



**Appling County High School**  
**Parent and Family Engagement Policy**  
**School Year 2023-24**  
**Revision Date 05.03.2023**

In support of strengthening student academic achievement, Appling County High School receives Title 1 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 of Every Student Succeeds Act (ESSA). This policy establishes ACHS'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).

Appling County High 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's Parent and Family Engagement Policy and the joint development of the Schoolwide Program Plan under Section 1114(b) of Every Student Succeeds Act (ESSA).
- Update the School's 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 practical, in a language parents understand.
- 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**

Appling County High 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 feasibly possible.

- School calendars with school events are placed on the website.

- Title I staff orientation is held early in the year. Administrators and the School Improvement Specialist meet with the School Improvement Team to discuss Title I and Parent and Family Engagement. The Instructional Leadership Team discusses Title I and parent involvement with their departments during professional learning communities (PLCs). During the year, sessions are held which focus on developing an understanding of the value of parent involvement, how ACHS can reach out to parents, and how parents can become partners with the school.
- Each year a team of parents and teachers meet to preview the planned events for the school and to assist in the preparation of the Parent Involvement Plan for the school.
- In conjunction with parents and staff, ACHS writes and distributes a School-Parent Compact annually. The compact describes the partnership between parents, students, and the school. It highlights ways that each partner will promote the standards of learning, as well as some of the responsibilities that each hold as a partner. The compact is distributed each school year to every student to take home.
- A parent survey is distributed annually to receive feedback from parents concerning their child's education, Title I programs, parent activities, and the Career Center. Survey results are distributed to parents and all parent comments are collected and analyzed in order to revise the Parent Involvement Plan.
- ACHS School Council meets three times a year. These date and times are publicized on the school website and Facebook. ACHS School Council meetings are open to the public. School Council members offer advice and support on planning and monitoring school progress.
- Parents of children with special needs are encouraged to participate as equal partners in the development of their child's Individualized Education Plan (IEP).
- Parents of children with unique physical or emotional concerns are encouraged to participate as equal partners in the development of their child's 504 plan.
- School councils, system-level support leaders, and school leadership teams help involve parent representatives in the planning, review, and improvement of programs.
- The ACHS principal has an open-door policy for parent discussion and involvement in the improvement.
- ACHS utilizes community organizations such as the Ministerial Alliance, Family Connections, and other organizations to offer opportunities to volunteer at parent involvement events. These community volunteers provide parents with a variety of community contacts and knowledge of community resources.

### **ANNUAL TITLE I MEETING**

Appling County High School will take the following actions to conduct an Annual Title I 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 requirements, the parents' rights under Title I, nature of the Title I program, the parents' requirements, the School's Parent and Family Engagement Policy, the schoolwide plan, and the School-Parent Compact.

- Annual meetings will be held before October 30<sup>th</sup> 2023 to review aspects of Title I.

### **COMMUNICATIONS**

Appling County High School will take the following actions to parents:

- Timely information about the Title I Meetings.
- 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:
  - ACHS will schedule sessions at various times and days to gain the most participation and to provide the most convenience to parents.
  - Meetings will be advertised in multiple ways: District social media, school website, flyers, newspaper, and Parent Portal.
  - Policies and information regarding Title I programs are available for viewing on the school website and are stored in the school's front office.
  - At the beginning of each school year, an orientation for Spanish-speaking parents is held at the district. Parents receive assistance completing all new registration paperwork for the school year. New school policies are discussed with the parents in Spanish.
  - Methods of communication include, but are not limited to, the following: school website, email, letters, face-to-face, phone, and social media.
  - Parents are encouraged to sign-up for Parent Portal for direct access to their child's grades.
  - Letters are sent home to inform parents of the annual school review of CCRPI.
  - Letters are sent to parents to provide them with information regarding the Professional Qualifications of their child's teacher.
  - Open House is held to allow parents and families to visit the school, to talk with the teachers, and to view the student's classrooms.
  - Student handbooks are provided to each student/parent and are available online for students and parents to view. The rules and policies of the school are included in the handbook.
  - Parent/Teacher conferences are held throughout the year using a flexible time schedule to accommodate parents and school.
  - Information is printed in the local newspaper, posted on Facebook, and the school website.
  - Student progress reports and report cards are sent to parents.

### **SCHOOL-PARENT COMPACT**

Appling County High School will take the following actions to jointly develop with parents, students and entire school staff 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.

- Hold meetings to jointly develop and revise the School-Parent Compact.
- Refer to the School-Parent Compact during meetings and accept feedback on the compact during those meetings.
- Require all students to return a signed School-Parent Compact acknowledgment form.

### **RESERVATION OF FUNDS**

Appling County High 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:

- Surveying the parents to gather input on how these parental involvement funds will be used at ACHS.
- Scheduling sessions at different times and days where parents can provide suggestions.

## **COORDINATION OF SERVICES**

Appling County High 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, and conduct other activities that encourage and support parents in more fully participating in the education of their children by:

- Career and parent resource center in the Guidance Office and Media Center with information available that will encourage and support parents more fully participating in the education of their children.
- Provide interpretation/translation during ASVAB, SAT, Scholarships, and Financial Aid meetings.
- Coordinate for high school representation during parent meetings held by other Federal Programs.

## **BUILDING CAPACITY OF PARENTS**

Appling County High 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; and
- Aiding parents of participating children, as appropriate, in understanding topics such as the following:
  - 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 to improve the achievement of their child
- Individual student assessment results and interpretation of results will be provided to parents.
- A description and explanation of the school curriculum will be addressed at our Title I meeting and at parent conferences.
- Parents will be educated on how to utilize the Parent Portal in Infinite Campus in order to monitor their student's information and progress.

## **BUILDING CAPACITY OF SCHOOL STAFF**

Appling County High 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:

- Having Professional Learning Communities which discuss parent involvement
- Having monthly faculty meetings that will discuss parent involvement
- Providing resources electronically that continually reaffirm how to encourage parent involvement

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

- Contacting parents through phone and email communications as well as Parent Portal
- Posting announcements on various social media platforms and the school website