



WINDHAM SCHOOL
DISTRICT

NUMBER: OP-08.21 (rev. 5)
DATE: June 13, 2023
PAGE: 1 of 5
SUPERSEDES: OP-08.21 (rev. 4)
November 6, 2015

OPERATING PROCEDURES

SUBJECT: PARENTING

AUTHORITY: Tex. Educ. Code Chapter 19

APPLICABILITY: Windham School District (WSD)

POLICY:

WSD provides a Parenting program designed to help students develop effective parenting skills.

DEFINITIONS:

These terms are defined for this policy and may not be applicable in other contexts.

“Break School” is the week short courses are offered to residents during spring, summer, and winter breaks.

“Closed enrollment” means a student may not enroll after a class begins.

“Counselor Review Page” (CRP) is a web-based application located on the WSD intranet that enables authorized users to view resident data.

“Facilitator” is a qualified staff member that teaches Parenting.

“Open enrollment” means students may be enrolled at any time.

“Student Progress Record” (SPR) is a record of a student’s performance on each curricular objective.

PROCEDURES:

Parenting is offered in a 70-90-hour course and a 30-hour short course (Parenting SC) that teaches parenting skills using the “Prep to Parent” curriculum developed by Acceleron Learning. “Prep to Parent” is a communication-based, interactive curriculum that supports the development of healthy family relationships; the curriculum is designed to address relationships, discipline, wellbeing, communication skills, and household management. Participants engage in an introspective process of positive personal change.

I. Program Description

Parenting classes are “facilitated” rather than “taught” using the traditional direct instruction model. The Parenting program is evaluated annually to review completion data, assess course content, and to ensure certificates of completion were granted to all students who successfully completed course requirements.

A. Curriculum Requirements

1. The facilitator must follow the lesson plan format using all components of the program, teaching all 20 lessons.
2. Lesson quizzes assess the course content associated with each lesson. Students must complete quizzes for lessons 1-19 and at least two scenarios from lesson 20. Students in Parenting SC must complete at least one scenario from lesson 20.
3. Class sessions must be at least three hours and 15 minutes per day.
4. Students enrolled in Parenting who transfer to a new facility may be reenrolled in the program at the beginning of modules of the curriculum.

B. Campus Provisions

1. “Roundtable” seating arrangement is recommended, if possible, to encourage cooperative learning and facilitation of lessons.
2. Classes may not be routinely scheduled for the computer lab. Additionally, Parenting SC may not be routinely scheduled for the library.
3. Students may not attend more than one Parenting class session per day, but may attend other classes while enrolled in Parenting.
4. Tests of Adult Basic Education may not be conducted for students enrolled solely in Parenting.

C. Program Completion

1. Certificates of completion are granted to students who successfully complete all course requirements:
 - a. Completion and demonstration of knowledge and application of the core elements of the curriculum for all 20 lessons;
 - b. Satisfactory participation;
 - c. Meeting attendance requirements:

- i. A minimum of 70 hours; or
 - ii. A minimum 30 hours for Parenting SC;
 - d. A student must complete all lessons within one calendar year to receive a certificate.
2. When a student completes all requirements, the facilitator must issue the student a certificate of completion and enter the code “PC” on the Individualized Treatment Plan (ITP) screen of CRP.
3. If a student meets the enrollment and attendance requirements but is not awarded a certificate of completion due to unsatisfactory participation, a facilitator must record the reason on the student’s SPR.

II. Students

A. Enrollment

1. Class enrollment should remain between 22-25 students.
2. Class is open-enrollment, subject to the following:
 - a. Enrollment is discouraged during facilitation of lessons 16-20, unless:
 - i. enrollment is required to complete a DFPS referral; or
 - ii. a student previously completed preceding lessons.
 - b. Enrollment during lessons 16-20 for other reasons must be approved by the division director of instruction.
 - c. Parenting SC is closed-enrollment.
3. A principal may approve the use of informational posters or flyers to encourage program enrollment.

B. Eligibility and Selection

1. Residents who are eligible for WSD programs may request enrollment in a Parenting class. However, once enrolled, the class becomes a “non-voluntary program after enrollment” and the student is expected to complete the class, subject to OP-09.18 “Withdrawing Residents from Education Programs.”
2. Academic background is not a factor in the selection process.

3. Priority is given to residents who are parents, younger than age 35, and within five years of projected release. Others may be enrolled as space is available.

C. Withdrawal

1. Removal

- a. Students may be withdrawn from classes in accordance with OP-09.18.
- b. Before requesting that a student be withdrawn for lack of progress, the facilitator must document on the back of the SPR discussions with the student about the problem behavior(s).
- c. Withdrawing a student for lack of progress does not remove the student's obligation to complete the program if required on the resident's ITP.

- D. Facilitators may select a participant who has completed the Parenting class to serve as a peer tutor of a future class. Residents may only serve as peer tutors one time.

III. Facilitators

Experienced classroom teachers or Family Literacy Coordinators who have received Parenting training who can neutrally facilitate difficult and controversial topics should be considered for assignment to a Parenting class.

A. Training

1. Training Requirements

- a. Facilitators must receive Parenting training before facilitating a Parenting class and repeat training if one year or longer has lapsed since last teaching Parenting.
- b. Before facilitating a Parenting class for DFPS referrals, facilitators must have completed Parenting training within the previous year and be approved by the Division of Instruction.

2. Training Availability

- a. Training for Parenting is generally held once per month.
- b. A minimum of three participants is required for the training to be held.

- c. Additional teachers should be trained on each campus to serve as substitute or replacement teachers when needed.

B. Facilitator Responsibilities

1. Facilitators must deliver the curriculum as designed.
2. Facilitators have primary responsibility for determining whether students successfully complete course requirements.
3. Facilitators must record daily attendance on the class attendance sheet according to OP-09.02, "Student Attendance Accounting."
4. Facilitators maintain student data and records as follows:
 - a. Enrollment and completion data must be entered on the ITP screen of CRP.
 - b. Facilitators must maintain a record of all 20 lessons completed by students using the Parenting SPR.
 - c. Records must be reviewed and updated daily to avoid errors in documenting student attendance, performance, and lesson completion.
 - d. Student advisors must enter Parenting SC and Parenting module completion dates from the Parenting SPR card on the CRP Parenting tab within 10 days of program completion.
 - e. SPRs must be retained for two years following the student's exit from the class, per the WSD Records Retention Schedule.
 - f. If the student was denied a certificate of completion, the SPR must be kept until the resident successfully completes the program or is released from the Texas Department of Criminal Justice.

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