Jefferson City Schools
Parent and Family Engagement Policy

2024-2025
Revised July 2, 2024
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Exposure to Excellence Promotes Excellence

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 ESSA.

About the Parent and Family Engagement Policy

In support of strengthening student academic achievement, the Jefferson City School (JCS) System 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. This plan will describe JCS's commitment to engage families in the education of their children and to build the capacity for schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals. This policy is incorporated into the district's plan and submitted to the Georgia Department of Education for Title I schools.

When schools, families, and communities work together to support learning, children tend to do better

School Plan for Shared Student Achievement

What is it?

This is a plan that describes how Jefferson City School District provides opportunities to improve family engagement to support student learning.

How is it revised?

During the yearly Needs Assessment meetings, parents are invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the 2024-2025 school year. The JCS posts an announcement on the school district website and sent letters to families. During this meeting, parents review and discuss the Comprehensive Needs Assessment (CNA)/Comprehensive LEA Improvement Plan (CLIP) and results from the 2023-2024 survey are included in the plans. Parents are jointly involved in the design, implementation, review, and improvement of the Title 1 program and its activities in such ways; surveys, parent-teacher conferences, annual Title 1 meeting, PTO meetings, school-parent compact, school councils parent workshops and other training sessions.

Upon final revision, the district parent and family engagement policy was incorporated into the CNA/CLIP which is submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the school district website or by submitting written comments to your child's school. All feedback received by July is considered within the policy for current school year.

Who is it?

Each school with a Title I School Wide Program invites all parents of students to have opportunity to review the district parent and family engagement policy before the end of the school year and parents can view and provide feedback throughout the year.

Jefferson Dragons

Parent and Family Engagement

Jefferson City School District believes that 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:

That parents play an integral role in assisting their child's learning.

That parents are encouraged to be actively involved in their child's education at school.

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.

Reservation of Funds

Jefferson City Schools does not receive a Title 1 allocation that is greater than $500,000; therefore, the system is not required to set aside funds for parental involvement activities as described in Section 1116 of the ESSA. JCS will plan and implement programs, activities and procedures to involve parents in the education of their children. The district will provide clear guidance and communication to assist each school with a Title I School Wide Program in developing an adequate family engagement program that addresses their needs assessment and parent recommendations. Each school with a Title I School Wide Program will host an annual School Improvement forum for parents to provide suggestions on family engagement opportunities in the upcoming year at the district and school-level. Comment cards, surveys, and/or minutes from these meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement policy.

Opportunities for Meaningful Parent Consultation

Input and suggestions from parents and family members are an essential component of the district and school improvement plans that are developed each year. All parents of students in schools with a School Wide Program with Title I assistance services are invited to attend two 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.

Annual Report/State of the District Meeting ~ Spring/Summer 2025 (TBD)

Parents are welcome to hear the latest updates from the Jefferson City School District as well as review and provide input into the district parent and family engagement policy and the Comprehensive LEA Improvement Plan for the 2023-2024 school year. Notices regarding this meeting and/or release of information will be sent to parents in advance of the meeting and/or by email. The district will also communicate information regarding this release of information on the school district website.

School Improvement Forums ~ (August / September 2024)

August/September 2024 - School Improvement Forum -Each school with a School Wide Program will host a forum for parents and family members to participate in roundtable discussions to review the schoolwide plan, the school's parent and family engagement policies as well as provide information on the family engagement programs (at local school sites). Each Title I school will send invitations home and the date will be posted on the school marquee notifying parents about the date and time of the forum. Information regarding the School Improvement Forum will also be made available on the school websites.

Spring/Summer 2025 – District Annual Report & Needs Assessment. All parents are welcome to review the latest updates from the Jefferson City School System as well as review and provide input into the district parent and family engagement policy and the Comprehensive LEA Improvement Plan for the 2025-2026 school year. Notices regarding this meeting and documents will be emailed to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school district website. (e.g., Comprehensive Needs Assessment, School Wide Programs, Parent and Family Engagement)

Surveys-Parent input on the use of Title I and other federal funds to support family engagement programs may also be provided through the annual district surveys in the spring of each year. The survey will contain questions related to the family engagement as well as a section for parents to provide their comments.

Additional Information

School-Parent Compacts- As part of this plan, Jefferson City Schools Title 1 School Wide Programs and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students, and teachers during the school level forum.

In an effort to increase opportunities for parent involvement, Jefferson City Schools Title 1 School Wide Programs will plan additional activities throughout the school year. Additional activities may include, but are not limited to, conferences, workshops, training sessions, and other meetings.

Parent Involvement Resources.

Building Capacity

The JCS will build the schools' and parents' capacity for strong family engagement, in order to ensure effective involvement of parents and family members and to support a partnership among the Title I schools, parents, and the community to improve student academic achievement through the following districtwide activities and programs.

Of Parents - The JCS will work as a district and through its schools with Title I School Wide Program to provide assistance to parents in understanding state and district academic information connected to their student's learning and progress, as well as information regarding the Title I program and JCS. The JCS district will provide seminars for parents to gain knowledge about the challenging state academic standards, local academic assessments, as well as the required assessments for Georgia students including alternative forms of assessment. The dates and locations for these classes and JCS meetings will be posted on the district website and shared through each Title I school's newsletter.

