



**Local Educational Agency (LEA)/District Level  
Parent and Family Engagement Policy/Plan  
Terrell County Charter School System  
School Year 2018-2019  
Revision Date 07/12/2018**

In support of strengthening student academic achievement, **Terrell County Charter School System** 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(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA's plan submitted to the Georgia Department of Education.

**The Terrell County Charter School System agrees to implement the following requirements as outlined by Section 1116:**

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESEA.
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, 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 LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state Department of Education.

- The school district will be governed by the following definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

Parental involvement 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 ESEA

**DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**JOINTLY DEVELOPED**

The Terrell County Charter School System will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

All parents are invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the 2018-2019 school year by attending a series of open forum meetings and online or paper surveys. During these forums, faculty, parents, students, and community members led in the development of our district’s FY19 Comprehensive Needs Assessment, the District Improvement Plan and the Foster Care Transportation Plan as part of the Comprehensive LEA Improvement Plan (CLIP). A news article was placed in the local newspaper to invite all parents to the open forum meetings. An announcement was posted on the district website inviting all parents to attend and at all schools. Parents were also provided the opportunity to give input during the Spring by being invited to complete the Title I Evaluation survey. 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 the Title I Director via email. All feedback received by July will be included with the policy for the 2018-2019 school year. Upon final revision, the district parent and family engagement policy will be incorporated into the CLIP and submitted to the state via SLDS. Each Title I school will host meetings to provide the opportunity for parents and stakeholders to review and revise the schoolwide/school improvement plans. Cooper-Carver Elementary has been identified as a Turnaround School. The district Parent and Family Engagement Plan will be posted on the district website, distributed during the annual Title I school meetings early this school year, and made available in the district’s parent resource center and designated areas at the schools.

**TECHNICAL ASSISTANCE**

The Terrell County Charter School System will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful

consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

The Title I Director and the Family & Community Engagement Specialist will provide assistance and support to school family engagement school Parent Contacts and Parent Liaison (CCES) to build capacity and ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Schools will receive notifications and resources from the Title I Office to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the Title I Director and the district Family & Community Engagement Specialist will hold monthly meetings with the school family engagement school Parent Contact and Parent Liaison (CCES) and principals to review family engagement plans and activities and provide technical assistance on family engagement requirements. The Title I Director and the district Family & Community Engagement Specialist will review school parent involvement plans/policies and school-parent compacts to ensure compliance, including invitations, agendas, and minutes from parent meetings showing that school plans were developed jointly with parents. A Parent Resource Center will be maintained at the district office that will be available to parents and family engagement School Parent Contacts and Parent Liaison (CCES) to provide materials and trainings to help parents work with their children. The Parent Resource Center also includes a computer lab for parent and student use.

## ANNUAL EVALUATION

The Terrell County Charter School System will take the following actions to conduct, with the meaningful involvement of parents and family members, 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. The evaluation will include identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, its parent and family engagement policies.

Each year, the Terrell County Charter School System 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 schools through an annual parent survey and Open discussion Forums. In the spring of the year, each school Parent Contacts and Parent Liaison (CCES) will send home a survey link for parents to provide valuable feedback regarding the parent and family engagement activities and programs. The link to the surveys will also be posted on the district and school websites for parents to complete. In addition to the surveys, each Title I school will use the Title I meetings to facilitate group discussions to discuss the needs parents of children eligible to receive Title I services to design strategies for more effective parent engagement. In addition, the Parent Resource Center is available to parents who do not have access to computers and internet at home. Each school will open the school labs one evening to allow parents to use school computers if needed. Evaluation results, including parent input, will be used in planning improvements during the current school year and for the subsequent school

year. The Title I Director and the Family & Community Engagement Specialist will work with the school Parent Contacts and Parent Liaison (CCES) to evaluate the Family Engagement Program and in collaboration will use the findings from the school forums and the survey results to design strategies to improve effective parent engagement, to remove possible barriers to parent participation, and to revise the Parent and Family Engagement Plan.

