

An International Baccalaureate World School

Parent and Family Engagement Policy/Plan and Procedures

2021-2022

Vaughn 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 **Vaughn Middle School** and home work together to promote high achievement by our children. Neither home nor **Vaughn 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.

Vaughn 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. **Vaughn 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 COMPONENTS

- A. **Vaughn 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

- Family Engagement Policy will be available to parents in the school's office.
- Families will be encouraged to read and ask questions regarding the policy.
- The policy is available in English and Spanish.
- Revision meeting held in spring with school Title I Liaison, parents and school staff.

- 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)

- A meeting will be held September 14, 2021, at 9:30 am and 5:00pm.
- Diverse group of parents will be encouraged to attend.
- Administration and families will attend the meeting.
- Front office will gather parent participation information and give to school Title I Liaison.
- Information given in both English and Spanish.

- 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)

- Annual Title I meeting September 14, 2021
- Family Data Nights held each quarter
- Welcome Orientation Open House: July 27-29, 2021, 9-2pm each day and Wednesday evening
- Parent and Family Engagement Policy revision, May 2022
- Staff will participate in the Home Visit program. Home visits will be scheduled at parents' convenience.
- Childcare will be provided at parent trainings.

- If families are unable to attend scheduled meetings, phone conferences will be held.
- School Title I liaison available for meetings.
- Counselors, teachers, and administration available for meetings at parent request

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)

- Parent participation in school leadership team which develops school performance plan
- Communication with parents through newsletters, one on one communication, about the performance plan
- Teach parents how to access [School Performance Plan](#) on WCSD website.

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—International Baccalaureate Middle Years Programme with eight subject groups

- [Middle Years Programme](#)
- [MYP Subject Guides](#) for Arts, Design, Individuals & Societies, Language Acquisition, Mathematics, Physical & Health Education, Sciences

Forms of academic assessment

- IBMYP Assessments
- Measures of Academic Progress (MAP)
- Common Formative Assessments
- Smarter Balanced Assessment
- WIDA ACCESS

Proficiency levels

- [Parent Roadmap to the CCSS](#)
- [Smarter Balanced Summative Guide](#)
- [Interpretive Guide to the Smarter Balanced Summative Assessment Reports -2018](#)
- [Resultados en Español](#)
- [WIDA ACCESS for ELs](#)
- [EL Exit Criteria](#)

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.

- Parents/guardians are encouraged to contact the classroom teacher or team of teachers directly with questions or concerns about their child. Additionally, families are also encouraged to contact their student’s counselor for further assistance.
- Families are encouraged to meet with the school’s Title I liaison to help facilitate parent meetings
- Parents are invited to see administration if contacting the classroom teacher or counselor does not resolve their questions and concerns.

- Parents/guardians are always welcome to observe in their child’s classroom.
- Communicate with families about school programs and student progress through monthly academic team newsletters, quarterly progress reports, conferences, and phone calls.

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)

- Inform parents where to find the [School Performance Plan](#) (SPP) information on the WCSD website.
- If families are not satisfied with the 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)

- Quarterly data night
- Vaughn will use various ways of communicating with families
 - Phone calls
 - Email
 - Microsoft Teams
 - Text
 - Infinite Campus parent portal email
 - FACE Liaison support for families and staff
- Parents are encouraged to volunteer in the school, attend academic events and field trips, and participate in development of School Performance Plan.
- Positive phone calls home to parents from teachers
- Administration meets with parents during cups of coffee and at parent request.
- Communication in home language of family

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)

Discuss proficiency levels at quarterly data nights.

- Infinite Campus workshops will be provided for parents to learn how to navigate the system, and be able to check child’s progress daily

- Counselors meet with parents and students to explain progress.
- Work with the school's attendance or truancy officer to help ensure that students are attending school regularly.

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)

- One workshop for families scheduled each month.
- Infinite Campus training 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)

- Administration 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)

- Collaboration with Communities in Schools with one CIS employee on site
- Food Pantry and Mobile Harvest (fresh fruit and vegetables) on third Thursday each month from 1:30-3:30pm through the Food Bank of Northern Nevada
- Collaboration with 21st Century/Team Up
- Support and encourage families to attend Parent University

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, newsletters, conferences, informational bulletin boards, Family Cup of Coffee 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 meetings 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.
- Monthly Principal's newsletter sent via Connect Ed in English and Spanish.

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)*
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 when parent is unable to attend conference week.

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

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/Dean) to make sure that proper and understandable language is use with parents during meetings.

PART IV-ADOPTION

This **Vaughn 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 **Vaughn Middle School** on 05/28/2021 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 07/21/2021.

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