

Guide to Quality: Title I, Part A LEA Parent and Family Engagement Policy

School districts may use the guide below to identify the requirements for the local educational agency (LEA) parent and family engagement policy and match these requirements with the sample policy provided by the Georgia Department of Education. Title I, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each LEA receiving Title I, Part A funds jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy. Therefore, districts are encouraged to use this guide with the sample policies, in meaningful consultation with parents, to develop a LEA parent and family engagement policy that will establish the expectations for family engagement and strengthen student academic achievement for the district.

	Does the LEA Parent and Family Engagement Policy:	Section of Title I Law	To make the policy more effective:
Jointly Developed	1 A Describe the purpose of the parent and family engagement policy along with information about the Title I program.	1116(a)(2)	<ul style="list-style-type: none"> Provide a brief overview of Title I and its purpose as well as what is included in the district parent and family engagement policy.
	1 B Describe how parents and family members will be involved in the development of the LEA parent and family engagement policy. This may include establishing a parent advisory board.	1116(a)(2) 1116(a)(2)(F)	<ul style="list-style-type: none"> Ensure all parents have the opportunity to provide input on the LEA Parent and Family Engagement Policy by providing several attempts and ways for parents to provide feedback.
Parent Input	2 A Describe how parents and family members will be involved in the development of the Consolidated LEA Improvement Plan (CLIP).	1116(a)(2)(A)	<ul style="list-style-type: none"> List the specific opportunities that exist for parents to provide input and feedback on the CLIP.
	2 B Describe how parents and family members will be involved in developing school improvement plans.	1116(a)(2)(A)	<ul style="list-style-type: none"> Utilize parent leaders to co-facilitate a schoolwide plan meeting.
	2 C Describe how parents and family members will be involved in the decisions regarding how parent and family engagement funds are allotted.	1116(a)(3)(B)	<ul style="list-style-type: none"> Provide various times, ways, and places for parents to provide input on the parent and family engagement budget.
Technical Assistance	3 Describe how the LEA will provide the coordination, technical assistance, and other support to assist schools in planning and implementing effective parent and family engagement activities, which may include meaningful consultation with employers, business leaders, philanthropic organizations, or individuals.	1116(a)(2)(B)	<ul style="list-style-type: none"> Provide ongoing guidance and professional development to schools on effective parent and family engagement activities, school parent and family engagement plans, and school-parent compacts.
Reservation of Funds	4 A Describe how the LEA will reserve 1 percent of Title I funds to carry out parent and family engagement requirements.	1116(a)(3)(A)	<ul style="list-style-type: none"> Describe how the district will establish an adequate budget for parent and family engagement activities and programs.
	4 B Describe how the LEA will distribute 90 percent of the 1 percent reserve to schools.	1116(a)(3)(C)	<ul style="list-style-type: none"> Describe how the district will assist schools in developing parent and family engagement budgets.
Integration	5 Describe ways the LEA will coordinate and integrate parent and family engagement strategies with other relevant federal, state, and local laws and programs.	1116(a)(2)(C) 1116(e)(4)	<ul style="list-style-type: none"> Distribute and share information with these programs concerning school events and activities for parents that help support student learning and promote academic achievement.
Annual Evaluation	6 Describe how the LEA will conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under Title I, Part A and use the findings to design evidence-based strategies.	1116(a)(2)(D) 1116(a)(2)(E)	<ul style="list-style-type: none"> Describe various combinations of evaluation methods—surveys, focus groups, open discussion forums, to provide parents with multiple ways to provide evaluation feedback on the parent and family engagement policy.

	Does the LEA Parent and Family Engagement Policy:	Section of Title I Law	To make the policy more effective:
Format and Language	7 Ensure that the format and language of the policy are family-friendly.	1116(f)	<ul style="list-style-type: none"> Describe how district reports, letters, information, and materials will be available in a format and language that all parents can understand.
Building Capacity	8 A Describe how the LEA will provide assistance to parents in understanding the challenging state academic standards, state and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators.	1116(e)(1)	<ul style="list-style-type: none"> Gather feedback from parents to determine their specific understanding of the state academic standards, academic assessments, and school curriculum so the school can provide necessary resources and materials.
	8 B Describe how the LEA will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy).	1116(e)(2)	<ul style="list-style-type: none"> Develop educational classes for students and parents to attend to provide them with resources for at-home learning opportunities.
	8 C Describe how the LEA will 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.	1116(e)(3)	<ul style="list-style-type: none"> Encourage communication between the district and schools to consistently share, in multiple ways, best practices and ideas on how to effectively reach out to parents and family members in a meaningful and productive manner.
	8 D Describe how the LEA will coordinate and integrate parental involvement programs 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.	1116(e)(4)	<ul style="list-style-type: none"> Coordinate with the corresponding organizations to strengthen communication and enhance potential opportunities for parent and family engagement, including providing information and resources to support school orientation for parents and students to assist in successful student transitions to school.
	8 E Describe how the LEA will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.	1116(e)(5)	<ul style="list-style-type: none"> Provide all parents with materials, correspondence, and information in appropriate languages, according to the school population, and a format that is family-friendly.
	8 F Describe how the LEA will provide such other reasonable support for parental involvement activities under this section. (For example, the discretionary items described in Section 1116[e][6-13] to build effective partnerships between the school and parents).	1116(e)(14)	<ul style="list-style-type: none"> Utilize the discretionary items described in Section 1116 to develop strategies to improve parent and family engagement. Provide opportunities for parents to request additional support and offer input on the improvement of parent and family engagement programs.
Measures of Effectiveness	9 Describe the strategies, activities, and information that the school will provide to support a strong partnership between the school, parents, and the community to improve student academic achievement.	This is a best practice and not required.	<ul style="list-style-type: none"> Provide parents with resources and assistance based on the district and school's needs assessment and parent input.