The JCS district will also coordinate pages on the district and school websites that will contain resources and materials, including parent guides, and resources to help parents work with their children at home. Copies of these materials will be made available at all Title I schools for those families who may have limited internet access, including copies in Spanish. To assist parents with understanding the online student information system and other digital educational resources (including education about the harms of copyright piracy), the JCS district technology specialists will partner with Title I schools to host workshops for parents. Dates and times for these workshops will be determined and announced by each individual school.

In the spring, the elementary schools will host Kindergarten Registration days and an upcoming Kindergarten night so parents may receive information to help prepare them and their children for kindergarten. The JCS district will also coordinate with these programs to ensure that parents are informed about available resources. All parents of the schools with Title 1 School Wide Programs will be invited to attend an annual public meeting to review Title 1 program and activities. The purpose of the annual meeting is to allow parents an opportunity to provide input into the design and implementation of Title I program, to review the parent involvement plans, and to establish procedures for maintaining on-going communication.

Of School Staff - The JCS district coordinator will conduct trainings during the school year for principals and school level coordinators to learn and discuss strategies to increase family engagement, improve school-family communication, provide technical assistance, and ensure all guidelines are implemented as specified in federal law. These trainings will be redelivered to the faculty and staff of Title I schools. Title I updates will be provided at monthly administrators' meetings. School level coordinators will be invited to attend state and regional level training sessions with the system level Title I coordinator.

Monthly committee meetings will be scheduled to discuss issues pertinent to the focus of curriculum work and ways to improve programs. Principals will devise school-level committees (e.g., professional learning, curriculum and assessment committee, school culture, planning and organization, leadership) and appoint a chair person for each committee.

To ensure that information related to district, school, parent programs, and activities is available to all parents, each Title I school is required to send home and post online information for parents and family members in an understandable language and uniform format. At the beginning of the year, school staff will be trained on parent notifications and resources to be sent home in parents' native language, where applicable, and providing interpreters at parent events. The district will also utilize school phone call systems, parent portal, district and school websites, social media, local news media, and other school message systems to post information for parents.

Of School and District Staff (Data Collection)

June/July –

- Instructional services staff meets with school level administrators to review CNA/DIP, student achievement, Professional Qualifications and teacher equity data to develop preliminary list of prioritized needs
- Instructional services staff meets with Title I parents to review needs assessment, student achievement, PQ and teacher equity data, and preliminary list of prioritized needs. Revisions are made based on feedback from parents.

July/August –

- School level leaders meet with teachers and other staff members to review Comprehensive Needs Assessment, SIP, District Improvement Plan, needs assessment data, student achievement data, and preliminary list of prioritized needs. Information is used to update action plans.

September/October –

- School level leaders meet with school councils to review needs assessment data, student achievement data, and preliminary list of prioritized needs aligned to action plans.

October through December –

- Action plans are finalized and implemented through grade level department meetings.

November/December –

- School level leaders share School Improvement Plans and Action Plans with broad base of stakeholders through PTO meetings, PIE meetings, school council meetings, and other opportunities afforded throughout community relations.

November through May –

- School level leaders, teacher leaders, and instructional services staff members monitor the implementation of action plans. Implementation effectiveness is assessed though the use of on-going qualitative data collection, survey data, and formative student assessment data.

May/June –

- Instructional services staff and school level leaders begin data collection process and preparation for upcoming annual data review session.
- Instructional services staff meets with school level administrators to review CNA/DIP, student achievement, Professional Qualifications and teacher equity data to develop preliminary list of prioritized needs

Share Your Thoughts

We want to hear from you. If you have any suggestions or if there is any part of this policy that you feel is not satisfactory with the students' and the schools' goals for academic achievement, please provide us with your comments in the space provided and leave this form in the Main Office:

Name: (optional) _____

Telephone Number: (optional) _____

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Parent and Family Engagement Evaluation

Each year, the JCS 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 School Wide Program through an annual parent survey and the School Improvement Forums.

Beginning in the spring, each Title I school will send home a survey and/or email a link to the survey for parents to provide valuable feedback regarding the parent and family engagement activities and programs. These surveys will also be posted on the district and

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.

For Parents

Annual Parent Survey
April/May 2025

School Improvement Forums (Yearly)

Parent Workshops, Open House, Lunch and Learn Sessions, Curriculum Nights (Local school site)

October- Annual Title 1 Parent Meeting by October, 2024

May/June - Annual CLIP Review Meeting

Grade-Level Orientations & Conferences

MTSS Meetings

Fall and Spring Book Fairs PTO

Family Opportunities- Fall Festival Dragon Dash, Spring Dance, Field Day, Musicals, Family Art Nights, Awards Nights

For Schools

Welcoming Schools Training
June 2024 (TBD)
Jefferson City Board of Education

Principal and Instructional Services Meetings
3rd Tuesday of every month

Adoption

This districtwide 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 collaboration of parents, school, and district personnel at the annual State of the District meeting.

This policy was adopted by the Jefferson City School System on July 2, 2024 and will be in effect for the 2024-2025 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A School Wide Programs on or before September 1, 2024.