



Title I

Parent and Family

Engagement School Guide



RICHLAND ONE
FEDERAL AND STATE PROGRAMS

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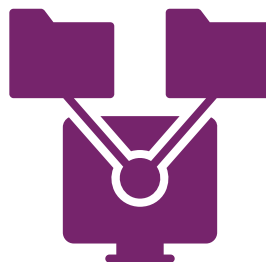
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PDF Version - Clickable Template Files
Printed Version - Templates



Purpose

This guide is to assist Title I schools with implementing parent and family engagement with Fidelity, Intentionality and Togetherness! The Office of Federal and State Programs is here to support you in all endeavors. Having a strong Parent and Family Engagement program ensures that students achieve.

Regulations

Title I, Part A, of the Elementary and Secondary Education Act (ESEA) reauthorized as the Every Student Succeeds Act (ESSA), ensures that local educational agencies (LEAs) and schools provide parents and families of Title I students with the information they need to make well-informed choices for their children including more effectively sharing responsibility for their child's success, and helping their children's schools develop effective and successful programs.

ESSA Section 1116, Parent and Family Engagement, contains the primary Title I, Part A requirements for the State educational agencies (SEAs), LEAs, and schools related to engaging parents and families in their children's education. All LEAs that receive Title I funds shall conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

To Read Further

<https://www2.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1118>





Parent and Family Engagement Compliance

Richland County School District One Parent and Family Engagement Policy

Parent and Family Engagement

Family Engagement is the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, which help ensure: (A) That parents play an integral role in assisting with 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.

Opportunities for Meaningful Parent Consultation

Input and suggestions from parents and family members are an essential component of the district and school Title I plans that are developed each year. All parents/guardians are invited to attend planning meetings at their child's school and to attend the Office of Federal and State Programs (OFSP) planning meetings. At these meetings feedback is obtained from various stakeholders to review and revise the school and district parent and family engagement policy, as well as gaining feedback on activities written in the federal grant. Family and community members have opportunities to share their ideas and suggestions to help the district, schools, and students reach academic achievement goals. Building Capacity

The district will build school and parent capacity to ensure effective engagement of parents, family members and the community in supporting partnerships among the Title I schools. Collaboratively, teachers and families will set student academic goals to be addressed through at-home learning activities and strategies. The OFSP will work through its Title I schools to assist parents in understanding state and district academic information connected to student learning and progress. The OFSP will provide parents with information regarding the Title I program at the district level. Literacy events, classes, and workshops for parents to gain knowledge about the challenging state academic standards, local academic assessments, as well as the required assessments for South Carolina students will be offered at each Title I school.

Schoolwide Title I funds may be used to pay reasonable and necessary expenses associated with parent engagement activities. Parent and Family Engagement Specialists coordinate with teachers and parents to provide resources and materials as well as academic events to help parents work with their children at home. Information will be sent to parents in a format and in a language the families can understand. OFSP will coordinate and integrate the district's family engagement programs with other Federal, State, and local programs. The OFSP will conduct training during the school year for Parent and Family Engagement Specialists to learn and discuss strategies to increase family engagement, improve school-family communication, and build relationships with parents and the community. This information will be shared with school faculty and staff as appropriate. Each Title I school provides a training to school staff on how they can focus on creating welcoming environments and improving two-way communication with families.

Title I schools will host an Annual meeting to inform families about how Title I funds are used at their child's school. During this meeting families will learn about the requirements of Title I and their right to be involved and to know about the teaching credentials of their child's teacher(s). School staff will make reasonable accommodations to families to schedule parent meetings, including parent conferences, at different times during the day. Timely information about the Title I program in the district will be provided to families in a variety of formats. Title I schools will provide opportunities for families to attend regular meetings to participate, as appropriate, in decisions relating to the education of their children. District stakeholder meetings will be held throughout the school year. All families are welcomed and encouraged to attend their child's school or the district level meetings. About the Parent and Family Engagement Policy

The Richland County School District One (RCSD1) Office of Federal and State Programs has developed this parent and family engagement policy that establishes the district's expectations and objectives for meaningful family engagement in the district's Title I schools. This plan describes the district's commitment to engage families in the education of their children and to build capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

Consistent with Section 1116, the district will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of the federal law. Additionally, the OFSP will provide assistance and support to all Title I schools as well as notifications and resources to help improve and strengthen family engagement. It is the belief of the school district that when schools, families, and communities work together to support learning, children do better in school, stay in school longer and enjoy school more.