Achieve County School District

Parent and Family Engagement Policy

2019-2020
 Revised June 14, 2019
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What is Family Engagement?

Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) That parents play an integral role in assisting their child's learning.
- (B) That parents are encouraged to be actively involved in their child's education.
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described in Section 1116 of the Every Student Succeeds Act (ESSA).

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About the Parent and Family Engagement Policy

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In support of strengthening student academic achievement, the Achieve County School District (ACSD) has developed this parent and family engagement policy that establishes the district's expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I schools. This plan will describe ACSD's commitment to engage families in the education of their children and to build the capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of ESSA contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. The ACSD will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of federal law and each include, as a component, a school-parent compact.

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Jointly Developed

During the annual State of the District meeting in May 2019, all parents were invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the 2019-2020 school year. The district sent an email to all parents informing them about this meeting and posted an announcement on the school district website.

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During this meeting, parents also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP), the Comprehensive Support and Improvement School's Plan, and the Targeted Support and Improvement School's Plan. Additionally, each Title I school used its Parent Advisory Council to review the district parent and family engagement policy before the end of the 2018-2019 school year.

Upon final revision, the district parent and family engagement policy was incorporated into the CLIP which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the school district website or by submitting written comments to your child's school. All feedback received by July 2019 was considered for revisions to this policy.

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

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Strengthening Our School

This year, the district family engagement coordinator (FEC) will provide technical assistance and support to all Title I schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Title I schools will receive notifications and resources from the district and the FEC to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district and the FEC will hold monthly meetings and trainings with its Title I schools' principals and school FECs to review family engagement plans and activities.

Additionally, the district will convene a summit in March for principals and FECs to review parent and family engagement requirements and plan opportunities for family engagement activities and meetings for the remainder of the school year.

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Reservation of Funds

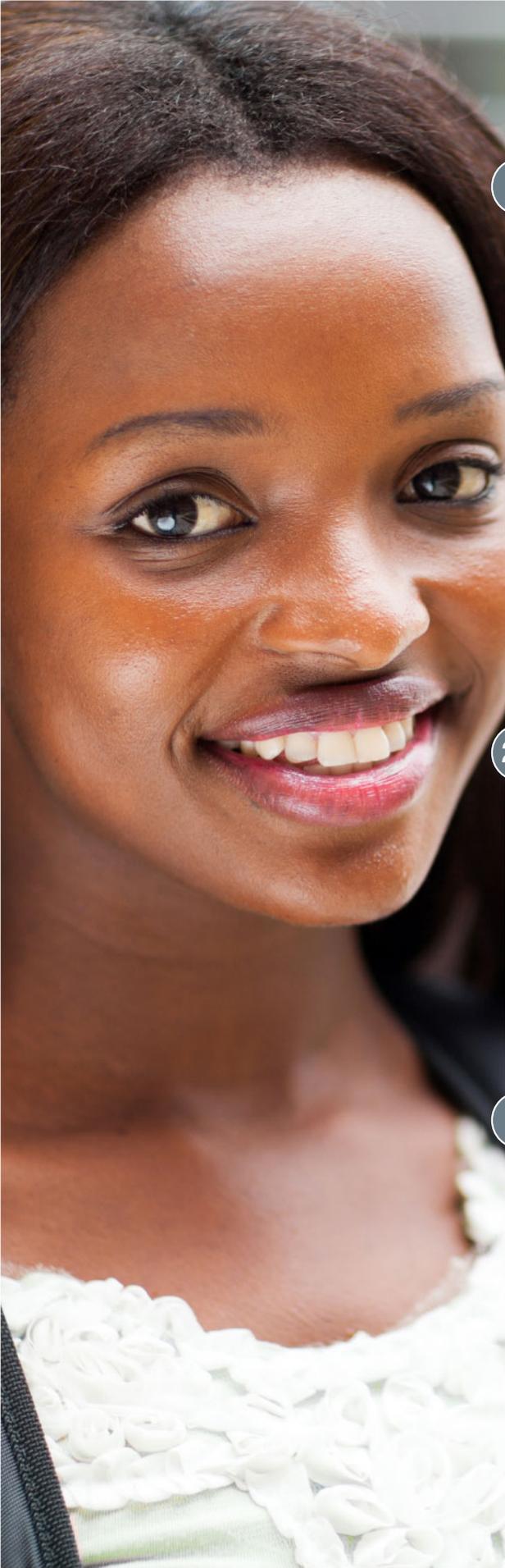
The ACSD will reserve 1 percent from the total amount of Title I funds it receives in 2019-2020 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, the ACSD will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

