

# **DuBois Area Middle School District (DAMS)**

## **Title I Parent and Family Engagement Policy/Plan and Procedures**

**2025 - 2026**

DuBois Area Middle School is committed to the goal of providing quality education for every child in this district. We want to establish partnerships with parents and with the community that promote high achievement. Everyone gains if DuBois Area Middle School and families work together to promote high achievement for our children. The goal is a school-home partnership that will help all students succeed.

DuBois Area 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. DuBois Area 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.

This policy was:

- developed jointly with and agreed upon by parents and family members for all DAMS students;
- written in a format all parents and family members can understand;
- distributed to all parents of children in Title I programming;
- make available to the local community upon request, displayed on the district website;
- updated annually to meet the changing needs of parents, family members, and the school.

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

- 1. DuBois Area Middle School will jointly develop/revise with parents the school Parent and Family Engagement policy/plan and procedures and distribute it to parents of participating children.**  
The policy will be reviewed and updated by the Title I Teachers, Parent Advisory Council (PAC) in the spring, the annual fall Parent Meeting, and from the annual parents needs assessment.
- 2. An annual meeting will be held to inform all parents of participating children of the requirements of the Title I program, and the right of the parents' to be involved.** The school will hold meetings at different times during the day, as well as evening meetings. Title I will inform parents of the school's Title I program as well as district assessments and technology
- 3. Offer flexible family/parent meetings, conferences at various times of the day.** DAMS Title I staff will continue to be flexible when establishing meeting time, locations, and formats with parents to discuss their child's progress/concerns. Title I staff will coordinate with PTSA for workshop offerings, and provide childcare so parents can attend with ease.
- 4. DAMS Title I staff will engage parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, school wide under Section 1114,**

**and the process of the school review and improvement under Section 1116.** Parents will have the opportunity to review, plan, and improve the plan through our annual fall Title I meeting, conferences with the teachers, needs assessments, workshops, and the annual Parent Advisory Council meeting. Parent invites will be sent home with the date, time, and location of the Title I funded event for all Title I students. These important dates will be shared digitally as well.

- 5. DAMS Title I will provide families with timely information about the Title I program through our Title I parent packets, Parent and Family Engagement programs, monthly newsletters, and parent conferences.**
- 6. DAMS Title I will provide parents of participating children with assistance if needed and resources to understand the PA Core standards and the aligned curriculum.** At the beginning of the school year, you will receive a parent packet that includes all necessary paperwork. This packet also contains a letter explaining the criteria used for Title I selection, along with a notice informing you that your child has been selected to receive Title I services based on assessment results and teacher recommendations. Our workshops throughout the year focus on strengthening skills in both Math and Reading.
- 7. 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.** Parents will have multiple opportunities to discuss their child's progress and proficiency levels through the annual Title I meeting, parent-teacher conferences, phone calls, needs assessments, the Parent Advisory Council, and various workshops. Upon request, parents may also schedule regular meetings to share suggestions and take part, as appropriate, in decisions related to their child's education. The school will respond to all parent suggestions as promptly as possible.
- 8. If the 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.** (Not applicable at this time as DASD is a Targeted Assistance Program currently)

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

- 1. SCHOOL-PARENT COMPACT as a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.**
  - The compact is reviewed and updated annually during the Parent Advisory Council meeting to ensure it reflects the current needs of students and families.
  - At least once per year, during a parent/teacher conference, the compact will be discussed in relation to the individual child's academic progress. Additional conferences are available throughout the school year as needed.
  - At the beginning of the school year, a copy of the compact is included in the district's elementary handbook and is also sent home with every Title I student. Families are encouraged

to review the compact together and display it in a visible location at home as a reminder of the shared commitment between home and school to support the child's academic success. (*ESSA, Section 1010(6)(c)(e1)*)

- Parents will receive frequent reports on their child's academic progress throughout the year.
- Staff will provide reasonable access to meet with parents, as well as opportunities to volunteer, participate in classroom activities, and observe instruction.
- The district is committed to maintaining regular, two-way, meaningful communication with families, and, whenever practicable, this communication will be provided in a language that family members can understand.
- All families of new students complete a Home Language Survey to determine their need for translation services. If translation is needed, all communication will be provided in the family's home language using the Transact system.

#### BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

2. To ensure meaningful parent involvement and to support a strong partnership between the school, families, and the community in improving student academic achievement, each school and district will:
  - Assist parents in understanding the challenging State academic standards.
  - Provide guidance on how to monitor their child's progress.
  - Offer strategies for working effectively with educators.
3. To strengthen family-school partnerships and support student academic achievement, the district and each school will implement the following strategies:
  - **Provide Materials and Training for Families:**

Parents will be offered resources and learning opportunities to help them support their children's education, including literacy training and guidance on using technology responsibly—such as education about the harms of copyright piracy. Workshops will be developed based on input from the Parent Advisory Council to ensure they meet the needs and interests of families.
  - **Professional Development for Educators:**

Teachers, specialized instructional personnel, and other staff will receive professional development on the value of parent and community engagement and its impact on student achievement. For example, SPAC skit videos will be shared during the district's initial in-service days to foster understanding and spark discussion about effective family engagement practices.
  - **Coordinate with Other Programs:**

Parent engagement efforts will be coordinated with Federal, State, and local programs, including public preschool programs. Activities such as parent resource centers will also be supported to encourage and sustain parent involvement.
  - **Accessible Communication:**

All information about school and parent programs, meetings, and other events will be provided to families in a clear format and, to the extent practicable, in a language they can understand.
  - **Parent Involvement in Planning:**

Parents will be invited to serve on the district's Act 48 Committee to help guide the planning of

professional development opportunities, including workshops, conferences, trainings, and discussion groups.

- **Literacy Training Support:**

When no other funding sources are available, Title I funds may be used to provide necessary literacy training to parents, ensuring they are equipped to support their children's learning at home.

#### **4. Title I Parent Input at DuBois Area Middle School**

Title I parents at DuBois Area Middle School play an important role in shaping how Title I funds are used to support parent and family engagement. Parents are encouraged to provide input and guidance on spending decisions related to activities, workshops, trainings, resources, and materials that support student learning and family involvement.

Allowable expenses may include, but are not limited to:

- **Meeting Support:** Child care, refreshments, transportation, and home visit expenses
- **Educational Materials:** Books, workbooks, book bags, folders, flashcards, paper, pencils, crayons, rulers, glue, stickers, baskets, whiteboards, erasers, and hands-on manipulatives
- **Technology and Software:** Chromebooks, carriers, computer mice, and educational applications such as IXL, Reflex, Khan Academy, and other tools of educational value
- **Event Materials:** Invitations, speaker fees, and other supplies needed for family engagement activities

Parents' voices help ensure that Title I resources are used in ways that are meaningful, practical, and supportive of student achievement. Input is welcomed during Parent Advisory Council meetings and other engagement opportunities throughout the school year.

### **PART III-ACCESSIBILITY REQUIREMENTS**

In fulfilling the parent and family engagement requirements under this section, local educational agencies (LEAs) and schools must, to the extent practicable, ensure that all parents and family members have the opportunity to participate in an informed and meaningful way. This includes families who:

- Have limited English proficiency
- Have disabilities
- Are migratory

To support accessibility and inclusivity:

- **Communication and Reporting:**

Information, including school reports required under Section 1111, will be provided in a format and language that parents and guardians can understand, to the greatest extent practicable.

- **Standardized Communication Format:**

All forms and releases are created centrally and distributed to schools using a consistent format, ensuring clarity and uniformity across the district.

- **Language Access Services:**

Upon enrollment, all families of new students complete a **Home Language Survey**. If a need for translation is identified, school communications will be translated into the family's home language using the **Transact Translation System**.

These efforts are designed to ensure equitable access to important school information and to promote strong family-school partnerships for all students.

#### **PART IV-ADOPTION**

This **DuBois Area Middle School Parent and Family Engagement Policy and Procedures** has been developed and revised jointly with, and agreed upon by, parents of children participating in the Title I program, as documented in meeting minutes.

The policy and procedures were reviewed and updated by DuBois Area Middle School staff and parents/guardians on **May 6, 2025**, and will remain in effect for the **2025–2026 school year**.

The school will distribute this Parent and Family Engagement Policy and Procedures to all parents of participating Title I students and will make it available to the community **on or before November 30, 2025**.

Joan A. Klark – DASD Director of Federal Programs

05-06-2025

(Signature of Title I Authorized Representative)

(Date)