Complaint Procedures for Title I Part A

Grounds for a Complaint

Any individual, organization or agency may file a complaint with the Richland County School District One, if that individual, organization, or agency believes and alleges that the RCSD1 is violating a Federal Statute or regulation that applies to a program under Every Student Succeeds Act of 2015 (ESSA). The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received unless a longer period is reasonable due to an ongoing violation.

Filing a Complaint

Complaints and grievances shall be handled and resolved as close to their origin as possible and through the proper channels using the following procedures:

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the RCSD1 has violated a requirement of a Federal statute or regulation that applies to an applicable pro-gram;
- A date on which the violation occurred;
- The facts on which the statement is based and the specific requirement allegedly violated;
- A list of the names and telephone numbers of individuals who can provide additional information;
- Whether a complaint has been filed with any other government agency, and if so, which agency;
- Copies of all applicable documents supporting the complainant's position; and the address of the complainant.

The complaint must be addressed to:

Director- Office of Federal and State Programs
1225 Oak Street – Suite 206
Columbia, SC 29204

Investigation of the Complaint

1. Any complaints of grievances shall be forwarded to the appropriate staff member. The appropriate staff member or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date the complaint was received;
- How the complainant may provide additional information;
- A statement of the ways in which the appropriate staff member may investigate or address the complaint; and
- Any other pertinent information

2. The decision of the system staff may be appealed to the Superintendent in writing.

3. The decision of the Superintendent may be appealed to the RCSD1 Board of Commissioners in writing.

4. All decisions and appeals shall be submitted in writing.

5. Complaint will be tracked by the appropriate staff member by maintain documentation of all written complaints and other supporting information.

6. Reports will be maintained with letters of complaint and final resolutions.

If the complainant is dissatisfied with the decision of the Board of Commissioners, an appeal may be filed with:

Director of Federal and State Accountability
South Carolina Department of Education
428 Wholesale Lane
West Columbia, SC 29172

Parent's Right to Know Guidance

Guidance for Preparing Notification Required Under ESSA Sec. 1112:

Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications

In accordance with Every Student Succeeds Act of 2015, all LEAs are required to notify parents at the beginning of each school year of their 'Right to Know' the professional qualifications of the student's classroom teachers and paraprofessionals.

Requirements for Content of the Notification

• LEAs notifications **MUST** use the language of the law. In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

1. Whether the student's teacher—

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

For verification purposes, notifications must contain the month/year of dissemination or, if included in another document, the primary document must contain a date.

- For verification purposes, the name of the LEA and/or school must be included.
- Responses to requests must be provided in a timely manner.
- Maintain records of annual notifications that meet the above requirements.

District Notification

The District will produce and provide a brochure that includes the required Parent's Right to Know information. The school should disseminate the brochure to all parents along with the school parent documents - School Parent Engagement Policy and Home School Compact.

School Notification

If a parent requests information, the school should immediately provide the requested information.

Also, when a non-certified teacher is instructing a class for 20 consecutive days a letter must be sent to parents. Schools should use the template provided to notify schools. Verification of the letter along with the class roster should be uploaded to the 20-day letter link.

Please note this link to the State Department Educator Qualification Search:

[Educator Certification Status: Public Lookup](#)

Annual Title I Meeting Requirements

Each school served under Title I, Part A must convene an annual parent meeting, at a time convenient for parents to inform them of their schools' participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in those programs. In order to keep parents informed, schools must invite to this meeting all parents of children participating in Title I, Part A programs and encourage them to attend.

