



Damar Charter Academy School Parental Involvement Policy

Damar Charter Academy (DCA) believes that education is a shared responsibility among the school staff, students, parents, and community. To ensure that the best interest of the child is served in this process, a strong program of communication between the home and the school must be maintained. As a Title I school, DCA values these partnerships and the input of each stakeholder in the development and implementation of the Parent Involvement Policy.

Parent Involvement Policy Guidelines:

- An annual Title I meeting will be held in the fall semester, at which parents will receive information about the Title I program and the Parent Compact.
 - Flexible meeting times will be offered.
 - A virtual participation option and/or transportation and childcare assistance will be available.
- Parents will be involved in an organized, ongoing, and timely way in the planning, review, and improvement of DCA's parent involvement policies and Title programs.
 - Title I program information will be sent home at the beginning of the school year.
 - The District Parent Involvement Policy, School Parent Involvement Policy, School-Parent Compact, and Title I Complaint Procedure will be available for review on the district/school's website.
 - A meeting will be held onsite and/or virtually at the end of the school year to elicit parent feedback on Title I programming, budgeting, and documents.
 - School staff will respond to parent suggestions and input in a timely manner and will allow parents to submit comments concerning their satisfaction with the school-wide program as part of the Title I plan by email, phone, letter, or conference. Parent comments will be submitted to the LEA, along with the plan.
 - A formal Title I complaint may be filed with the Office of the Superintendent utilizing the Title I Complaint Form available upon request at the school or found on the school's website.

Program Information, Materials, and Training

- DCA will provide timely information about the school's curriculum, integration of the Indiana Academic Standards, academic status as determined by the Indiana Department of Education, academic assessments utilized, and desired proficiency levels.
- Reports will be shared from ILEARN/IAM, NWEA, Unique Learning Systems (ULS), Life Centered Curriculum (LCE), and/or in-class assessments, as well as quarterly student achievement data based on the Indiana Academic Standards. Parents will be informed on how to interpret the reports and monitor student growth in these areas at the time of distribution. Any parent wishing to discuss the achievement standards and/or the child's progress in more depth will be given the opportunity to do so via an in-person or virtual meeting, phone conference, or email.
- A math and literacy night will be offered annually for parents to learn strategies for working with their child at home to improve academic achievement.



- Information regarding the use of technology (chromebooks, Ipads, etc.) and various digital resources including educational software, apps, and websites (Google classroom, A-Z Learning, Brain Pop, Prodigy, Edgenuity, etc.) will be shared at the beginning of the year during the Annual Title I meeting and via newsletter so that the parent may actively work with the child outside of the school environment.

Transition Coordination

- DCA will partner with Head Start, various ABA centers, area schools, and families to ensure a smooth transition for incoming students.
- Assistance with transitions may include conducting tours of the school prior to enrollment, phone conferences, and/or hosting a back-to-school night at the beginning of the new school year.

Educator Training

- DCA will continue to educate the teachers by providing them with information from *The Dual Capacity-Building Framework for Family-School Partnerships* and *The Toolkit of Resources for Engaging Families and the Community as Partners in Education*, as well as other resources which will help to build ties between the parents and the school.
- Additional professional development opportunities aimed at valuing parent contributions as partners in education will be encouraged and funded for teachers.

Understandable Communication

- DCA will provide information regarding the Title 1 curriculum, as well as the Indiana Academic Standards, to parents.
- The school will assist the parent with understanding these components, along with any associated reports, and will provide training and materials in English and the native language (when possible), so that the parent may better participate in making decisions regarding the education of the child.
- A monthly newsletter featuring important updates and upcoming events will be distributed in English and the native language (when possible) via email, automated communications, and hard copy (as requested).
- Teachers will ensure that every attempt is made to get information out to parents in a language they understand.

Other Reasonable Supports

- Parents will have the opportunity to discuss their child's progress at any time throughout the year. They may do this by contacting the Title 1 coordinator or teacher by email, phone, letter, setting up a conference, etc.
- Parent-Teacher Conferences will be held upon request to discuss student achievement.
- If requested by parents, opportunities for regular meetings will be available to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Other reasonable supports for parental involvement activities requested by parents will be considered.

March 2021