



# Chickamauga City School District Parent and Family Engagement Policy

**2023-2024 School Year**

Revised June 26, 2023

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## What is Family Engagement?

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

- a) That parents play an integral role in assisting their child's learning.
- b) That parents are encouraged to be actively involved in their child's education.
- c) That 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) The carrying out of other activities, such as those described in Section 1116 of the Every Student Succeeds Act (ESSA).

## About the Parent and Family Engagement Policy

In support of strengthening student academic achievement, the Chickamauga City School District (CCSD) has developed this parent and family engagement policy that establishes the district's expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I school, Chickamauga Elementary. This plan will describe CCSD's commitment to engage families in the education of their children and to build the capacity at Chickamauga Elementary School to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of ESSA contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. The CCSD will work with Chickamauga Elementary School to ensure that the required school-level parent and family engagement policies meet the requirements of federal law, and each include, as a component, a school-parent compact.

## **Jointly Developed**

At the spring School Council meeting in May 2023, all parents were invited to participate and given the opportunity to provide suggestions and ideas to improve this district parent and family engagement policy for the 2023-2024 school year. Parents were notified through a notice in the principal's monthly newsletter, announcement on the school district website, and a flyer sent home in the student's VIP weekly packet. In addition, the Title I teacher contacted all the Title I parents either by email or phone to invite them to the meeting. During this meeting, parents also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP), the District Improvement Plan, and the Chickamauga Elementary School Improvement Plan. Additionally, parents had the opportunity to provide input and feedback through the parent survey conducted in the spring.

Upon final revision, the district parent and family engagement policy was incorporated into the CLIP which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time through email or written correspondence to their child's school. All feedback received by June 2023 was considered for revisions to this policy.

The district's plan to distribute this policy is to post it on the district and school websites, disseminate it during the annual Title I school meeting in the fall, and email the link to all Title I parents in a format and language they can understand.

## **Communications**

CCSD will communicate with all families and the community on a regular basis regarding school wide events and activities, through phone calls, emails, social media, school newsletters, and flyers. The district and school will share information in English and other languages to the extent possible through written communications, meetings, conferences, and family engagement events for families to understand the school's academic standards and assessments as well as ways parents can monitor their child's progress.

## **Strengthening Our School**

Each year, the Title I Director will provide technical assistance and support to Chickamauga Elementary School to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Chickamauga Elementary School and the Title I teacher will receive notifications and resources from the Title I Director to help them improve and strengthen family engagement. In addition, the Title I Director will conduct several in-person meetings throughout the school year, make frequent school visits, and communicate through phone calls, emails, and memos with the Title I teacher and school principal and assistant principal to review family engagement plans and activities.

## **Reservation of Funds**

The CCSD will reserve a percentage from the total amount of Title I funds it receives in 2023-2024 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, the CCSD will ensure that the percentage reserved goes directly to the Title I school to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist the Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

Parents are invited to the school council meeting in the spring each year where they are provided information regarding family and parent engagement funds. Parents are given the opportunity to provide suggestions on how these family engagement funds could be used at the district and school level in the upcoming year. The annual parent survey also gives parents an opportunity to provide input towards the family engagement funds.

## **Opportunities for Meaningful Parent Consultation**

Input and suggestions from parents, family members, and community partners are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

### **School Council Meetings ~ *Fall and Spring***

All parents are welcome to hear the latest updates from the Chickamauga City School District as well as review and provide input into the district parent and family engagement policy and the Consolidated LEA Improvement Plan for the 2023-2024 school year. Parents are informed of these meetings through a flyer sent home in the student's VIP weekly packet, a notice in the principal's monthly newsletter, an email to Title I parents, and an announcement on the school website.

### **PTO Meetings ~ *Monthly***

All parents are welcome to attend the monthly PTO meetings where they can learn more about programs, events, and activities going on in the school. This is also a great opportunity for parents to sign up to volunteer to help the school. The Title I teacher and Title I Director attends at least one PTO meeting per year to share information on a variety of topics such as: how to work with your child at home, how to communicate with your child's teacher, preparing your child for testing, understanding curriculum standards, and school and state assessments.

### **Annual Title I Parent Meeting ~ *October 2023***

In the fall each school year, Chickamauga Elementary School will host a meeting to inform all parents of the Title I requirements and the school's participation in and parent's rights under Title I. Parents will be

provided copies of the parent and family engagement plan and school-parent compact. Also, parents will be provided with a list of supports and resources that are available.

### **School-Parent Compacts**

As part of this plan, Chickamauga Elementary School, along with its families, will jointly develop school-parent compacts to build and develop a partnership to help our students the challenging state academic standards. These compacts serve as agreements that parents, teachers, and students will work together to make sure all students reach grade level standards by following and accomplishing goals set forth by parents, teachers, and students. The compacts will be revised annually and distributed to parents of Title I students.