[Section 1118(c)(1) and (2), ESEA]

Documentation

- Copies of the meeting announcements (school newsletters, invitations, letters mailed or sent home with students)
- Agenda
- Minutes
- Sign in sheets of attendees
- Copy of Power Point presentation
- Copy of any handouts provided at meeting
- Other evidence that meeting was held and parents attended

Format

OFSP provides the PowerPoint template and all documents for the school to utilize for this meeting. Your OFSP Consultant will work closely with you to ensure all required elements are met.



Refreshment Guidelines

Title I funds may be used to pay for “light refreshments” to facilitate parent attendance during school-based events. The event must appear in the School’s Family Engagement Plan as part of continuous improvement efforts. The school should submit the Title I Refreshment Approval Form two weeks prior to the event.



Examples of Snack Options



Approvable refreshment combinations may include one snack item and one beverage. You may also consider individually packaged snack items such as a bag of trail mix or a piece of fruit. Other examples include coffee and donuts, cookies and juice, pretzels and bottled water.



Examples of Allowable PFE Events

- Family Learning Opportunities
- Parent Learning Opportunities
- Parent Advisory Council Meetings
- Family Engagement Committee Meetings
- Parent Teacher Conferences
- Content Nights – Literacy Night, Numeracy Night, AVID Night
- Annual Title I Meeting
- School Improvement Council Meetings

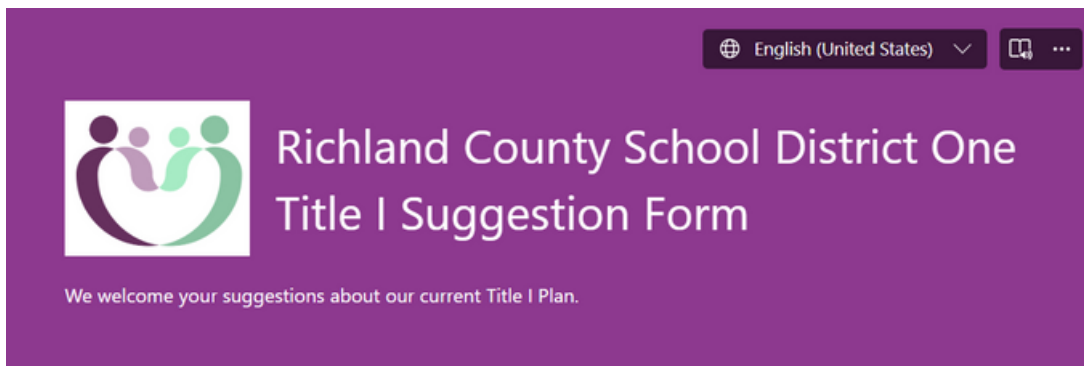
Considerations

- Expenses should be reasonable and necessary.
- Activities are at mealtime.
- Only parents/families are partaking of refreshments.
- No full meals are allowed.
- The percentage of PFE funds spent on food does not supersede the amount spent on other parenting line items.

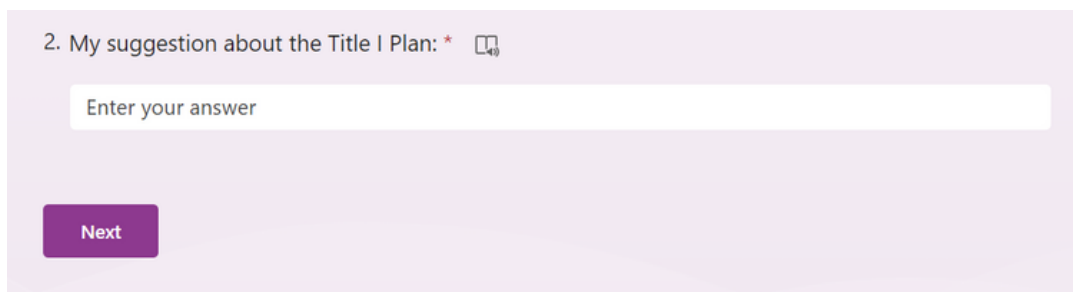
Title I Plan Suggestion Guidance

It is a requirement that schools provide parents an opportunity to make suggestions to the Title I Plan. The method we will use is a virtual suggestion form. The Parent and Family Engagement Specialist is responsible for this compliance measure.