## RESERVATION OF FUNDS

The Terrell County Charter School System will involve the parents and family members 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 and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

The Terrell County Charter School System will reserve one percent from the total amount of Title I funds it receives in FY19 to carry out the parental involvement requirements listed in this policy and as described in Section 1118 of the ESEA. The Terrell County Charter School System will distribute 90 percent of the amount reserved to all Title I schools to support their local-level parental engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate parental engagement budget that addresses their needs assessment and parent recommendations. Each Title I school will host an annual Title I meeting for parents to provide suggestions regarding how parent engagement funds will be used in the upcoming year at the district and school-level. The District Family and Community Engagement Specialist will provide multiple opportunities for parents to provide input into how the funds are used. Parents complete the annual district survey. The survey will contain questions related to the family engagement budget as well as a section for parents to provide their comments. Parent input and feedback will be solicited from all parent meetings and on the district website. An annual meeting will be held for parents of Title I students to discuss and review the District Family Engagement Policy/Plan and how best to implement the plan. Parents will also be allowed to give input into the Title I funding of Family Engagement. During the Annual Title I Meeting, the schools will share the budget for parent and family engagement activities. Comment cards, surveys, and minutes from these meetings will be reviewed by the district and serve as documentation of the parents' engagement of providing input in the decision regarding how the monies for parental involvement activities will be spent and to determine areas of need for the upcoming school year and consider changes to the parental engagement budget. Funds reserved by the district shall be used to carry out activities and strategies consistent with the policy/plan by providing professional development for district and school personnel, supporting family programs in the community, disseminating information, and collaborating with organizations to increase parent and family engagement.

## COORDINATION OF SERVICES

The Terrell County Charter School System will coordinate and integrate parent and family engagement strategies, under Title I, Part A with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs: such as, Head Start and Pre-K programs- Early Intervention Program (EIP), Bright From the Start -Georgia Department of Early Care and Learning, Babies Can't Wait, Homeless Program, Adult Education program, that encourage and support parents in more fully participating in the education of their children by:

The Terrell County Charter School System will coordinate with Head Start, Babies Can't Wait, Early Intervention Program and Pre-Kindergartens to facilitate a smooth transition for both parents and students from these programs to Cooper-Carver Elementary School by working collaboratively with these outside agencies. Also, the Terrell County Charter School System will include Head Start and Pre-K classrooms when possible in elementary settings to connect parents early to their child's potential school. Head Start and Pre-K parents should be included in school newsletters during the preschool year and included in school assemblies and parent nights. Elementary schools will host Kindergarten transition initiatives so parents may tour the schools and receive information to help prepare them and their children for Kindergarten. In addition, Middle Schools will host 5<sup>th</sup> grade transition initiatives and High Schools will host 8<sup>th</sup> grade transition initiatives. The Parent Resource Center will provide materials to assist parents in helping their children with the transition process.

The Terrell County Charter School System will also partner with the following facilities to disseminate notifications of parental involvement activities and workshop information through district flyers and memos: Terrell County Department of Family and Children Services (DFCS), Terrell County Family Connections, Terrell County Public Library, Terrell County Housing Authority, Local Faith Based Organizations and Churches, Terrell County Chamber of Commerce, Terrell County Parent Academy, Department of Juvenile Justice and Terrell County Head Start.

The school principals, assistant principals, instructional leaders, Head Start director, Bright from the Start Georgia Department of Early Care and Learning, teachers will collaborate on transition activities for elementary, middle and high school parents.

In order to integrate services, communication with other programs will be ongoing. Maintain regular communication regarding curriculum and testing. Provide access to parent training materials and parent training opportunities and collaborate and plan together transition activities.

All programs will coordinate their parenting activities, information, and resources to maximize parental involvement efforts, increase participation of the parents, and ensure that parents are informed about available resources. As appropriate, parents from each of the programs will be invited to attend joint parental engagement activities.

## **BUILDING CAPACITY OF PARENTS**

The Terrell County Charter School System will, with the assistance of its Title I schools, build parents' capacity for strong parental involvement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) 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 Georgia Standards of Excellence
- The State and local academic assessments including alternate assessments such as the Georgia Milestones
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators to improve the achievement of the students

The Parent Resource Center will be opened daily to give assistance to parents in any or all of the following areas:

- Offer computer access to parents in the computer lab at Central Office to aid in their knowledge and use of technology
- Conduct parent workshops on the following topics: Georgia Standards of Excellence (GSE)-to inform parents about changes in their child's curriculum, student's literacy and math skills, and student's behavior.
- Provide information to parents explaining content standards and expectations for student achievement and behavior through presentations, newsletters and parent conferences.
- Provide tips and ideas to parents on helping their children with core content subject areas such as Reading/English Language Arts, Math, Science, and Social Studies.
- Information concerning parent-teacher conferences and working with educators will be provided prior to scheduling conferences and will be discussed during parent meetings.
- Develop Student-Parent Study Guides that help parents understand how they can help with homework.
- Parent meetings and seminars will be utilized to distribute information on the requirements of Title I, and monitoring student progress and any other topic deemed necessary.
- Providing parents with information during an annual fall meeting, through quarterly progress notes, at parent-teacher conferences, and on the district website.
- Parent trainings and family education nights will be planned each year based on the schools' needs assessment and may include a Family Literacy Night and Math Night.
- English Learners (EL) Parent Orientation/Training Sessions
- Transition Opportunities
- Communicate regularly with parents in clear understandable terms.
- Provide parents opportunities to participate in decision making roles, volunteer opportunities, classroom newsletters, an annual parent survey, parent-school compacts, and parent teacher conferences.
- Providing an evening computer lab for parents to learn how to use technology
- Providing "Make and Take" Learning opportunities to provide materials for parents to use with their children.
- The Family & Community Engagement Specialist will provide instruction to parents on how to incorporate appropriate learning activities in the home environment.
- Posting educational bulletins on website. The bulletins will be posted monthly and can be downloaded and printed by the parent.

