



Telfair County School District
Parent and Family Engagement Plan
School Year 2021-2022
**Revision Date 6/18/20*



In support of strengthening student academic achievement, Telfair County School District receives Title I, Part A funds and therefore must jointly develop with, agree on 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(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA's plan submitted to the Georgia Department of Education.

The Telfair County School District agrees to implement the following requirements as outlined by Section 1116:

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- The school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with federal law.
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under Section 1112 of the ESSA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state Department of Education.
- The school district will be governed by the following definition of parental involvement/family engagement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

Family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA



**DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED
 LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

JOINTLY DEVELOPED

The **Telfair County School District** will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESSA:

In the spring of each year, the district Parent and Family Engagement Coordinator (PFE Coordinator) gives all parents the opportunity to complete a Parent Survey in order to evaluate the Parent and Family Engagement Program, parent activities at each school, and the use of PFE funds. A summary of results is created for each school.

In the spring of each school year, the Federal Programs Director and the PFE Coordinator host the Planning/District Parent Advisory Council (D-PAC) Meeting for the following school year. Flyer invitations are sent home to all parents and an invitation is posted on the website. Each principal also personally invites the school’s Parent Advisory Council (PAC) members to attend the meeting. During the meeting, the current year’s District Parent and Family Engagement Plan, the Comprehensive Needs Assessment (CNA), and the summary of results for the survey are distributed to parents. This information is discussed and parent input forms are completed. The summary of results for the parent survey and parent input from the Planning/D-PAC Meeting are then used to revise the District Parent and Family Engagement Plan and the CNA. The revised plan is distributed to parents in the following ways before November 1st: the plan is posted on the district website and a copy is given to all attendees at the annual Title I Parent Conference.

Parents also revise the School Improvement/Title I School-wide Plan during their final School PAC Meeting in the spring. Copies of these plans are also distributed at the annual Title I Parent Conference and posted on the website.

TECHNICAL ASSISTANCE

The **Telfair County School District** will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:



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At the beginning of the school year, the Federal Programs Director and the PFE Coordinator facilitate a technical assistance meeting with the administrators, counselors, and academic coaches at each school. On-going and new parent and family engagement requirements are discussed during this meeting. The PFE Coordinator also distributes the Systematic Family Engagement Handbook from the GaDOE and current templates/checklists. Each school receives a Parent and Family Engagement documentation box at this time. The box contains file folders that coordinate with the Parent and Family Engagement requirements in the Systematic Family Engagement Handbook and monitoring requirements. Each semester the principals send the documentation boxes to the PFE Coordinator for desk-top monitoring. A corrective action form is completed for any incomplete or inaccurate documentation. During the school year, the Federal Programs Director and the PFE Coordinator visit the schools to monitor the implementation of the federal programs at each school. The PFE Coordinator offers technical assistance to the schools by sending compliance information as well as parent engagement best practices to the principals throughout the year. The PFE Coordinator also helps facilitate parent meetings and activities at each school. During the compact revision process, the PFE Coordinator gathers input from teachers, parents, and students for the revision of the compacts. She also creates a summary of results for each stakeholder group that takes the survey. The PFE Coordinator helps each school compare the School Compact as well as the School Parent and Family Engagement Plan to the checklists to ensure that all Title I requirements are met in both documents.

ANNUAL EVALUATION

The **Telfair County School District** will take the following actions to conduct, with the meaningful engagement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective parental engagement, and to revise, if necessary, its parent and family engagement policies.



Each spring the PFE Coordinator creates an parent survey for each school. She also creates a Spanish version of the parent survey. All parents in the system have the opportunity to complete the survey. The survey is posted on the school website. The survey will contain questions to help identify barriers to greater participation by parents in parental and family engagement activities. The results are tallied and a summary of results is created for each school. The summary of results is posted on the website for each school and distributed to parents during the Planning/D-PAC Meeting in the spring. During the meeting, all parents are also given the opportunity to give input and suggestions for revision on the District Parent and Family Engagement Plan.

RESERVATION OF FUNDS

The **Telfair County School District** will involve the parents and family members 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 and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

In the fall, principals invite the school's Parent Advisory Council (PAC) members to the school's first School PAC Meeting. During the meeting, parents have the opportunity to review the proposed Parent and Family Engagement budget and discuss how the Title I, Part A funds reserved for parental and family engagement will be spent. Each attendee provides written input that is used for the final revision of each school's Parent and Family Engagement budget. Parents can also give input about how funds are spent on the parent survey distributed in the spring.

COORDINATION OF SERVICES

The **Telfair County School District** will coordinate and integrate parent and family engagement strategies with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs: ***Telfair County Head Start, Telfair County Pre-K, McRae United Methodist Enrichment School, Migrant Education Program, ESOL Program, Birth to Books Parent Academy, Telfair County Parent Resource Center, and the Tiny Trojans Program*** that encourage and support parents in more fully participating in the education of their children by:



The Telfair County School District will maintain a Parent Resource Center located at 212 W. Huckabee Street in McRae-Helena. The Parent Resource Center will be open from 8:00 a.m. – 4:00 p.m. during the week. Parents can contact the PFE Coordinator to make an appointment if they need to visit the center before or after its normal hours of operation. The center is housed at Telfair County Pre-K, and Pre-K parents are invited to the center and encouraged to check out resources throughout the year. A portable resource center is also located in the media center at TCES.