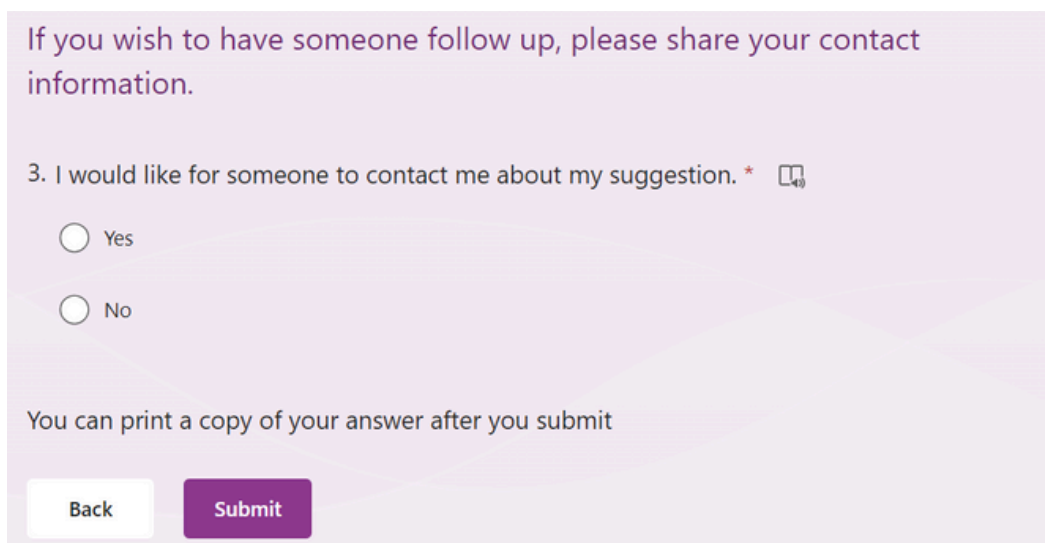
- Copy the link to share the virtual suggestion box (OFSP provides a MS Form Template)
- Promote the link among parents and stakeholders at every activity and periodically send out the information to parents.
- Discuss the suggestions in the Family Engagement Committee meetings each month.



The screenshot shows the header of a web form. At the top right, there is a language selection dropdown set to "English (United States)" and a mobile menu icon. On the left is the Richland County School District One logo, which depicts three stylized figures in purple and green. To the right of the logo, the text reads "Richland County School District One Title I Suggestion Form". Below the logo and title, a message states: "We welcome your suggestions about our current Title I Plan."



This screenshot shows a question: "2. My suggestion about the Title I Plan: *". To the right of the question is a small icon of a document with a checkmark. Below the question is a large white text input field with the placeholder text "Enter your answer". At the bottom left of the section is a purple button labeled "Next".



This screenshot shows a section with the text: "If you wish to have someone follow up, please share your contact information." Below this is question "3. I would like for someone to contact me about my suggestion. *", with a document icon to its right. There are two radio button options: "Yes" and "No". At the bottom of the section, there is a message: "You can print a copy of your answer after you submit". Below this message are two buttons: a white "Back" button and a purple "Submit" button.



District Parent and Family Engagement Program



Parent and Family Engagement Program

The Parent and Family Engagement Program of Richland County School District One is focused on working with schools and the community to provide families with resources and skills to help students succeed in school. Our goal is to increase student achievement by engaging and empowering parents to become partners in their children's education. Research shows students are more likely to do better in school, stay in school longer, and enjoy school more when schools, families, and communities work together.

Family Support

Each school is assigned a Parent and Family Engagement Specialist (PFES) to serve as the lead facilitator of parent and family engagement activities. Their goal is to provide learning opportunities for the entire school, small groups and individually.

Parent and Family Engagement Specialists are committed to ensure all students receive a high-quality education. We know that families are unique, and it is our goal to tailor our support to meet the individual needs of families. Some of the ways we support are:

- Parent and Family Learning Opportunities
- Family Events
- Home Visits
- Frequent Check-ins via Phone
- Community Resource Referrals
- Parent Leadership Opportunities
- Provide Tools for Learning at Home

Cluster Model

The PFES work in groups (clusters) based on the high school feeder pattern to ensure they are identifying specific needs in the cluster. They frequently collaborate and share resources to ensure they are maximizing their efforts.



