



**School Parent and Family Engagement Policy**  
**TRECA Digital Academy**  
**2023-2024 School Year**  
**[Rev. 6/30/2023]**

In support of strengthening student academic achievement, TRECA Digital Academy receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

TRECA Digital Academy agrees to implement the following requirements as outlined by Section 1116:

1. Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under Title I, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
2. Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.
3. Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports required under Section 1111 of ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
4. If the schoolwide program plan under Section 1114(b) of ESSA 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 local educational agency.
5. Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition:

- ***Parent and family engagement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:***
  - ***Parents play an integral role in assisting their children's learning;***
  - ***Parents are encouraged to be actively involved in their children's education at school;***
  - ***Parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children; and***
  - ***Other activities are carried out, such as those described in Section 1116 of ESSA.***

The School Parent and Family Engagement Policy includes a description of how the school will implement or accomplish each of the following components:

#### **Jointly Developed**

TRECA Digital Academy will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, 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.

***Describe/list how parents will be involved in the development of the school parent and family engagement policy and how parents will be involved in the planning, review and improvement of parent and family engagement programs.***

Each school year, TRECA Digital Academy involves families with our Family Engagement Programs through the use of surveys to collect feedback and ideas related to the development and support of our School Parent and Family Engagement Policy. Every year during our beginning of year events and/or activities, families are surveyed and asked to reflect on the previous year, as well as share ideas for the upcoming year. During the year, TRECA hosts an annual Title I meeting to review federal programs with families, before which the School Parent and Family Engagement Policy is shared for their review. At the end of the school year, families are surveyed as part of our returning-calendar selection tool to collect beginning and end-of-year data. Additionally, after our Family Engagement Events, parents can reflect on the activities and share their feedback.

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#### **Annual Title I Meeting**

TRECA Digital Academy will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

***Describe/list when the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.***

TRECA Digital Academy holds a Title I meeting annually. At this in-person meeting, families are informed about the school's Title I program, the nature of the Title I program, parents' requirements, the School Parent and Family Engagement Policy, the schoolwide plan, and the school-parent compact. Whenever possible, this meeting will be held live, live-streamed, and/or recorded to invite the participation of our state-wide population.

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### **Communications**

**TRECA Digital Academy will take the following actions to provide parents of participating children the following:**

- **Timely information about the Title I programs;**
- **Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement; and**
- **Information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.**

***Describe/list how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents information related to school and parent programs, meetings and other activities in a uniform format, including alternative formats upon request and, to the extent practicable, in a language that parents can understand.***

Families and students are kept informed about Title I Programs via our Learning Management System, school website, social media posts, and via our school newsletter which is mailed to their homes at least twice a year. Family Engagement Events are posted in our Evolve Parent Portal, and are being offered through either virtual or in-person formats, as is appropriate. Events are recorded and shared with parents and families whenever possible. Documents related to school and parent programs are available in multiple languages on our school website and translation services and tools are available.

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### **School-Parent Compact**

TRECA Digital Academy will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards.

***Describe/list the process the school will follow to jointly develop with parents a school-parent compact.***

At our Title I Meeting, we will review the school-parent compact, titled the School/Family Pledge, and discuss with families how they can best support their student(s) academic pursuits. Prior to the Title I Meeting, families will have the opportunity to review the school-parent compact and provide input regarding potential changes to the document.

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**Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)**

TRECA Digital Academy will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

***If the district receives \$500,000 or more in Title I allocations, the district must reserve 1 percent for parent and family engagement activities. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.***

Families and students are kept informed about Title I Programs via our Learning Management System, school website, social media posts, and via our school newsletter which is mailed to their homes at least twice per year. Each school year, TRECA Digital Academy involves families with our Family Engagement Programs through the use of surveys to collect feedback and ideas related to the development and support of our School Parent and Family Engagement Policy, which includes planning for our Family Engagement Events each school year. This information is also reviewed at our Annual Title I Meetings where families are informed about the budget and asked to provide input into planning.

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#### **Coordination of Services**

TRECA Digital Academy will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement 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 by:

***Describe/list how the school will coordinate with other organizations, businesses and community partners to provide additional supports and resources to families.***

Families at TRECA Digital Academy have access to live support through SAFE staff members, the Help Desk, teachers, Advisors for students in grades 7-12, and administrative staff members. We offer virtual support via Brightspace and Google Meet (our online meeting tool), as well as face-to-face opportunities at our regional offices. Every staff member has a phone extension that is publicized on our website and included in their email signature and classroom communications. When needed, teachers and support staff make referrals for assistance for students and families to our SAFE Learning Support Specialists. SAFE staff will then assess the situation and determine if referrals to external agencies are warranted. All staff are aware that if there is suspected abuse or if there are concerns for a student's safety, that an immediate referral to the appropriate agency is warranted. SAFE staff regularly interact with probation officers, court systems, counselors, and community partners in an effort to support the whole child. Additionally, social-emotional learning resources are provided to all students in grades K-12. Families can utilize Care Solace to find mental healthcare providers and substance abuse treatment centers.

