



# **2017-2018 Parent and Family Engagement**

**Dixon Elementary School  
Mobile County Board of Education**

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## **Introduction**

All Title I Schoolwide and Targeted Assistance Schools must complete the following diagnostics: the Stakeholder Feedback Diagnostic, the Parent and Family Engagement Diagnostic, the Coordination of Resource/Comprehensive Budget Diagnostic, and EITHER the Title I Targeted Assistance Diagnostic OR the Title I Schoolwide Diagnostic. Parent Survey must be done annually, but it can be done electronically or by paper.

## Parent and Family Engagement

**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))**

During the first quarter that school is in session, Dixon Elementary School holds its annual meeting for all parents of participating children. Parents are notified of the meeting through (1) notices sent home by students, (2) daily announcements, (3) automated phone messenger, (4) school sign posting, and (5) website postings. To assist in providing the opportunity for all parents to attend, the meeting is offered at multiple times - at least once during the school day and at least once in the evening. All meeting presentations and documents will also be posted on the Dixon website. Feedback and response information will also be posted on the Dixon website. Dixon Elementary School will be offering child care during the scheduled meetings. Topics to be discussed at this year's meeting are:

- Continuous Improvement Plan
- LEA Title I Plan
- LEA Parent and Family Engagement Policy
- Dixon Parent and Family Engagement Policy
- Title I Program and participation, requirements, services, and parents' rights
- Parent Engagement section of the Continuous Improvement Plan (overview and distribution)
- 1% set-aside: Dixon received a total of \$2120.79 for Title I Parenting allocation for this year.
- School Compacts
- Parent Surveys
- Dixon Parent Advisory Committee
- MCPSS District Parent Advisory Committee

**Describe: 1) 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; 2) 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.); and 3) How funds allocated for parent involvement are being used in the school. (Sec. 1116(c)(2)(3))**

1. The leadership and staff of Dixon Elementary School have a strong belief in the importance of parent and family engagement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for parents of participating children, as well as other parent meetings throughout the school year will be offered at varying times to include morning and evening sessions. Parent meeting presentations and information will be accessible on the Dixon website and meetings/events may be streamed live in other formats, such as Facebook Live, or on the Dixon website live broadcast link. The counselor will have parent resource materials and information available to parents every school day from 8:00am until 3:00pm, as well as during scheduled evening meetings.
2. Dixon Elementary School believes in involving parents in all aspects of its Title I programs. We have three parent representatives on our CIP committee who were active participants in the development of the plan and were involved from the first meeting of the committee. In addition, all parents were given the opportunity to review the plan and offer their input before the plan was approved. For the Parent and Family Engagement Plan, all parents were given surveys at the end of the school year seeking their input on activities, training, and materials that the school should offer to parents for the next school year. Each year, the Continuous Improvement Plan, including the Parent and

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Dixon Elementary School

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Family Engagement Plan, is reviewed and evaluated quarterly. Results of all parent surveys regarding our CIP including Parent and Family Engagement, the Title I Program, and school culture, climate, and operations are reviewed by the parent representatives and entire CIP Committee in determining needed changes for continued improvement.

3. Dixon Elementary School uses its parental involvement funds as follows: to fund all materials and supplies for parenting resources, to purchase materials and supplies needed to conduct parenting workshops, parent and family engagement events (including leadership / decision-making opportunities), effective communications between school to home, as well as materials to encourage family involvement with curriculum-related issues (including test prep / practice materials).

**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))**

At its annual meeting of parents at the beginning of the school year, Dixon Elementary School will hold a general meeting where information will be presented about its Title I programs, the curriculum, and forms of academic assessments used. Parents will learn about the following subjects taught: reading, math, language (grammar / writing), science, social studies, physical education, art, music, and technology. They will also learn about how to schedule parent-teacher conferences and how they can participate in decisions related to the education of their child. Parents will be given a copy of the Dixon Parent Handbook, which includes more detailed information on these topics and a copy of the Dixon Parent and Family Engagement Plan. In addition, documents are provided, to the extent practicable, in other languages as requested. Upon conclusion of the general meeting, parents will be invited to visit their child's classrooms and meet their teachers. At this time, teachers will provide additional information on the subjects they teach and how students are individually assessed.

**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))**

Dixon Elementary School's CIP Committee, including the parent representatives, reviews the school-parent compact during the fourth quarter of the year for the next school year. Revisions are made at the request of the entire CIP committee. The compact is developed through a coordinated effort by school staff members, the Dixon Parent Advisory Committee, and at least two students. All parents will be given a copy of the compact on or before our annual parent meeting. The compact will be explained to the parents, and they will be asked to sign the compact signifying their commitment to working in partnership with the school and their child in ensuring that their child is successful in school. The compact will be discussed with teachers at faculty meetings. Each teacher will be given the responsibility to explain the compact to the students and obtain the students' signatures. The teachers will sign the compacts and house them in his/her classroom to use during parent-teacher-student, parent-teacher, and/or student-teacher conferences.