Parent and Family Engagement Program Pillars



Parent Education

- Parent Learning Opportunities
- Family Learning Opportunities
- At-Home Family Learning Opportunities

One-on-One Engagement

- Focus Family Program
- Parent Check-in Messages
- Parent Check-in Survey
- School Referrals



Parent Leadership

- Family Engagement Committee
- Parent Advisory Council
- School Improvement Council
- Parent Teacher Association/Organization



Other Family Engagement

Open House, Awards Ceremonies, Dances, Carnivals, etc.

1
Ensure all schools are cultivating a parent friendly environment.

2
Provide additional support to the following subgroups:
*Fathers and father figures
*Multilingual Learner (MLL) Families
*SPED Families

3
All schools will host family learning opportunities monthly.

4
Ensure schools have fully functioning School Family Engagement Committees.

5
Host family engagement activities in the community.

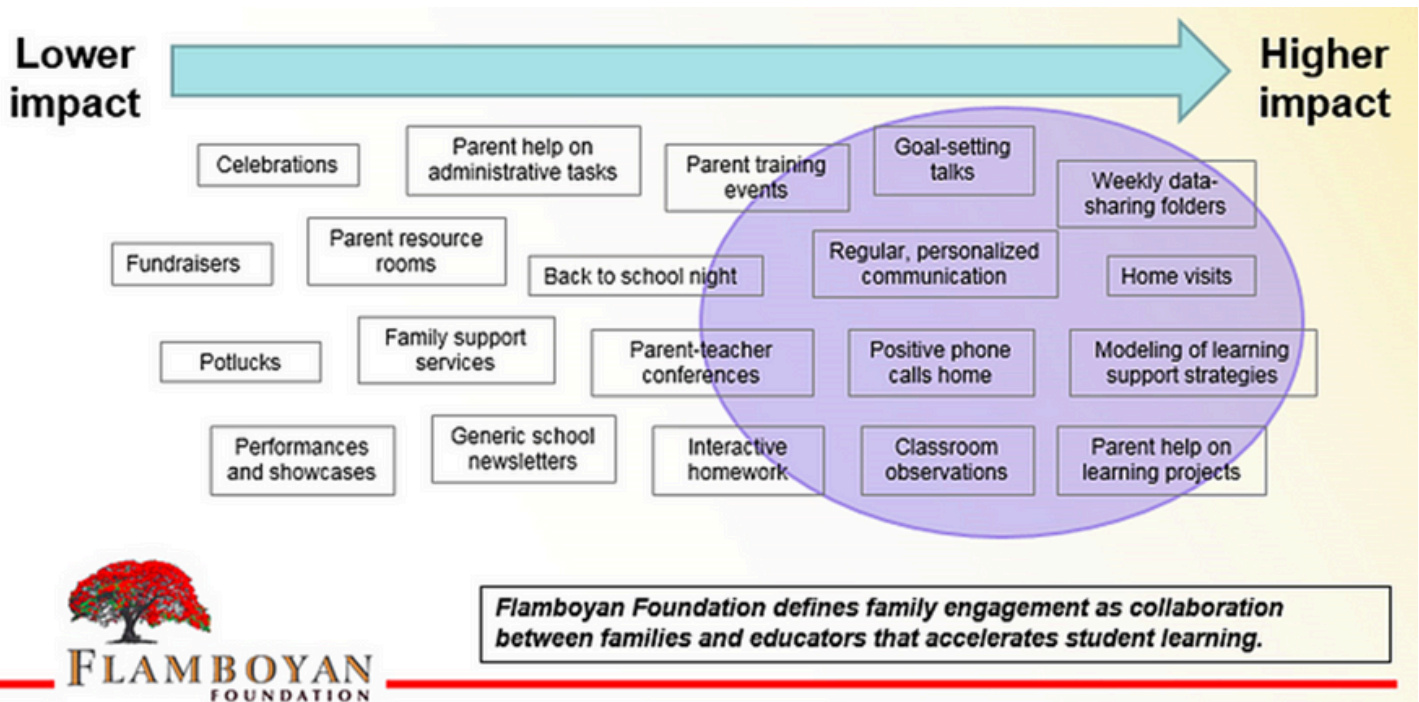
2024 - 2025 Goals

High Impact Family Engagement

In order to help build families' capacity to effectively continue learning at home families should be co-creators, supporters, encouragers, monitors, advocates, and models. To this end, schools and district should focus on high impact strategies. High impact strategies are individualized, focused on student learning, and help facilitate relationship building. Strategies on the low impact end of the graphic are not ineffective, their impact on student learning is simply different. Celebrations, potlucks, and school newsletters are all important strategies for creating an inclusive and positive school community. However, low impact strategies are often school-led, not learning focused, and require the family to come to the school. High impact strategies are more often teacher-led, learning-focused, individualized, build relationships or support academic partnering, and don't require the family to come to the school.

Strategies

- Goal Setting Talks
- Data Sharing
- Home Visits
- Regular, Personalized Communication
- Relationship Building
- Ongoing Communications
- Positive Phone Calls Home
- Classroom Observations
- Modeling of Learning Support Strategies
- Parent Help on Learning Projects



High Impact Practices and Resources

Title I PFE At-a-Glance

AUG

- Establish Family Engagement Committee
- Complete Family Engagement Plan and Learning Opportunity Calendar

SEP

- Monthly Family Engagement Committee Meeting
- Send home School Family Engagement Policy and Home School Compact
- Establish Title I Suggestion Box
- Host Family and Parent Learning Opportunities

OCT

- Monthly Family Engagement Committee Meeting
