

Lee County Primary School

School Parent and Family Engagement Policy

2023-2024

Revision Date: 06/05/23

In support of strengthening student academic achievement, Lee County Primary School 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(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 local educational agency (LEA).

Lee County Primary School agrees to implement the following requirements as outlined by Section 1116:

- 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 schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- 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.
- 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 the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If students are enrolled in The Bridge, correspondence and invitations to parent/family involvement activities will be sent to the facility.
- If the schoolwide program plan under Section 1114(b) of the 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.
- Be governed by the following statutory definition of parent and family engagement and will 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:

- (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

JOINTLY DEVELOPED

Lee County Primary School 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 child and respond to any such suggestions as soon as practicably possible.

- The school will hold school council meetings throughout the school year to disseminate information and to obtain feedback on Title 1 programs and other programs in the school.
- The school will make positive contact with all parents at the beginning of the school year to establish relationships with parents.
- The school will hold open house nights for parents to see their child's teacher. These meetings will be for academic informational purposes and relationship building. Parent surveys will be given to seek improvements to the process.
- The school will host curriculum nights for parents to provide information to parents. This request was indicated by the spring 2022 parent survey. Parent exit surveys will be given to determine parent perception of the events and to help plan, review and improve the parent and family engagement activities.
- The school will host breakout sessions at the curriculum night for parents. This request was indicated by the spring 2022 parent survey. Parent exit surveys will be given to determine parent perception of the events and to help plan, review and improve the parent and family engagement activities.

ANNUAL TITLE I MEETING

Lee County Primary School 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, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- After input and revisions have been made to the documents, the school will convene an annual meeting, Title I Open House, during the first 9 weeks of school to inform parents of the school's participation in Title I and what this means for them as related to the school improvement plan. The school and system parental involvement policy, school-parent compact, and parent rights will be provided to all parents at this meeting.

COMMUNICATIONS

Lee County Primary School 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.
- 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:
 - The school will hold information sessions before the school year, as well as, throughout the year, at various times of the day to give parents information and gain input about Title 1 programs and dates of upcoming events. This may be whole group discussion, face to face, social media, school website, or breakout sessions from a larger group.
 - The school will hold an annual Title 1 meeting during the first nine weeks of school.
 - The parent and family engagement policy and school-parent compact will be distributed to all parents at the annual Title 1 Open House during the first nine weeks of school.
 - These items will be sent home with students if a parent does not attend the meeting.
 - Childcare will be provided at the annual meeting.
 - Parents are invited to attend the parent-teacher organization (PTO).
 - Parents are invited to join the school council.
 - Parents will be informed of the various means of communication that will be used by school personnel which includes but is not limited to email, phone calls, social media accounts, Remind, Google Classroom, and Infinite Campus.
 - Students enrolled from The Bridge, will receive correspondences and invitations to parental/family involvement activities. This will be sent to the facility.

SCHOOL-PARENT COMPACT

Lee County Primary School 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 the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- The parents, students, and staff of Lee County Primary School partnered together to develop this school-parent compact for achievement. Teachers suggested home

learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to complete school surveys to give input on curriculum nights for parents. Parents are also encouraged to attend the Title I input meeting in the spring and to submit Title I parent surveys that are also used as a tool to collect parent feedback regarding the current Title I programs and policies. The surveys are shared throughout the year.

RESERVATION OF FUNDS

Lee County Primary School 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:

The budget for the 1% of Title I funds reserved for parent and family engagement will be discussed during the informational session before school starts and during the Title I night. Parents will have the opportunity to present ideas to get other parents and families involved. The parents will have the opportunity to discuss how they would like the money spent.

COORDINATION OF SERVICES

Lee County Primary School 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:

- All information for federal, state and local programs is sent out through IC email blasts and posted on social media.
 - In addition to these steps, teachers are required to send out applicable opportunities via email and ParentSquare.
- Parent involvement nights: The school will provide parents with materials and training related to ELA curriculum through breakout sessions. These curriculum nights will show parents ways they can help their children at home with ELA.
- Many free resources are available for families in our resources tab on the Federal Programs website. This is shared with families throughout the year.

BUILDING CAPACITY OF PARENTS

Lee County Primary School 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:

- Providing 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
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright privacy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging Georgia Standards of Excellence
 - 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 to improve the achievement of their child

The school will provide parents of participating children timely information about:

- Title I programs in the school
- Diagnostic information gathered on their child as well as a plan for acceleration
- A description of the curriculum in use
- The forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. This includes universal screening results from FastBridge, standards based report card grades and progressions, progress monitoring results (as applicable), unit assessment results for math and ELA.
- Offering curriculum nights for parents to participate with their children in ELA and how to help their children at home with the resources provided. These nights will be facilitated by grade level and content teachers.
- The school will help parents understand how to help with homework, classwork, GA Standards of Excellence, GA Milestones Assessments, Title 1 part A requirements, and Federal Programs free resources in different subjects including literacy and technology..
- The school will disseminate information and resources multiple ways and gather survey data from parents on the curriculum nights to revise and improve our parental involvement policy, compact and how we will spend our 1% allotment.

BUILDING CAPACITY OF SCHOOL STAFF

Lee County Primary School 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:

- Administration will emphasize the importance of positive relationships with families and ask that a positive phone call be made with their students' families within the first week of school.

- The school will educate teachers and staff at least twice per semester on the importance of families and ways to assist parents in their children's education.
 - Teachers will have access to training, webinars, and other online resources to assist with building their capacity to effectively work in partnership with families.
 - Topics will include: the value and utility of parents, how to reach out and communicate with and work with parents as equal partners, coordinate parent programs/activities which build ties between home and school, provide information in a language that all parents can easily understand, and respond to parent requests for family and parent engagement activities.

- Teachers, parents, and school counselors will work together to conduct effective parent-teacher team meetings as determined necessary by the teacher or parent.
- Throughout the year, we will ask for input from parents as to how best to work with parents as equal partners. We will use the results to revise and improve our compact, policy, and how we spend our 1% allotment.

Lee County Primary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Arranging school meetings at a variety of times with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school. Virtual meetings will be considered.
- Developing appropriate roles for community-based organizations and businesses in parent and family engagement activities.
- The school will work to reasonably provide support for any parent to engage in school activities by parent request, and by offering input throughout the year on the improvement of parent and family engagement programs.