

Dothan 6th Grade Center

Parent and Family Engagement Plan

1. Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents involved. (Sec. 1116(c)(1))

1. Planning the Meeting:

- **Announce the meeting well in advance:**
Use multiple communication channels (e.g., newsletters, emails, website, social media) to inform parents about the date, time, location, and purpose of the meeting.
- **Choose an accessible time and location:**
Consider parents' schedules and transportation needs when selecting the meeting time and location.
- **Provide translation and interpretation services:**
Ensure all materials and communication are available in languages spoken by parents in the school community.
- **Create a welcoming and inclusive environment:**
Make sure the meeting space is comfortable and conducive to open discussion.

2. Content of the Meeting:

- **Explain Title I participation:** Clearly explain what Title I is, its purpose, and how it benefits students.
- **Describe the 1% set-aside:** Explain how 1% of Title I funds are specifically allocated for parent and family engagement activities.
- **Detail parental rights:** Outline parents' rights under Title I, including the right to be involved in decision-making, to request information, and to participate in school activities.
- **Discuss the school-parent compact:** Explain the purpose of the compact and how it outlines the shared responsibilities of parents, teachers, and students.
- **Review the school improvement plan:** Provide parents with an opportunity to review and discuss the school's goals and strategies for improvement.
- **Offer opportunities for questions and feedback:** Allow ample time for parents to ask questions and provide feedback on the Title I program.

3. Engaging Parents:

- **Facilitate active participation:** Encourage parents to share their ideas, concerns, and suggestions.
- **Incorporate parent feedback:** Use parent input to inform decisions about the Title I program and school improvement efforts.
- **Provide ongoing communication:** Maintain open and regular communication with parents throughout the school year.
- **Offer opportunities for continued involvement:** Provide information about ways parents can get involved in their child's education and the school community.

4. Following Up:

- **Document the meeting:** Keep records of attendance, presentations, and parent feedback.
- **Implement parent feedback:** Incorporate parent input into the school's Title I plan and activities.
- **Share the school-parent compact and school improvement plan:** Make these documents readily available to parents.
- **Continue to build strong partnerships:** Foster positive and collaborative relationships between the school, parents, and the community.

2a. Describe how there will be a flexible number and format of parent meetings offered, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

Dothan 6th Grade Center has established expectations for parent involvement in the educational process. The administration and faculty believe that Family Engagement is one of the most important links to academic success. We are committed to increasing Family Engagement within our school and the community by providing opportunities for parents to actively participate in the education of their child/children in the following ways:

1. Provide annual meetings to explain the requirements of Title I, the school's participation in the Title I program, and parents' right to be involved
2. Provide flexible times for our parents to attend parent meetings during the morning, afternoon and evening
3. Provide opportunities for parents to jointly develop, review, and revise the School Compact
4. Provide opportunities for parents to give suggestions and comments about the School Compact, Family/Community Engagement Plan, and the School Improvement Plan and respond to parent comments and suggestions in a timely manner
5. Provide opportunities for parents to be involved in an organized, ongoing, and timely way in the planning and review of school programs
6. Provide access to community and support services
7. Provide parent meetings to explain the curriculum, assessments, formative assessments and expected student proficiency levels
8. Provide parents opportunities for regular meetings for suggestions, decision-making, and responses
9. Provide responses to parent suggestions, questions and concerns through newsletters, written and phone communication
10. Provide opportunities for parents to participate in professional development available to staff and parents
11. Provide ELL parents information on assisting their children in attaining English proficiency and in achieving academic success
13. Provide two scheduled parent-teacher conferences during the school year to discuss student progress and to review the School-Compact and Family/Community Engagement Plan
14. Provide timely information about parent programs

2b. Describe how parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making).