- Review Title I Suggestions
- Share Title I Spotlight at all parent activities
- Host Family and Parent Learning Opportunities

NOV

- Monthly Family Engagement Committee Meeting
- Review Title I Suggestions
- Share Title I Spotlight at all parent activities
- Host Family and Parent Learning Opportunities
- November 21 - National Parental Involvement Day

DEC

- Monthly Family Engagement Committee Meeting
- Review Title I Suggestions
- Share Title I Spotlight at all parent activities
- Host Family and Parent Learning Opportunities

JAN

- Monthly Family Engagement Committee Meeting
- Review Title I Suggestions
- Share Title I Spotlight at all parent activities
- Host Family and Parent Learning Opportunities

FEB

- Monthly Family Engagement Committee Meeting
- Review Title I Suggestions
- Share Title I Spotlight at all parent activities
- Host Family and Parent Learning Opportunities

MAR

- Monthly Family Engagement Committee Meeting
- Review Title I Suggestions
- Share Title I Spotlight at all parent activities
- Host Family and Parent Learning Opportunities
- Title I Planning

APR

- Monthly Family Engagement Committee Meeting
- Review Title I Suggestions
- Share Title I Spotlight at all parent activities
- Host Family and Parent Learning Opportunities
- Title I Planning

MAY

- Monthly Family Engagement Committee Meeting
- Review Title I Suggestions
- Share Title I Spotlight at all parent activities
- Host Family and Parent Learning Opportunities
- Title I Planning
- Evaluate District PFE Program
- Submit Family Engagement Plan for next year

Ongoing

- One-on-One Engagement
- Monitoring of Parent's Right to Know Information - 20 day letters sent home to parents

Title I Parent Advisory Council

The role of the Parent Advisory Council is as follows:

- Attend the Parent Advisory Council (PAC) meetings (monthly).
- Help review and confirm the Parent and Family Engagement Policy and the School/Parent Compact.
- Act as an advocate for the Parent and Family Engagement Program.
- Share new ideas and strategies for fostering parent and family engagement.
- Share resources gained through the PAC with other parents and school staff.
- Provide insights into barriers to parent and family engagement and offer recommendations/suggestions regarding how to overcome these barriers.

Parent Advisory Councils (PACS)

Each Title I school is required to have a Title I Parent Advisory Council (PAC). The principal of the school selects two parents to serve as chairman and co-chairman of the school's Title I PAC. All parents are welcome to attend the Parent Advisory Council meetings.

