

**Bobby Duke Middle School**



**Title I Part A**

**School Parent and Family Engagement Policy  
2024 - 2025**

**2.0 Bobby Duke Middle School has developed a written Title I parental involvement policy with input from Title I parents at Bobby Duke Middle School to establish and help promote a strong partnership between home and school which will benefit the student by emphasizing the importance of education. Bobby Duke Middle School distributes the policy to parents of Title I students by email, posting on the school website and has been integrated into parent meetings and conferences. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].**

**Involvement of Parents in the Title I Program**

**This policy was developed as part of the School Site Council, where Title I parents are part of the committee and provide input. The policy is also discussed at ELAC meetings. The policy is revised and updated each year to gather more input.**

**Parents and families also have the opportunity to provide input at school events like:**

- Back to School Night**
- ELAC meetings**
- Coffee with the Principal**
- Parent Conferences**
- Conversations with administration**
- School Site Council Meetings**

**The policy will be shared through an electronic newsletter and posted on our school website, making it available to families and the community. Printed copies will be available in the front office.**

**The policy will be translated into Spanish for Spanish-speaking families.**

**The policy will be revisited annually by the School Site Council to enable it to**

be updated to meet the changing needs of the school.

## **2.1 Involvement of Parents in the Title I Program (20 U.S.C. § 6318[b][1])**

- a) **BDMS will 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 and family members of their school's participation in the Title I, Part A program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. Section 6318[c][1])**
- **The school will provide information on the requirements of Title I and the rights and responsibilities of parents at BDMS. This will happen in conjunction with one of the School Site Council Meetings.**
  - **Present information of the school's annual performance report and explanation of the curriculum use at the school.**
  - **Provide copies of sample forms of assessment/benchmarks used in the district to measure student progress, and the proficiency levels students are expected to meet at the end of the school year. (If requested by parents)**
  - **The school offers a flexible number of meetings for Title I parents, in both English and Spanish, such as meetings in the morning or evening, including monthly Coffee with the Principal.**

**During the annual meeting, the school will provide parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. During the annual meeting, achievement data, including state tests for ELA, Math, and English Language Proficiency (CAASPP and ELPAC) data will be made available and explained to the parents.**

- b) **BDMS will offer a flexible number of meetings, such as meetings in the morning or evening, and the school may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parental involvement. (20 U.S.C. Section 6318[c][2])**

**Examples of these meetings include:**

- **Coffee with the Principal**
- **School Site Council (SSC) meetings**
- **English Language Advisory Council (ELAC) meetings**
- **Parent workshops**
- **Family nights**

- c) **Bobby Duke Middle School involves parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program (SWP) plan. (20 U.S.C. Section 6318[c][3])**

**BDMS provides different meetings where parents may offer suggestions and ask questions regarding the making of the Title I Parental Involvement Policy. This may include but not limited to the following type of events:**

- **SSC Meetings**
- **ELAC Meetings**
- **Coffee with the Principal**
- **Parent/teacher meeting and conferences**

**d) BDMS provides parents of participating children with the following:**

**i. Timely information about the Title I programs. (20 U.S.C. Section 6318[c][4][A])**

- **Annual Meetings (Parent/Teacher Conferences)**
- **SSC and ELAC meetings of the Parent Involvement Policy and School Parent Compact.**
- **Information is also sent through the school communication system, posted on the School Facebook page, and to the school website.**
  - **BDMS ensures that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.**
- **BDMS offers trainings on literacy and technology, as appropriate, to help parents work with their children to improve their academic achievement:**
  - **Local and State Parent Involvement Conferences**
  - **ELPAC, CAASPP**
  - **Academic Progress reports**
  - **Benchmark/iReady**
  - **Progress Reports**
- **BDMS gives the opportunity to parents to become partners with the school in promoting the education of their children both at home and at school**
  - **Parent/Community members are encouraged to use our BDMS Parent Center and seek assistance from our Parent Liaison**
- **Administrators will provide timely responses to parents' suggestions and questions.**
  - **Avenues of communication happen through, but not limited to, personal phone calls, through the school communication system, and formal and informal meetings.**

