



# Parent and Family Engagement District Policy 2020-2021

Revised July 9, 2020

## WHAT IS PARENT AND 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, Calhoun City Schools has developed jointly with parents and family members of participating children, a parent and family engagement policy. This policy establishes the district's expectations and objectives for meaningful parent and family engagement and describes how the district will implement a number of specific parent and family engagement activities. This policy is incorporated into the district's plan submitted to the Georgia Department of Education for Title I schools.

Calhoun City Schools will put into operation programs, activities and procedures for the engagement of parents and family members district wide. These programs, activities and procedures will be planned and operated with meaningful parent and family member participation. The district will work with all schools to ensure that school-level parent and family engagement policies meet the requirements and include a school-parent compact. The district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, migrant, economically disadvantaged or of any racial or ethnic minority background. This includes providing information and school reports in an understandable and uniform format to the extent practicable in a language parents understand.

If any parent of participating children feel the policy is unsatisfactory, the district will submit the plan to the state with the parent comments. The district follows the federal definition of family engagement as stated in Section 1116 of ESSA.



## JOINTLY DEVELOPED

Calhoun City Schools collects feedback from parents and family members on its district Parent and Family Engagement Policy on a continuous basis throughout the school year. The evaluation and revision process of the plan begins in the spring prior to the new school year.

- The Director of Student Services presents the current year's plan at the fall and spring System Governance Team meetings which includes parents, teachers, administrators and other community stakeholders. Stakeholders are invited to discuss the current plan and submit feedback.
- In the spring of each school year, the district will host system-wide federal program sessions at each school. Parents and stakeholders will be informed through school newsletters, the system website, and social media postings. The sessions provide information on the district parent and family engagement policy, Consolidated LEA Improvement Plan (CLIP) and Comprehensive School Improvement/Title I Plan. Parents, staff, and community stakeholders will have the opportunity to provide comments and suggestions.
- Additionally, information will be collected from parents, staff, and community stakeholders through an annual survey. Parents and stakeholders will be able to access the survey through the website or at the federal program sessions. The information collected will assist the district in identifying areas of focus such as literacy and/or math and family engagement activities. The information will be used in conjunction with school level improvement plans when developing the Consolidated LEA Improvement Plan.
- The input collected through the sessions and surveys will be incorporated into the district Parent and Family Engagement Policy and the final draft will be recommended to the CCS Board of Education prior to the beginning of each school year.
- The district Parent and Family Engagement Policy will be posted to the district website under the Federal Programs page at the beginning of each school year and shared with parents during the annual Title I meeting.
- Parent feedback is critical to the evaluation and development of the district Parent and Family Engagement Plan. Therefore, stakeholders will have the ability to send comments and/or suggestions throughout the school year to the Director of Student Services. These comments and suggestions will be shared with the System Governance Team and System Leadership teams when reviewing the district plan.
- The district plan will be posted on the district website and made available at the school Title I meetings in September.



## STRENGTHENING OUR SCHOOLS

Calhoun City Schools will provide coordination, technical assistance, and other support necessary to assist and build capacity of all Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance. This will include:

District level support and resources to school staff and parents on developing school-parent compacts; developing district and school level goals; building and developing partnerships with parents that will help support the students in achieving school academic goals; and a system level timeline for revising and signing school-parent compacts.

The Director of Student Services and Federal Programs Director will be responsible for providing the district level training during the summer leadership retreat and will continue to be available throughout the year for any additional technical assistance training requested by the schools or parents. Monthly meetings will be held with school Family Engagement Coordinators to review family engagement plans and activities.

## ANNUAL EVALUATION

Calhoun City Schools will conduct an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools.

As part of the annual parent/student/stakeholder survey, individuals will be given the opportunity to provide input related to the evaluation of the district and school level Parent and Family Engagement Plan. This survey is conducted annually and is posted on the website. The Federal Program Director, Student Services Director, and Chief Human Resources Director collaborate together to create a survey that addresses all of the federal program areas. Announcements are sent home in the school newsletter, Facebook/Twitter postings, and parents are given the opportunity to complete the survey during parent teacher conferences. Parents will also be provided an opportunity to review and provide feedback on the district and school Parent and Family Engagement Policies during district-wide Family Engagement meetings offered prior to the end of the school year. The data will be shared with the School Governance Team and system Leadership Team for review and discussion as they revise the Consolidated LEA Improvement Plan and plan family engagement activities.