Parenting workshops will be scheduled during different times of the day (morning and evening) to accommodate parents work schedules. Topics for workshops are based on identified needs from surveys, teacher input, and student performance data. Some workshops are in collaboration with the EL, SPED and the Pre-K program.

Parent Resources Centers are equipped with literature for parents to use to provide academic support and assistance for their child at home. Resources available to parents may include parenting books, videos, math and reading skill building materials such as flash cards, games, etc. Parents are given the opportunity to check out a wide variety of resource materials from the Parent Resource Centers to use at home with their children.

Parent notifications and resources will be sent home in parents' native language, where applicable, and interpreters will be available at parent events and meetings. Information posted on the district website will be translated to the extent practicable. The district will also utilize school and district websites, school newsletters, local news media/articles, and other school message systems to invite and post information for parents.

## **BUILDING CAPACITY OF PARENTS: COOPER-CARVER ELEMENTARY SCHOOL**

The **Terrell County Charter School System** will build parent capacity for strong family engagement. This capacity will ensure effective engagement of parents and family members in supporting partnerships among Cooper-Carver Elementary School, parents, and the community with the goal of improving student academic achievement. To build this capacity of parents, the Terrell County Charter School System will implement activities and programs such as Academic Parent-Teacher Teams (APTT) at Cooper-Carver Elementary School. APTT is an evidence-based family engagement model that builds partnerships with parents. District and school staff completed trainings hosted by the Georgia Department of Education to implement APTT at their schools. With the teacher, families set student academic goals to be addressed through at-home learning activities and strategies.

The Terrell County Charter School System will work through its Title I school: Cooper-Carver Elementary School to provide assistance to parents in understanding state and district academic information connected to student learning and progress. The district will also provide parents with information regarding the Title I program and APTT. Classes 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, will also be provided. The dates and locations for these classes and APTT meetings will be posted on the district website and shared through each Title I school's newsletter, social media page, and school website.

In addition, the Terrell County Charter School System will coordinate pages on the district and school websites that will contain resources and materials, including parent guides, study guides, practice assessments, and APTT activities, 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 Terrell County Charter School System District Title I Office will partner with Title I schools to host workshops for parents. The dates and times for these workshops will be determined and announced by each individual school and made available to parents.

The Terrell County Charter School System has established a districtwide Parent Advisory Council comprised of parent representatives from each Title I school's Parent Advisory Council. This council's purpose is to provide advice on all matters related to family engagement in Title I, Part A programs. Community leaders and business partners will be invited to serve on this council. The district will also encourage collaboration and participation with community partners by utilizing video conferencing technology and recordings to accommodate the schedules of these valuable partners.

The Terrell County Charter School System will coordinate and integrate the district's family engagement programs with the local preschool program and other federal and state funded preschool programs in the district. The district will invite faculty and staff from those programs to attend planning meetings focused on family engagement activities. In the spring, the elementary schools will host Kindergarten Ready days so parents may tour the schools and receive information to help prepare them and their children for kindergarten.

## **BUILDING CAPACITY OF SCHOOL STAFF**

The Terrell County Charter School System will, with the assistance of its schools and parents, educate its 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 schools by:

- The Title I Director and Family & Community Engagement Specialist will work with school principals, school Parent Contacts, and Parent Liaison (CCES) to plan and if possible co-facilitate their initial Title I Parent Meetings
- Professional development will be provided on parent involvement for teachers and administrators on a quarterly basis to address topics such as:
  - The Basics of Parent Engagement
  - Communicating with Parents
  - Promoting Cultural Competency
  - Including Parents in the Homework Process
  - Enhancing School-Home Relationships through Student Led Conferences
  - Effective parent involvement strategies; and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- Providing training of effective ways to communicate with parents.
- Review parent involvement evaluations with school personnel and determine what can be done to assist with parents' needs.
- Promote cultural understanding to all staff at Title I schools.
- Provide mandatory volunteer training sessions for parents, and provide, as allowable opportunities for parents to volunteer at their child's school.
- Joint effort of educators and parents in revising the school-parent compact and the parental involvement plan.