All Title I schools are required to hold an Annual Title I meeting at the beginning of the school year. This affords parents and families an opportunity to learn more about Title I and begins a communication process between parents, teachers, and school administrators. The Parent Advisory Council plans and carries out other Title I programs throughout the school year.

Goals and Objectives

1. To ensure effective engagement of all parents and families of Title I participating children and to support the partnership between other school community stakeholders (school administration and staff, parent organizations/associations, and school leadership teams).
2. To engage parents and families of Title I participating students in an organized and timely manner with the planning, review, and implementation of Title I programs and the joint development of the school's Parent and Family Engagement Policy and the School-Parent Compact.
3. To recruit parents and families of Title I participating students for engagement in professional development opportunities, meetings, conferences and other related activities designed to enhance the role of parents and families in the education of their children and advancing their own educational needs.
4. To provide information to parents and families of Title I participating students regarding Title I issues, and in consultation with other parents and families to bring questions, concerns, and ideas regarding Title I related issues to the attention of school staff, administration and other school community stakeholders.
5. To develop a spending plan in consultation with other parents and families of Title I participating students recommending how the school's minimum Title I, 1% parent and family engagement allocation can be best utilized to support the needs of all Title I parents and families.

Family Engagement Committee

The school family engagement committee should encompass all parent leadership committees. Its primary purpose is to enhance the partnership between families and schools to support student success. The committee operates within the framework of the district's policies and procedures and aims to ensure that the voices and perspectives of families are included in decision-making processes at the school level. This committee is to ensure that there is feedback and co-creation of pertinent parenting documents.

School Family Engagement Committees

Role	Family Engagement Committee	School Improvement Council	Title I Parent Advisory Committee	Title I Planning Team
Parent	✓	✓ elected	✓ Chair	✓ mandatory
Parent	✓	✓ elected	✓ Co-Chair	✓ mandatory
Teacher	✓ Co-Chair	✓ elected		✓ mandatory
Teacher		✓ elected		✓ mandatory
Student		✓ high school only		✓ high school only
Student		✓ high school only		✓ high school only
Principal	✓ ex officio	✓ ex-officio	✓ ex officio	✓ mandatory
Community Member		✓		✓ mandatory
Community Member		✓		✓ mandatory
Local Agency Administrators				✓ mandatory
Pupil Services Personnel				✓ mandatory
Technical Assistance Provider(s)				✓ mandatory
Parent and Family Engagement Specialist	✓ Chair		✓ ex officio	✓ ex officio
Other School Staff				Assistant Principal CRT Paraprofessional
Ex-officio		<ul style="list-style-type: none"> • PTO/PTA president • Volunteer coordinator • Teacher of the year • Previous SIC Chair 		
Other	✓ 2 additional parents		✓ parents	

Family Engagement Plan


The Family Engagement Committee should create a plan based on the needs of the school. Utilize the Comprehensive Needs Assessment to determine how parents can best help with student achievement. Learning opportunities should be based on current data attained from test scores.

The plan is comprised of 4 goals:

- Reading
- Mathematics
- Climate (Family)
- Other - School Choice based on needs



Family Engagement Learning Opportunity List



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Parent and Family Learning Opportunity List

School _____ Principal _____

School Family Engagement Committee Members _____

List parent and family engagement activities in chronological order. Include academic sessions as well as Parent Leadership Meetings (FEC, PTA/O, SIC, PAC, etc.)

Date	Activity	Time Location	High Impact Strategy

Lead

- Parent and Family Learning Opportunities
- One-on-One Engagement
- Title I Planning - PFE Portion
- Title I Suggestion Form
- Title I Spotlight
- Family Engagement Committee



Support

- School Improvement Council
- Parent Teacher Organization
- Attendance Team
- Home Visits with Social Worker

Partners

- Social Worker
- School Counselor
- MLL Teachers
- SPED Teachers
- Graduation Coach
- CRT
- Instructional Coaches
- Database Specialist

Support Upon Request

- MTSS Team
- Partnerships that involve parents (community, business, faith-based)
- Parent volunteers for school activities



Parent and Family Engagement Specialists' Role

The Parent and Family Engagement Specialist's primary responsibility is to support the school in implementing an effective Parent and Family Engagement Program based on the school's needs.