Parents are encouraged to participate in annual surveys that help to identify strengths and weaknesses of the school's program. The results of these surveys are shared with parents through newsletters, meetings, parent/teacher conferences and discussions. To ensure all parents are informed and able to provide feedback, TransAct is used to translate written communication to parents who do not speak English. Also, all parents are encouraged to become a member of PTO. The PTO President serves as a member of the Building Leadership/Continuous Improvement Team. All parents are encouraged to share their concerns/ideas during PTO Meetings. The PTO President has the opportunity to be the voice for parents during BLT/CIP Meetings. In addition, parents are welcomed to share their concerns in writing with their child's teacher or directly with administration. Administration will then review their concerns and determine the next steps.

2c. Describe how funds allocated for parent involvement are being used in the school. (Sec. 1116(c)(2)(3)).

The funds allocated for parental involvement are being used for the following:

Specific Activities and Programs - to support workshops, seminars, or training sessions for parents on topics like literacy, math, using technology, and understanding state standards. Resources including the purchase of materials like books, educational games, and technology tools for parents to borrow. To host events like Math Night, Reading Night, or Science Night, and to provide materials for these events. Parent liaison role efforts to coordinate activities and communicate with parents.

Building Capacity for Parental Involvement: - funds are used to train school staff on effective strategies for engaging parents and communicating with them as equal partners, support partnerships with community organizations to enhance parental involvement programs and to empower parents to become leaders in the school community and to support other parents.

Communication and Information Sharing

Funds are used to maintain regular communication with parents through newsletters, school websites, social media, and other platforms. to provide information in multiple languages and formats, and to ensure that all parents can access important information.

Alignment with Federal and State Requirements:

Ensure that the use of funds is aligned with the requirements of the Every Student Succeeds Act (ESSA) regarding parent and family engagement. Ensure that the activities supported by these funds are aligned with state academic standards.

3. Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children. (Sec. 1116(c)(4)(A)(B)(C))

D6 will provide clear explanations of the curriculum, assessments, and achievement expectations, as well as offering regular opportunities for parent input and collaboration in decision-making by doing the following:

1. Timely and Uniform Information Delivery:

Regular communication channels: D6 will disseminate information, through newsletters, email updates, or a dedicated online portal. **Clear and concise language**: Present information in plain language, avoiding jargon, and ensuring it's accessible to all parents, including those with limited English proficiency. **Translated materials**: Provide translated versions of all relevant documents, including program descriptions, curriculum details, and assessment information, to the extent practicable. **Multi-modal approach**: Utilize various communication methods to reach all parents, such as phone calls, text messages, and in-person meetings

2. Explain Title I Programs, Curriculum, and Assessments:

Detailed program descriptions: Offer a comprehensive overview of the Title I program, its goals, and how it benefits students. **Curriculum explanation**: Provide clear explanations of the curriculum used, including learning objectives, instructional materials, and teaching methodologies. **Assessment transparency**: Clearly explain the

types of academic assessments used, their purpose, and how student progress is measured. **Achievement expectations:** Communicate grade-level expectations and proficiency levels, outlining what students are expected to achieve.

3. Facilitating Parent Involvement and Input:

Regular meetings: Schedule regular meetings, such as parent-teacher conferences, open houses, or workshops, to discuss student progress and address parent concerns. **Parent input opportunities:** Create avenues for parents to provide input on the school's Title I plan, curriculum development, and other relevant decisions. **Feedback mechanisms:** Establish clear processes for parents to submit suggestions, ask questions, and voice concerns. **Collaboration in decision-making:** Involve parents in decisions related to their children's education, such as setting learning goals and selecting appropriate interventions.

4. Addressing Specific Needs of Parents:

Language access: Ensure that all communication is accessible to parents with limited English proficiency, including providing interpreters and translated materials. **Parent training and support:** Offer workshops and resources to help parents understand the school's programs, assessments, and how to support their children's learning at home. **Accessibility for all parents:** Provide accommodations and support for parents with disabilities to ensure their full participation in school activities and decision-making

4. Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated). (Sec. 1116(d))

Dothan 6th Grade Center has established expectations for parent involvement in the educational process.

