

# Putnam County Charter School System

## Parent and Family Engagement Policy

2024-2025  
Revised July 1, 2024  
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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 Putnam County Charter School System (PCCSS) 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 schools. This plan will describe PCCSS's commitment to engage families in the education of their children and to build the capacity in its Title I schools 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 PCCSS will work with its Title I schools 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

During the spring, all 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 schools sent flyers home or a parent survey to all parents informing them about annual meetings and/or asking for parent feedback via the survey on the schools' websites. During these meetings, parents also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP), the school parent and family engagement policy, Title I Schoolwide Plan, and School Parent Compact.

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 plan at any time by submitting written comments to your child's school. All feedback received by June 2024 was considered for revisions to this policy.

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

## Strengthening Our School

This year, the district's Title I Director will provide technical assistance and support to all Title I schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Title I schools will receive notifications and resources from Title I Director to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the Title I Director will hold meetings and trainings with its Title I schools' principals and assistant principals to review family engagement plans and activities. The school will host at least two parent meetings per semester to build family and parent capacity and the district leadership will attend to also build capacity with the school and parents.

## Reservation of Funds

The PCCSS will reserve 1 percent from the total amount of Title I funds it receives in 2024-2025 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, the PCCSS will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

Each Title I school will conduct meetings or send home letters in the fall of each school year, to inform parents how the school spent last year's parent and family engagement funds, and solicit feedback and suggestions for spending the current year's funds. Minutes from these meetings, survey results will be reviewed by the Title I Director to determine areas of need for the upcoming school year and consider changes to the family engagement budget.







## Building Capacity

The PCCSS will build partnerships between its Title I Schools, families, and community with the goal of developing mutual support for student achievement. To develop capacity for this support, the PCCSS will implement a variety of family and community engagement initiatives.

***Of Parents*** - The PCCSS will work as a district and through its Title I schools 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. The PCCSS will provide workshops 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 workshops will be advertised in multiple ways, which may include flyers, the schools' websites, text messages, calls, marquees, emails, or calendars.

The PCCSS will also provide materials and training to help parents to work with their children to improve their child's achievement, such as literacy training and using technology (including the harms of copyright piracy). Dates and times for these trainings will be determined and advertised by each individual school.

The PCCSS will coordinate and integrate the district's family engagement programs with the local Headstart and Pre-K programs by inviting faculty and staff from those programs to attend planning meetings focused on family engagement activities.

In the spring as permitted, each school will host transition open houses so parents of kindergarten, 2<sup>nd</sup> grade, 5<sup>th</sup> grade, and 8<sup>th</sup> grade students may receive information to help prepare them and their children for the transition to a new school.

The PCCSSs will provide other reasonable support for parent and family engagement activities as parents may request.

***Of School Staff*** - The PCCSS will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals, and other staff on how to reach out to, communicate, and work with parents as equal partners, in the value and utility of contribution of parents, and how to implement and coordinate parent programs and build ties between parents and schools.

To ensure that information related to district, school, parent programs, and activities is available to all parents, each Title I school is required to provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand. Upon requests, schools will provide translators at meetings and events. Information posted on the district and school websites will be translated to the extent practicable. The district will also utilize school phone call systems, district and school websites, flyers, text messaging, marquees, and social media to post information for parents.

## **Parent and Family Engagement Evaluation**

Each year, the PCCSS will conduct an evaluation of the content and effectiveness of this parent and family engagement plan and the family engagement activities to improve the academic quality of the Title I schools through an annual online parent survey. The survey will occur in the spring of each school year and parents will be notified of the survey through the school and district websites, flyers, call outs, text messages, and/or email.

The link to the survey will be posted on the district and school websites for parents to complete. In addition to the annual survey, each Title I school will also use the Title I document review meetings to facilitate group discussions to discuss the needs of parents, so that the schools can design strategies for more effective family engagement.

The PCCSS will use the findings from the school meetings and the survey results to design strategies to improve effective family engagement, to remove possible barriers to parent participation, and to revise its parent and family engagement plans to promote academic achievement.

## **Accessibility**

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the Title I Director will communicate and collaborate with the Director of Special Programs 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.

## **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 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. Reach out to your school Title 1 Coordinator or Mrs. Laura Melton, Assistant Superintendent at 706-485-5381 with questions about Title 1 or to give parent input.