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**Building Capacity of Parents**

TRECA Digital Academy will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress and the achievement levels of the challenging state academic standards;
- Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging state's academic standards;
  - The state and local academic assessments, including alternate assessments;
  - The requirements of Title I, Part A;
  - How to monitor their children's progress; and
  - How to work with educators to improve the achievement of their children.

***Describe/list activities, such as workshops, conferences, classes, online resources, parent- teacher meetings, and any equipment or other materials that may be necessary to support parents in helping their students achieve academic success.***

TRECA Digital Academy has many avenues available to families who need support as they work to improve the academic achievement and learning engagement of their children. Families can receive assistance, further training, and support at any of our regional office locations. Families can also work with Advisors and SAFE (Student and Family Engagement) staff members, in addition to classroom teachers, to be able to support their children's learning and engagement with TRECA. Parent-teacher conferences are offered twice per year at the time of progress reports, but families may request a conference at any time. Information about curriculum, Title programs, and assessments are available on our school website. We also have community partners available to parents through our ongoing meetings and events. Through our Family Engagement Events, we can introduce families to community partners, such as OCECD, who have been present at back to school events in previous years.

We have also offered monthly parent/learning partner sessions throughout the school year that have covered various topics. Topics are chosen from parent feedback that we have received. Some of the topics that have been highlighted so far include: Checking & Understanding Student Progress, Supporting Students with Disabilities, College Planning/Scholarships/Financial Aid, Test Taking Tips, English Language Learners (who qualifies, resources available), How to Keep Kids Active When Learning at Home, Health and Well-Being, How To Be a Good Learning Partner, Mental Health, and Internet Safety. Families can join the sessions live or watch the recording at their convenience.

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### **Building Capacity of School Staff**

**TRECA Digital Academy will provide training to educate teachers, specialized instructional support personnel, principals and 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, implement and coordinate parent programs, and build ties between parents and the school by:**

***Describe/list activities such as workshops, conferences, trainings, webinars, online resources and parent-teacher meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/list methods of parents' assistance for building staff capacity.***

Staff members receive regular training at staff meetings, where we continue to work on skills related to building relationships and removing barriers to learning. All staff members were invited to participate in training from WhyTry?, which is a resilience-building program that we began incorporating into activities during the 2018-19 school year. Additional WhyTry? training opportunities have been offered in subsequent years. Additionally, all Advisors and instructional staff were trained in the Check & Connect Mentoring Program through the University of Minnesota in order to build relationships with students that would support student engagement and academic growth.

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TRECA Digital Academy will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

***Describe/list actions the school will take to provide other reasonable support for parent and family engagement activities.***

Families can receive assistance, further training, and support at any of our regional office locations. Families can also work with Advisors and SAFE (Student and Family Engagement) staff members, in addition to classroom teachers, to be able to support their children's learning and engagement with TRECA Digital Academy. They can reach us via email, phone, fax, or even Facebook messages, to request support.

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### **Building Capacity for Involvement**

The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under Section 1116(e) of ESSA. Indicate which of the following discretionary (optional) parent and family engagement policy components the school will implement to improve family-school partnerships:

- Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of that training;
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training;
- Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Train parents to enhance the engagement of other parents;
- Maximize parent and family engagement and the participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school;
- **Adopt and implement model approaches to improving parent and family engagement;**
- **Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs;**

- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

***Describe how each discretionary item chosen by your school and parents will be implemented.***

An Action Team for Partnerships Committee was formed in the 2021-2022 school year. The group consists of a team of administrators, teachers, staff members, parents, and the Family Engagement Specialist to represent applicable stakeholder groups. The committee surveys parents and families for their feedback and input regarding family engagement activities. The ATP was established under the belief that family involvement is critical for student success and achievement. This group is modeled after the Six Types of Family Involvement, which is a research-based framework created by Dr. Joyce Epstein. Each year, the ATP will create a goal-oriented action plan and brainstorm ways to enhance our family engagement practices in each of the following areas: Parenting, Communicating, Volunteering, Learning at Home, Decision Making, and Collaborating with the Community.

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#### **ADOPTION**

TRECA Digital Academy parent and family engagement policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. This policy is hereby adopted by the Board August 2009, and will be in effect until changes are necessary. The school district will distribute this policy to all parents by way of posting on the [www.treca.org](http://www.treca.org) website where their students attend school.

Mr. Adam Clark  
Director - TRECA Digital Academy  
December 2009

#### **Reviewed by Parents and Families**

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