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

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)*

Phone calls will be conducted, and virtual conferences will be offered when a parent is unable to attend conference week.

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

Positive Phone calls home and ClassDojo communication.

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)*

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

Provide facilitators such as Children's Cabinet, Food Bank (Smart Shoppers)

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)

- Interpreters at IEP meetings
- LEA (Admin) to make sure that proper and understandable language is used with parents during meetings.

PART IV-ADOPTION

This **Duncan STEM Academy** 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 **Duncan STEM Academy** on 09/15/2021 and will be in effect for the period of the 2021-2022 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 10/01/2021.

Signature of Title I Authorized Representative

Date

Date _____

Name and Signature of Parents, Students, and Staff Involved in the Parent & Family Engagement Policy Process:

Name	Signature