## RESERVATION OF FUNDS

Calhoun City Schools will involve the parents and family members of children in decisions about how parent and family engagement funds are spent.

Parents/stakeholders will be provided information about the Title I budget during the schools' annual Title I meetings and the district wide parent and family engagement meetings. CCS will ensure that 90% of the 1% reserve goes directly to all Title I schools.

Parents/stakeholders will be able to provide feedback orally and/or in writing for the system to review. District wide meetings will be held on each campus. Parent and stakeholder surveys will also provide an opportunity for parents to provide input/feedback regarding the use of Title I funds. The Title I budget will also be reviewed during the school and system level Governance Team meetings. Parents/stakeholders are encouraged to give input; ask questions; and make suggestions for consideration related to the Title I budget.

## COORDINATION OF SERVICES

Calhoun City Schools coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local programs, such as: ***Tallatoona Head Start, Family Resource Center, community church preschool programs, and other local preschools.*** CCS conducts a Kindergarten Round Up each year in January/February by visiting each of the preschool programs to share information about kindergarten registration. Information is also published with local media outlets, to the system



website and other social media accounts. Each school holds an Open House, either virtually or in person, at the beginning of the school year. The virtual Open Houses include tours of the facilities, staff introductions and answers to frequently asked questions. Summer camps are hosted when the state allows that it is safe to do so by Calhoun Community Education for PreK and Kindergarten students. These camps allow beginning students an opportunity to experience school before school actually starts.

## **BUILDING CAPACITY**

**OF PARENTS** - Calhoun City Schools will build parents' capacity for strong family engagement by providing materials and training on such topics as literacy and using technology to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The challenging State 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

Calhoun City Schools works very hard to help parents have a good understanding of state curriculum and school resources available to assist them in supporting their children. CCS provides opportunity twice a year for parents to schedule parent-teacher conferences to discuss their child's academic growth or any challenges that their child has. These parent-teacher conferences are held in the early fall and late winter. These conferences include information on the state academic standards, local assessments and tracking, and information specific to the needs of their student.

The elementary school hosts parent meetings with topics ranging from a typical school day or a specific subject like Literacy night. At the middle and high school level, parent meetings are held to provide parents with information about applying to college, CTAE courses, and dual enrollment. On the district level, the system provides Parent University sessions on a quarterly basis. These sessions are advertised system-wide on all social media accounts and are open to all parents/stakeholders. The session topics have included: how to navigate parent portal to track your student's progress; social media/internet safety; information shared during parent-teacher conferences; and special sessions for our non-English speaking parents. The schools also post video recordings on-line that allows parents who are not able to physically attend Parent University or school meetings to still receive important content.

All school-wide or system-wide information is provided to parents in English and Spanish. Each school does a monthly or weekly newsletter for parents. Parent University sessions are provided in both languages as well. There is even a school-wide Remind101 account that sends out notices in Spanish. Translators are available to teachers for parent meetings, especially parent-teacher conferences.

**OF STAFF** - Calhoun City Schools will educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff 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 schools through annual professional learning opportunities and parent survey results.

Teachers are required to make a positive contact with parents at the beginning of the school year and are encouraged to follow this up throughout the school year. Through parent-teacher conferences, teachers are encouraged to communicate openly with parents about their concerns but to always finish on a positive note about the student. Teachers are encouraged to communicate with parents on a regular basis through a newsletter, email, and Remind101 about school events or big assignments that are happening at the school.

## OPPORTUNITIES FOR MEANINGFUL INPUT

Input and suggestions from parents, family members, and community partners are an essential component of Calhoun City Schools' district and school improvement plans that are developed each year. All parents of CCS students are eligible to receive Title I services and invited to attend meeting opportunities throughout the year. CCS values parental input and wants them to share their ideas and suggestions to help the district, schools, and students reach our student academic achievement goals.



### **State of the District Message ~ August 1, 2020**

All parents are welcome to hear the latest updates from the Superintendent and Principals of Calhoun City Schools as well as review and provide input into the district parent and family engagement policy and the Consolidated LEA Improvement Plan for the 2020-2021 school year at their convenience. The State of the District Message will be recorded and posted to the system and school websites. Notices regarding this meeting will be posted to social media and emailed to all parents.