**ii. BDMS Provides A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards. (20 U.S.C. Section 6318[c][4][B])**

- **BDMS teachers, counselors and site administrators will provide parents or guardians with an explanation of achievement test information during parent conferences, meetings and through report cards.**
- **BDMS administration will provide parents or guardians with an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report distributed through individual reports given to parents or guardians at conference time and printed information will be sent home too.**
- **BDMS makes available the curriculum and state academic standards to parents through school meetings, individual meetings, on our school website and school wide social media pages.**
- **BDMS encourages parents to participate in informational and educational meetings about multiple opportunities for parents to learn about grade-level expectations, intervention programs sponsored by the school, CAASPP, ELPAC, College & Career opportunities.**

**iii. If requested by parents, BDMS will provide parents of participating children with 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 practicably possible. (20 U.S.C. Section 6318[c][4][C])**

**BDMS will provide opportunities for parents or guardians conferences, meetings as requested by parents to formulate suggestions and make decisions regarding the education of their children. Within established parameters and school procedures, parents are encouraged to observe and discuss procedures and other school activities that involve their children. Parents are encouraged to volunteer in their child's classroom and parent committees.**

**e) If the SWP 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 LEA. (20 U.S.C. Section 6318[c][5])**

- **If the schoolwide program (SWP) plan is not satisfactory to the parents of**

participating children, Bobby Duke Middle School will submit any parent comments on the plan when the school makes the plan available to the local educational agency (LEA). (20 U.S.C. § 6318[c][5])

- Parents are able to meet with administration to communicate concerns.

**2.2 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 LEA assisted under Title I, Part A shall carry out the following requirements: (20 U.S.C. Section 6318[e])**

- a) BDMS will provide assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. Section 6318[e][1])**

Bobby Duke Middle School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. During the annual meeting/s school staff will explain to the parents the content standards, assessments, and the data and its significance.
- b) Provide materials and training to help parents to work with their children to improve their children's achievement, as appropriate, to foster parental involvement. (20 U.S.C. Section 6318[e][2])**
- BDMS provides Title I parents with materials and training to help them work with their children to improve their children's achievement. During meetings and/or parent workshops, staff will discuss ways that parents can use grades and assessment data to monitor their student's progress and assist their child's academic progress.
- c) Educate teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners.**

Bobby Duke Middle School will, with the assistance of the Coachella Valley Unified School District, and parents, educate its teachers, pupil services personnel, principals, and other staff about how to interact with parents as equal partners. This education might include the following ideas: the value and utility of contributions of parents, implementation and coordination of parent programs, and building ties between parents and schools. This will be accomplished through the following forums:

- District Staff Development
- School Staff Development

- d) To the extent feasible and appropriate, coordinate and integrate parent involvement 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 parents in more fully participating in the education of their children. (20 U.S.C. Section 6318[e][4])
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Parent involvement is a key component at our school. School staff will, to the extent possible, coordinate efforts with other parent groups such as ELAC, through their involvement with the School Site Council.
- e) 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. (20 U.S.C. Section 6318[e][5])
- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. Utilizing flyers, newsletter articles, social media, school website, etc., information is communicated to parents regarding school and parent programs and meetings. All notices are distributed in both English and Spanish.

**2.3 In carrying out the parent and family engagement requirements of Title I, Part A, LEAs 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 of the ESEA, as amended by the ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. Section 6318[f])**

**Bobby Duke Middle School provides opportunities, to the extent practicable, for the participation of all Title I parents and family members, including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students.**

**Information and school reports are provided in a format and language that parents understand. We make sure everything that goes home is in English and Spanish. We provide help with reading and filling out documents in the main**

office and the parent center when needed. In addition, we provide translation for parents and teachers during parent conferences. The school provides access to the Parent Portal, to help parents update contact information, monitor student grades, assignments, and attendance, as well as monitor progress toward promotion.

Bobby Duke Middle School's Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on 9/18/2023. The School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before November 30th, 2023.

## **Signature Page**

**Parent Representative School Site Council**

**Signature:**

**Date:**

**Adam Warren, Principal**

**Signature:**

**Date:**