1. Time Spent at Assigned Schools

- Days at Assigned Schools – Title I - Two days should be dedicated to each Title I school per week
- Days at Assigned Schools – Non-Title I - One and a half days should be dedicated to each school per week
- o Set days should be established at the start of school and adhered to throughout the year.
- o If there is a scheduling conflict, the school should be alerted via email (for documentation) and the time should be made up during the week.

2. Lead and Support School Family Engagement Activities

- Lead the Family Engagement Committee.
- Serve on school committees as requested by school administration (committees should be parent and family related).
- Follow-up with parents regarding behavior, attendance plans and offer additional support, information, and strategies.
- Create engagement based on the school needs assessment.
- Identify focus families to work with throughout the school year.
- Collaborate with Title I contact to ensure that all required documents are submitted for compliance.

3. Parent and Family Engagement Activities

Help schools identify effective strategies that parents, families, and communities can use to support the elementary and secondary curriculum. Provide resources related to the school's needs and discuss the purposeful administration of effective strategies in family engagement.

This process is outlined below.

Note: Each school operates differently. Activities should address the needs of the school.

- In collaboration with the school's administrators, staff, Parent Advisory Council (PAC), School Improvement Council (SIC), and Family Engagement Committee and informed by the school's data the Parent and Family Engagement Specialists will identify strategies, materials, and resources for parents/families that support the elementary/secondary curriculum.
- The information can be shared via newsletters, school website, social media, parent learning opportunities, family learning opportunities and at-home family learning opportunities.
- Use the school plans (Title I, SFEC) to create a calendar of events. This should be a fluid document that changes based on school needs.

PFE Activities

Minimum number of times per month

	Title I	Non-Title I
Learning Opportunities	2	1
Family Engagement Committee	1	1
Parent Advisory Council*	1	

**Parent Advisory Council - Title I only, Meetings should be combined in Title I schools.*

Parent and Family Engagement Specialists' Role

4. Communication with Parents/Families/Communities

Relationships should be established with all stakeholders. Constant two-way communication should be maintained to ensure relationships are kept intact.

- Establish on-going communication with parents through phone calls, emails, newsletters, school website, face to face contact (carline, front office, front of the school),etc.
- Establish on-going communication with community members through phone calls, emails, face to face meeting. (Visits should be limited to public establishments.)

5. Title I School Suggestions/Comments

Suggestions should be collected via school suggestion form, placed on the school's website. Suggestions should be discussed monthly at the Family Engagement Committee Meetings.

6. Title I Parent and Family Engagement Responsibilities

(Note: Title I Parent and Family Engagement Activities are outlined in the District Title I PFE School Guide.)

- Assist the Title I Contact with planning and advertising Title I required PFE activities (Annual Title I meeting & Title I Planning Meetings)
- Ensure that the district's and school's Parent and Family Engagement policy and the School-Parent Compact is disseminated and implemented in Title I schools. (First nine weeks of school)
- Serve on Title I Planning Committee
- Attend ALL planning sessions to include planning meetings 1-3 and sub-committee meetings as requested.
- Conduct parent evaluations (after parent programs, activities, events, etc.) and annually. Evaluation results should be analyzed after each event and shared with school leadership team.
- Coordinate the development of the Parent Advisory Council (PAC) and ensure that it operates in accordance with the guidelines set forth by Title I
 - o Help Title I schools establish and maintain a Parent Advisory Council (PAC)
 - o Attend Parent Advisory Council meetings (school and district)
 - o Ensure that documentation is kept on file and uploaded to the school Microsoft Team



Appendix

**Click the OneDrive icon for Fillable and Printable
Parent and Family Engagement Documents**





Contact Information:

Latorsha M. Murray

Coordinator - Parent and Family Engagement

Office of Federal and State Programs

Richland County School District One

Waverley Administration Building



1225 Oak Street, Suite 204-E

Columbia, SC 29204

(803)231-6823



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