### **School Improvement Forums ~ April 2021**

During this month, each Title I school will host a forum either on-line or in person for parents and family members to participate in open discussions to review the district and school-wide plan, the school's parent and family engagement policies as well as provide input on the family engagement budget and topics for school staff training. Each Title I school will send information home as well as social media to notify parents about the dates and times of the meetings.

### **District Stakeholder Surveys ~ March-April, 2021**

Input on the use of Title I funds to support family engagement programs may also be provided through the annual district survey. The survey will contain questions related to the family engagement budget and school staff training for parents to provide their comments.

## ACCESSIBILITY

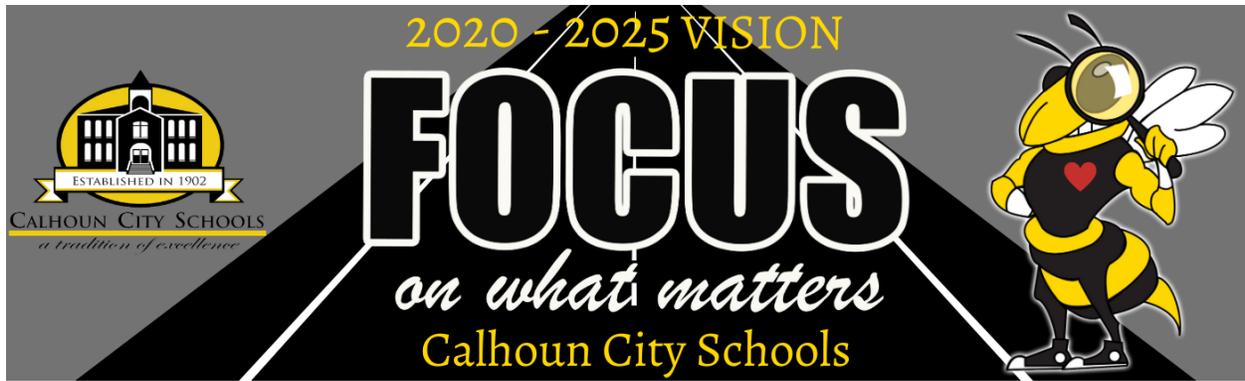
In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the Director of Student Services will communicate and collaborate with the Federal Program Director to ensure full opportunities for participation of parents with limited English proficiency, parents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

## ADOPTION

This district-wide Parent and Family Engagement Policy has been developed jointly and agreed upon with parents and family members of children participating in Title I schools as evidenced by the collaboration of parents, school, and district personnel at the annual Title I meetings, System Governance Team meetings, and school Family Engagement feedback meetings.

This policy was adopted by Calhoun City Schools on July 9, 2020 and will be in effect for the 2020-2021 academic school year. The school district will post this policy on the website and make accessible to all parents of participating Title I, Part A children in the school Family Resource Centers before or during the first week of fall semester. Parents may also request a copy be mailed to them by contacting their child's school.

**Unable to attend these meetings? Please visit <https://www.calhounschoools.org/academics/federal-programs> to review meeting documents and leave your input.**



## Parents – Mark Your Calendars!

### District

State of the District  
August 2020 (virtual)

Annual Parent Survey  
May-April, 2021  
On-Line

School Improvement Meetings  
April 2021  
Local school site and/or virtual

### Calhoun Elementary Complex (K-5<sup>th</sup> grade)

Annual Title I Meeting  
And Literacy Night  
October 1, 2020  
Virtual

Parent Teacher Conferences  
October 21, 2020 (Early Release)  
Via Phone/Virtual

Parent Involvement Day  
November 19, 2020

STEM Family Night  
TBD

Parent Teacher Conferences  
February 24, 2021 (early release)

Field Days  
TBD

### Calhoun Middle/High Campus (6<sup>th</sup>-12<sup>th</sup> grade)

Annual Title I Meeting  
October 1, 2020  
Virtual

CTAE/Fine Arts/Foreign Language  
Fair for Middle School  
October 8, 2020

Parent Teacher Conferences  
October 21, 2020 (Early Release)  
Via Phone/Virtual

Apply to College Day  
November 2020

Parent Involvement Day  
November 19, 2020

Rising Freshman Parent Meeting  
January 2021  
Virtual or In Person

Rising 6<sup>th</sup> Grade Orientation  
May 2021  
Virtual or In Person