Joint Development:

1. **Involve parents in the process:** D6 will actively solicit input from Title I parents during the development of the School-Parent Compact through meetings, surveys, or focus groups, ensuring diverse perspectives are considered.
2. **Clearly define roles and responsibilities:** The compact outlines what is expected of parents, school staff, and students in terms of supporting student learning. This includes specific actions that each party will take to promote academic success.
3. **Align with school goals and state standards:** The compact is aligned with the school's overall goals for student achievement and the state's academic standards, ensuring that everyone is working towards the same objectives

How the compact is used:

1. **Regular communication:** We will regularly communicate the compact's contents to parents, students, and staff, ensuring everyone is aware of their roles and responsibilities.
2. **Integration into school activities:** The compact will be integrated into the school's activities, such as parent-teacher conferences, school events, and classroom instruction.
3. **Provide resources and support:** D6 will provide parents with resources and support to help them fulfill their responsibilities outlined in the compact, such as workshops, training sessions, or access to online learning platforms.

Reviewed and Updated:

1. **Regular review:** The compact will be reviewed regularly, at least annually, to assess its effectiveness and make necessary updates.
2. **Parent feedback:** D6 will solicit feedback from parents on the compact's usefulness and relevance, incorporating their suggestions into the review process.
3. **Adapt to changing needs:** The compact will be updated to reflect any changes in school policies, student needs, or the educational landscape.

5. Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan. (Sec. 1116(c)(5))

Dothan 6th Grade encourages communication among all stakeholders in the following ways:

- Establishing a Formal Feedback Mechanism:
 - Annual Meetings: Allocate time during the annual Title I meeting for parents to discuss the Continuous Improvement Plan, raise concerns, and offer feedback.
 - Surveys: Use regular parent surveys (online or paper-based) to gather feedback on the plan and its elements.
 - Open Houses/Forums: Organize events for parents to discuss the plan with school staff and administrators.
 - Parent-Teacher Conferences: Use parent-teacher conferences to encourage parents to share their thoughts and concerns regarding the plan.
- Clear Communication Channels:
 - Multiple Languages: Provide information and feedback opportunities in a language parents understand, especially for those with limited English proficiency.
 - Technology-Based Communication: Use tools like emails, messaging apps (e.g., Remind, ClassDojo), and school portals to facilitate communication and feedback collection.
 - Designated Contact Person: Identify a specific person (Parent Liaison) that parents can contact to submit comments and questions.
- Ensure Meaningful Parent Involvement:
 - Joint Development: Involve parents in developing, reviewing, and improving the Continuous Improvement Plan.
 - Transparent Feedback Loop: Communicate to parents how their feedback will be used, reviewed, and considered in making plan revisions.

6. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).

To foster parental involvement and equal partnership in education, Dothan 6th Grade center will implement regular two-way communication, offer workshops and training sessions on topics such as supporting student learning at home, understanding curriculum and assessments, and navigating the school system and create opportunities for collaboration in decision-making. Create Opportunities for Input by actively soliciting parent input through surveys, focus groups, and parent advisory groups.

7. Describe how the school will ensure the provision for 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. (See ESSA Sec. 1117(f))

D6 will actively provide information in accessible formats and languages, including translations and interpretations, and offer flexible meeting times and locations. We will also train staff on effective communication strategies and engage community partners to bridge language and cultural barriers. D6 will offer Flexible Meeting and Engagement Opportunities as follows: 1. Vary Meeting Times: Offer meetings at different times of the day (mornings, evenings, weekends) to accommodate diverse schedules and transportation challenges. 2. In-Person and Virtual Options: Provide both in-person and virtual meeting options to increase accessibility for all parents. 3. Home Visits: When needed D6 will offer home visits, especially for families who may face barriers to attending school-based events.