In the spring of each year, Telfair County Elementary School invites Telfair County Pre-K students to visit Kindergarten in order to help with transition to the new school. Pre-K parents are invited to a Kindergarten Orientation meeting as well. Students from the McRae United Methodist Enrichment School and Telfair HeadStart also visit the Kindergarten classrooms in the spring.

The PFE Coordinator is bilingual, and she will coordinate parent activities with the Migrant Education Program and the ESOL Program to ensure that parents of students in these programs have the opportunity to be involved at school. She is available to interpret during parent conferences and parent activities. Parents are invited to come by her office or call to receive support with translations, to ask questions about homework, and to send messages to teachers. Parents of migrant and ESOL students are invited to all Title I parent meetings and activities.

The PFE Coordinator also coordinates with Telfair HeadStart to ensure that three and four-year-old (P3 and P4s) migrant participants are served when possible. She also collaborates with HeadStart to contact all Spanish-speaking parents on behalf of Telfair HeadStart when needed. She also helps facilitate enrollment of migrant participants in the three-year-old Tiny Trojan Program.

BUILDING CAPACITY OF PARENTS

The **Telfair County School District** will, with the assistance of its Title I schools, build parents' capacity for strong family engagement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The challenging State academic standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators



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- In the Parent Resource Center, parents can use computers with internet access for monitoring their child's grades, searching information on Georgia Standards of Excellence, or finding resources and games to strengthen their child's area(s) of weakness.*
- Educational games, videos, and books are available for checkout in the Parent Resource Center.*
- Technical assistance meetings will be scheduled to keep administration and staff up to date on Title I, Part A requirements.*
- Parents will receive information on how to monitor their child's progress using PowerSchool Parent. Support is also available for English and Spanish-speaking parents who request help with the initial set-up and usage.*
- During the Title I Parent Conference, parents will receive information about the Title I Program and its requirements. Parents will also receive information on successful parent-teacher conferences, talking to their child about going to college, school attendance, and study skills.*
- The Title I Brochure will be distributed at the Title I Parent Conference and posted on the website.*
- The PFE Coordinator will send monthly "Helping Children/Students Learn" parent newsletters from the Parent Institute to the middle and high schools.*
- The district will provide a web content resource from the Parent Institute that will provide daily parenting tips on the school website.*
- Telfair County Elementary School will receive "Recipe for Success" parent newsletters which include activities families can do together at home to improve student achievement.*
- The PFE Coordinator will support schools as they host Lunch-n-Learn activities and Academic/Department Nights to increase parents' knowledge about working with teachers, supporting students with homework, understanding standards and assessments, and understanding their child's progress.*

BUILDING CAPACITY OF SCHOOL STAFF

The **Telfair County School District** will, with the assistance of its schools and parents, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff 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 schools by:



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Each school year, teachers, administrators, counselors, para-professionals, and other staff will participate in professional development focused on Parent and Family Engagement. Two building staff capacity activities will be provided each semester. At least one of these activities will be facilitated during a Professional Learning Committee Meeting (PLC).

Attendees will provide a sign-in sheet and feedback about the professional development activity. During the activity, the following topics will be discussed:

- the value and utility of contributions of parents*
- how to reach out to, communicate with, and work with parents as equal partners*
- how to implement and coordinate parent programs and build ties between home and school*
- how to provide information in a format, to the extent practicable, in a language the parents can understand*
- how to respond to parent requests for parental involvement activities*

BUILDING CAPACITY FOR INVOLVEMENT

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- X Paying reasonable and necessary expenses associated with family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- Training parents to enhance the engagement of other parents
- X Maximize family engagement and participation in their children's education, arranging school meetings at a variety of times or conducting in-home conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend those conferences at school
- Adopting and implementing model approaches to improving family engagement
- X Establishing a district wide parent advisory council to provide advice on all matters related to family engagement in Title I, Part A programs
- X Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family engagement activities



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The Telfair County School District is committed to maximizing parents' participation in students' education. The district and schools will host parent activities and meetings at a variety of times to allow all parents the opportunity to be involved. The district will establish a District Parent Advisory Council (D-PAC) to work with parents at all schools to revise Title I documents and plan parent engagement activities and meetings. Business leaders will be invited to be a part of the District PAC meetings. Community resources will be invited to display exhibits at the Title I Parent Conference to help make parents aware of resources available in our area. Childcare and transportation will be provided as needed and when appropriate. We hope to foster a partnership between the schools and parents that will improve student success.

Appendix:

List of Acronyms in the District Parent and Family Engagement Plan

1. BOE = Board of Education
2. GSE = Georgia Standards of Excellence
3. CLIP = Comprehensive LEA Improvement Plan
4. D-PAC = District Parent Advisory Council
5. ESSA = Every Student Succeeds Act
6. ESOL = English to Speakers of Other Languages
7. LEA = Local Education Agency
8. PAC = Parent Advisory Council
9. PLC = Professional Learning Community
10. TA = Technical Assistance
11. CNA = Comprehensive Needs Assessment