Unable to attend these meetings? Please visit [www.chickamaugacityschools.org](http://www.chickamaugacityschools.org) to review the meeting information and documents. In addition, you can contact the Title I teacher at 706-382-3100.

## **Building Capacity**

The CCSD will build partnerships between its Title I school, families, teachers, and community to develop mutual support for student achievement and ensure effective involvement between the school, families, and community to improve student achievement.

### ***Building Capacity of Parents –***

The CCSD will provide families with information about the overall Title I program and its requirements. The district works with its Title I school to help families understand academic expectations for student learning and progress. Specific information related to the State’s challenging academic standards, and local and state assessments—including alternative assessments, will also be provided. The district helps parents in understanding use of its online student information system and other digital resources.

The Chickamauga Elementary School website contains a Media Center Page that provides resources to help parents work with their children at home and links to activities and programs for students to access at home for additional learning.

The Chickamauga Elementary School Council, made up of the school principal, parent and teacher representatives, community leaders, and business partners help advise the district and schools on all matters related to family engagement.

The Annual Family Math and Literacy Night is an opportunity for families to participate in activities where they can learn strategies to help their child in reading and math, and gain knowledge on state standards and state and local assessments.

The monthly principal's newsletter provides information to all parents regarding upcoming events and activities for parents and students. The Title I parents receive a monthly newsletter that features activities and tips the family can use to help improve their child's reading and math skills and ideas on how to work with and communicate with teachers.

Chickamauga Elementary School (CES) has a Parents Assisting Teachers and Students (P.A.T.S.) program where parents can volunteer to help teachers at school during the day. The P.A.T.S. coordinator contacts parents to let them know about these opportunities.

The Title I teacher communicates frequently with Title I parents through email, phone calls, and in-person meetings. She encourages parents to communicate with teachers and updates them on their child's progress and ways to help their child continue to make progress.

The CCSD will coordinate and integrate parent and family engagement programs and strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs that encourage and support parents to fully participate in the education of their child. CCSD supports, coordinates, and integrates services with early childhood programs. The district has a memorandum of agreement with the Georgia Head Start Program. District personnel work with the Head Start program to provide support and resources. In the spring each year a teacher from CES visits the PreK class at Head Start to read to them, share information about kindergarten, and to give each student a book about kindergarten. The district and schoolwork with local churches and day care centers to support private and state funded preschool programs. Support and resources are available for these programs to help assist with preparing children for kindergarten. The past several years, CES has partnered with a local church to sponsor an afterschool program called Love Out Loud (LOL). Students are identified based on academic and social needs. Teachers participate in the afterschool program as well as community volunteers.

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

Throughout the school year, the Title I Director and Title I teacher work together to build school staff capacity by sharing effective parent involvement resources with school staff through faculty meetings, newsletters, online resources, and handouts.

At the beginning of the school year, the Title I Director meets with the CES faculty to provide information on the Title I program and plans, school-parent compacts, and parent involvement procedures and effective practices. Teachers are provided with a list of online resources through GaDOE and other websites.

The Title I Director and Title I teacher work with teachers and provide them with strategies and tips on building parent relationships and effective communication. The Title I Director attends at least 2 in-person meetings with the faculty and provides at least 2 additional resources for teachers.

The Title I Director participates on the planning committee for Family Literacy and Math Night and gives input towards the content and activities for the families.

The Title I teacher is a resource for the teachers when they need help or suggestions on parent engagement activities. The Title I teacher attends many parent/teacher conferences concerning Title I students to help the parents understand and promote positive communication.

## **Parent and Family Engagement Evaluation**

Each year, the CCSD will conduct an evaluation of the content and effectiveness of this parent and family engagement policy and the family engagement activities to improve the academic quality of the Title I schools through an annual CES parent survey, school council meetings, and a Title I parent survey.

Parent comments and feedback are gathered through an annual CES Parent Survey. In the spring each year, the parent survey is available online for all parents. In addition, paper copies are available in the school's main office. Parents are notified of the survey by an announcement on the district and school website, principal's monthly newsletter, teacher newsletters, email blasts, and School Messenger. Furthermore, parent feedback is gathered at the school council meetings and a Title I parent survey is conducted annually.

CCSD uses the feedback from the survey results and school council meetings to design strategies to improve effective family engagement, to remove possible barriers to parent participation, and to revise its parent and family engagement policies.

## **Accessibility**

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district family engagement coordinator will communicate and collaborate with the Office for Student Support Services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.

## **Adoption**

This LEA parent and family engagement policy has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaborative meeting agendas, minutes, and sign in sheets.

This policy was adopted by the Chickamauga City School District on June 26, 2023, and will be in effect for the 2023-2024 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children before November 1, 2023.