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

In April/May and August/September of each year, and quarterly - following school-wide assessments, Dixon Elementary School brings in its CIP Committee to review, evaluate, and revise its Continuous Improvement Plan. There are three parents on the committee who represent

all parents of the school. During the review process, all parents are notified of the review through notices sent home. The notices make parents aware that the plan is under review, that a copy of the plan is available for review in the library, office, and Title I Facilitator's room, and that parents have the right to give input regarding the revision of the plan. The notice also states that after the plan is finalized and approved, if a parent finds the plan to be unsatisfactory, they have the right to submit their concerns in writing to the school, and the school will submit their concerns to the central office at the same time that the CIP is submitted.

**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 ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. (Describe)**

Dixon Elementary School will accomplish much of this through its annual parent meetings held at the beginning of the school year. At that time, parents will receive an overview of the academic content standards, academic achievement goals and standards, and grade level assessments. In addition, an explanation will be given regarding Title I, what materials, services and training will be offered, and how parents have the right to be involved in their child's education. Dixon will also offer an Open House immediately after the Title I meeting wherein parents will be given the opportunity to meet their child's teachers, learn about individual assessments and what their role will be in helping their child to succeed, as well as learn about how they can provide input regarding how the school could better enable them to get involved and help their children be successful in school. This information will be used to plan parenting events for the school year.

In planning parenting events, Dixon's CIP Committee works diligently to ensure that all parent materials and training is closely aligned with our school's identified goals. Dixon has parent resources to assist parents in learning how they can help their child to be successful. This parenting material and information is available to be picked up from the counselor, every day from 8:00am until 3:00pm, during scheduled meetings/events, and available on the school website. Throughout the year, parent classes will be held on topics that address identified school goals. Since our CIP Committee identified improvement in literacy, math, technology, and leadership as goals, we will hold parental involvement classes on these topics and provide parents with related materials. Specific topics will include reading with your child, creating a technology-rich home learning environment, and working as a partner with your child's teacher.

**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 in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**Shall educate teachers, office personnel, and other school 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, implement and coordinate parent programs, and build ties between parents and the school. (Describe)**

Dixon will continue to work with its teachers through in-services, faculty meetings, and grade-level meetings in understanding the importance of parental involvement and that parents are our partners. This year, our CIP committee placed special emphasis on the need to ensure a closer connection between our schools identified goals and our parent involvement activities. Therefore, this year we scheduled grade level parent meetings at the beginning of the year, ensuring that grade level curriculum, assessments, goals and expectations, as well as our parent involvement and communication plan were focus areas for discussion . The principal will set the expectation that teachers work closely with our parent organizer/facilitator in planning parent involvement activities and preparing and/or distributing materials that best support meeting our schools identified goals.

**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 in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal 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.(Describe)**

Dixon coordinates its parent involvement program for all parents, ensuring that all activities are aligned with our CIP goals. We presently have 37 ELL students and many of these parents are actively involved in our parenting activities. We have an ESL teacher who works with the parent organizer/facilitator in meeting the training needs of these parents. In addition, many of our 17 Migrant students have parents who are actively involved. We have a Migrant recruiter who reviews family data to determine eligibility for Migrant resource services (9 additional Residence Only-RO enrolled students). We have one classroom unit allocated for At-Risk Pre-Kindergarten. Parents of our Pre-K students are invited to attend all scheduled school parental involvement events as well as grade level parent meetings.

**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 in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**Shall 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. (Describe)**

At the present time, Dixon has 37 ELL students. Information on all school meetings, parent notices, etc., is sent to parents of these children in other languages as requested. In addition, Dixon has an ESL teacher who assists in verbally communicating with these parents as needed/requested.

**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 in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**Shall provide such other reasonable support for parental involvement activities as parents may request. (Describe)**

Dixon makes every effort to work with parents in meeting their requests as related to their involvement in their children's education. For example, parent surveys requested that families be given more opportunities to be involved in extra-curricular activities offered by the school. To support this request, the school provides several sports programs, after-school practice facilities for team sports as requested and approved, has arranged for student-interest club activities, music education throughout the year, including a chorus group, dance team, cheerleaders, and ambassadors, as well as art education opportunities. Parents are invited to attend celebrations and performances throughout the year.

**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))**

Dixon Elementary School, to the extent practicable, provides opportunities for the participation of parents and family members with limited English proficiency and parents and family members with disabilities. At the present time, Dixon has 37 ELL students. Information on all school programs, meetings, parent notices, etc., is sent to parents of these children in other languages as requested. In addition, Dixon has an ESL teacher who assists in communicating with these parents and family members as needed/requested. At this time, Dixon has 17 Migrant students and 9 Migrant RO enrolled students. Dixon, along with the Migrant recruiter assists these families with parental involvement resource services. Every effort is made to accommodate parents and family members with disabilities, including home visits and online information/communication when/if accessible/needed. Dixon is a handicapped-accessible building.