



**School Parent and Family Engagement Policy**  
***Telfair Alternative Preparation School***  
**2024-2025**  
***\*Revision Date - 6/13/2024***

In support of strengthening student academic achievement, **Telfair Alternative Preparation 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).

**Telfair Alternative Preparation 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 school wide 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 the school wide 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**

**Telfair Alternative Preparation 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.

In the spring of each school year, all parents receive the Title I Parent Survey. All completed surveys are tallied, and a summary of results is created. At the end of each school year, the School PAC meets to review the survey results and make revisions to the Parent and Family Engagement Plan. All parents are invited to this input meeting. In the fall, all parents and each school's Parent Advisory Council (PAC) are invited to the District Parent Advisory Council (D-PAC). Flyer invitations are sent home to all parents, an invitation is posted on the website, and the meeting details are printed in the local newspaper. During the D-PAC meeting, parents use the Title I Parent Survey Summary of Results to revise the school's Parent & Family Engagement Plan. The plan is distributed and discussed during the annual Title I Parent Conference, and a copy is posted on the school website before November 1<sup>st</sup>.

## **ANNUAL TITLE I MEETING**

**Telfair Alternative Preparation 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 school wide plan, and the school-parent compact.

Each school year before November 1<sup>st</sup> (2024-2025 School Year), all parents are invited to the annual Title I Parent Conference. Flyer invitations are sent home to all parents, an invitation is posted on the website, an automated phone message is sent to all parents, and the meeting details are printed in the local newspaper. Childcare is available during the meeting for parents with small children. Community resource agencies are invited to display exhibits for the parents. Parents are also given the opportunity to visit the Parent Resource Center during the meeting. The Title I program, parents' rights to know, the District Parent Involvement Plan, the School Parent Involvement Plan, the School Compact, the Parent Involvement Budget, and the School Improvement/Title I School-wide Plan are discussed with parents during the Title I Parent Conference. Spanish interpretation is available at the Title I Parent Conference so that EL parents can understand the Title I Program, the documents discussed, and their rights as parents.

## COMMUNICATIONS

**Telfair Alternative Preparation 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 Parent Advisory Council(PAC) meetings and other parent activities at various times throughout the day and year.
- hold academic nights in the evenings in conjunction with and hosted at TCHS and TCMS.
- gather input about convenient meeting times from PAC members and other parents.
- send informational flyers home with students.
- send flyers home in a language that is understandable (English & Spanish).
- distribute parent surveys during PAC meeting, after parent activities, and in the spring of each year.
- distribute teacher surveys during PAC meetings. Teachers will also complete a compact revision survey during the spring of each school year.
- distribute the Title I brochure to parents.
- schedule parent teacher conferences when needed and as requested by parents.
- insure that the School Parent and Family Engagement Plan is made available to all parents. The plan will be posted on the website and distributed/discussed at the Title I Parent Conference. An interpreter will provide Spanish interpretation during the Title I Parent Conference when the plan is discussed.
- invite parents requesting regular meetings to formulate suggestions and participate in the decision-making process to attend the District PAC meetings, School PAC meetings, and School Council meetings. Other meetings will be arranged if necessary.
- discuss the Title I program, Parent and Family Engagement Plan, Parent and Family Engagement Budget, School Compact, and the School Improvement/Comprehensive Needs Assessment with parents during the annual Title I Parent Conference.
- collaborate with Telfair County Middle School and Telfair County High School to hold Parent Advisory Council meetings and PFE activities.

## **SCHOOL-PARENT COMPACT**

**Telfair Alternative Preparation 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 school believes that improved academic achievement is the shared responsibility of the teachers/staff, parents, and the students. In the spring of each year, teachers, students, and parent complete surveys to gather input for the School Compact revision. Survey results summaries are created for each stakeholder survey. Revision input is also gathered during Parent Advisory Council (PAC) meetings and School Council meetings. This input is used to revise the School Compact each school year before the first day school. The compact is sent home in the first day of school packet. It is signed by the parent, the student, and a school representative. The compact is kept at home for reference, and the signed cover sheets are on file in the front office of the school.

## **RESERVATION OF FUNDS**

If applicable, **Telfair Alternative Preparation 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:

All parents are invited to the District Parent Advisory Council meeting (D-PAC) in August of each school year. During this meeting, attendees discuss the proposed Parent & Family Engagement Budget and complete a budget survey. Information about Title I monies is shared by the Federal Programs Director during the annual Title I Parent Conference held before November 1<sup>st</sup>.

## **COORDINATION OF SERVICES**

**Telfair Alternative Preparation 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:

The school will...

- hold New Student Orientation to help prospective students and their parents transition to alternative school. (Graduation requirements, EOC testing, Dress Code, and TAPS student handbook will be discussed.)
- invite parents to the Parent Resource Center at the Board of Education Office.
- provide parent training on the use of PowerSchool as needed (Parents can check grades and attendance on PowerSchool.)
- invite community resources to display exhibits at the Title I Parent Conference.
- provide information to parents on a parent information table in the lobby
- collaborate with Telfair County Middle School and Telfair County High School to hold PAC meetings and PFE activities.

## **BUILDING CAPACITY OF PARENTS**

**Telfair Alternative Preparation 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
- 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 piracy), 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 State's 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

The school will...

- hold Parent/Teacher/Student conferences.
- hold Academic Nights each semester (ELA, Math, Science, Social Studies, CTAE) in conjunction with and held at TCHS and TCMS.
- encourage parents to use the Parent Portal
- send Progress Reports and Report Cards home with the students.
- send Class/curriculum home by the student.
- send information about EOC, PSAT, EOPA home by the student.
- host New Student Orientation (Graduation requirements, EOC testing, Dress Code, and TAPS student handbook will be discussed).
- host a Financial Aid Night in conjunction with and held at TCHS.
- have resources available Parent Resource Center.
- hold an annual Title I Parent Conference.
- have the Georgia Family Magazine and the Parent Institute Helping Students Learn newsletter available for parents on the parent information table in the lobby.

## **BUILDING CAPACITY OF SCHOOL STAFF**

**Telfair Alternative Preparation 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:

Each school year, teachers, administrators, and other staff will participate in professional development focused on Parent Involvement. Attendees will provide a sign-in sheet and feedback about the professional development activity. During the activity, the following topics will be discussed:

- the value and utility of contributions of parents
- how to reach out to, communicate with, and work with parents as equal partners
- how to implement and coordinate parent programs and build ties between home and school
- how to provide information in a format, to the extent practicable, in a language the parents can understand
- how to respond to parent requests for parental involvement activities

**Telfair Alternative Preparation School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

The school will...

- keep parents informed in multiple ways. (i.e. notes sent home, announcements in local newspaper, posted on school website,)
- offer flexible times during the day parents can come to the school.
- offer support to students and meet with parent before and after school.

## **DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT**

### **POLICY COMPONENTS**

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the engagement of other parents.
- To maximize parent and family engagement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
- Adopt and implement model approaches to improving parent and family engagement
- Establish a school parent advisory council and a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

Explanation: Utilize the District PAC to provide advice on matters for Parent and Family Engagement.

\*Revision Date - 6/13/24