During the school year, orientation and meetings will be held for principals and Title I personnel to learn and discuss strategies to increase parent engagement, improve school-family communication, and build ties with parents and the community. Information received during these forums will be redelivered to the faculty and staff of Title I schools. The district Title I Coordinator will also provide opportunities for visits to each Title I school to review and discuss parental engagement requirements and initiatives.

The Terrell County School System shall provide such other reasonable support for parental involvement activities under Section 1116 as parents may request.

## **BUILDING CAPACITY OF SCHOOL STAFF: COOPER-CARVER ELEMENTARY SCHOOL**

The Terrell County Charter School System will build school staff capacity for strong family engagement. This capacity will ensure effective engagement of parents and family members in supporting partnerships among Cooper-Carver Elementary School, parents, and the community with the goal of improving student academic achievement. To build this capacity of school staff, the Terrell County Charter School System will implement activities and programs such as Academic Parent-Teacher Teams (APTT) at Cooper-Carver Elementary School. APTT is an evidence-based family engagement model that builds partnerships with parents. District and school staff completed trainings hosted by the Georgia Department of Education to implement APTT at their schools. With the teacher, families set student academic goals to be addressed



through at-home learning activities and strategies.

The Terrell County Charter School System will conduct three trainings during the school year for principal, assistant principals, academic coaches, and school parent liaison to learn and discuss strategies to increase family engagement, improve school-family communication, and build ties with parents and the community. These trainings will be redelivered to the faculty and staff of Title I school-Cooper-Carver Elementary School. If the school is implementing APTT, the Terrell County Charter School System Family Engagement Leadership Team (FELT) will conduct an APTT training for the entire school staff. The purpose of the FELT is to coordinate the sustainability and growth of APTT in the district.

The Terrell County Charter School System will also host a training for appropriate school staff and faculty that will focus on creating welcoming environments and improving two-way communication with families.

To ensure that information related to district, school, parent programs, APTT meetings, 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 and APTT meetings. Information posted on the district website will be translated to the extent practicable. The district will also utilize school phone call systems, district and school websites, social media, local news media, and other school message systems to post information for parents.

## **BUILDING CAPACITY FOR INVOLVEMENT**

The **Terrell County Charter School System** will do the following activities that will provide meaningful consultation with its parents to build parents' capacity for involvement in the school and school district to support their children's academic achievement by:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training
  - Upon development of the Parent Advisory Council, the council will meet with Student, Family, and Community Engagement Specialist, School level administrators and leadership team to determine training.
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- Paying reasonable and necessary expenses associated with parental involvement activities, including child care costs, to enable parents to participate in school-related meetings and training sessions
  - The district will budget for child care costs during meetings and training sessions and when possible, school level paraprofessionals will be used during meetings and training sessions for child care.
- Training parents to enhance the involvement of other parents
  - Parent leaders will be developed to encourage and increase the involvement of other parents.
- Maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times or conducting in-home conferences

between teachers or other educators who work directly with participating children, with parents who are unable to attend those conferences at school

- Morning, evening, and Saturday sessions will be planned to accommodate the schedules of parents.
- Adopting and implementing model approaches to improving parental involvement
- Establishing a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
  - A LEA Parent Advisory Council has been established that will be comprised of parent representatives from each Title I school. All parents of students receiving Title I services are welcome to join the council and/or attend the meetings. The parent advisory council will provide advice on all matters related to parental involvement in Title I, Part A programs. Each council meeting is advertised by the Title I schools and on the district website.
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
  - Community leaders and business partners will be invited to serve on the parent advisory council and invited to attend all parent meetings training sessions.

The parental engagement policy was written with parents, school personnel, and community members. All stakeholders were informed of system-wide parent meeting by flyers sent home with students and advertisement on school websites and newspaper.

### ACCESSIBILITY

In alignment with the parent engagement requirements established by Section 1116 of the ESSA, the district Title I Coordinator and the District Family & Community Engagement Specialist will collaborate with other district departments 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 LEA parent and family engagement policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs, as evidenced by meeting minutes, agendas, handouts, and survey results.

This policy was adopted by the Terrell County Charter School System on July 12, 2018 and will be in effect for the period of the 2018-2019 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 28, 2018.

  
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(Signature of Authorized Official)

7/12/2018  
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(Date)