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Each Title I school hosted an annual School Improvement Forum in May for parents to provide suggestions on how these family engagement funds could be used in the upcoming year at the district and school-level. Comment cards and minutes from these meetings were reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget. If you have suggestions, please contact the FEC in the district office.





Opportunities for Meaningful Consultation

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Input and suggestions from parents, family members, and community partners are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

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State of the District Meeting ~ May 22, 2020

All parents are welcome to hear the latest updates from the Achieve County School District 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. Notices regarding this meeting will be emailed to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school district website.

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School Improvement Forums ~ May 1-3, 2020

During this week, each Title I school will host a forum for parents and family members to participate in roundtable discussions to review the schoolwide 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 invitations home as well as email and text parents to notify them about the date and time of the forum. Information regarding the School Improvement Forum will also be made available on the school websites.

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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.

Unable to attend these meetings? Please visit www.achieveschools.org/TitleI to review the meeting documents and minutes and leave your input.



Scan the code with your smartphone or tablet to access family engagement information from the ACSD website.

2B Building Capacity

The ACSD will build partnerships between its Title I Schools, families, and community with the goal of developing mutual support for student achievement. To develop capacity for this support, the ACSD will implement a variety of family and community engagement initiatives. The Academic Parent-Teacher Team (APTT) model of family engagement is one such initiative. Training and support of APTT was provided for through the Georgia Department of Education. APTT is a program wherein teachers and families partner to address academic goals through at-home learning activities.

8A *Of Parents* - The ACSD will provide families with information about the overall Title I program and its requirements. The district works with its Title I schools to help families understand academic expectations for student learning and progress. Specific information related to APTT, the State's challenging academic standards, and local and state assessments—including alternative assessments, will also be provided. The district also offers assistance to parents in understanding use of its online student information system and other digital resources, including the harms of copyright piracy, through its technology specialists. Notifications about these opportunities will be posted on the district website and shared through school messaging systems, newsletters, and social media postings.

In addition, the district and school websites contain resources and materials such as parent guides, study guides, practice assessments, and APTT materials for at-home learning. Hard copies of these materials are also available at all Title I schools, including copies in Spanish. **8B**

8F The ACSD Parent Advisory Council, made up of parent representatives from each Title I school, advises the district and schools on all matters related to family engagement. Community leaders and business partners are also invited to serve on the council. The participation of all of our partners is encouraged through video conferencing and recording options to accommodate varying schedules.

8D The ACSD will coordinate and integrate the district's family engagement programs under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs such as, 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, schools will host Kindergarten Ready days, Middle and High School Transition Nights, and College and Career Fairs so parents may receive information to help prepare them and their children for the next life stage. **5**

Of School Staff - The ACSD will conduct four trainings during the school year for principals and school FECs 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 schools. If the school is implementing APTT, the ACSD 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 ACSD will also host a training for appropriate school staff and faculty that will focus on creating welcoming environments. **8C**

8E 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' preferred 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, local news media, and social media to post information for parents.

6 Parent and Family Engagement Evaluation

Each year, the ACSD 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 the School Improvement Forums.

Beginning in April, each Title I school will send home a survey and email a link to the survey for parents to provide valuable feedback regarding the parent and family engagement activities and programs. These surveys will also be posted on the district and school

websites for parents to complete. In addition to the annual survey, each Title I school will also use the School Improvement Forum to facilitate group discussions to discuss the needs parents of children eligible to receive Title I services to design strategies for more effective family engagement.

The ACSD will use the findings from the school forums and the survey results to design strategies to improve effective family engagement, to remove possible barriers to parent participation, and to revise its parent and family engagement policies.

8E Accessibility

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district family engagement coordinator will communicate and collaborate with the Office for Student Support Services 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.

9 Mark Your Calendars

For Parents

Annual Parent Survey
April 3-17, 2020

School Improvement Forum
May 6-8, 2020 –
Local school site

State of the District
May 22, 2020 –
County Board Office

For Schools

Welcoming Schools Training
August 23, 2019 –
County Board Office

Principal and FEC Meetings
First Wednesday of every
month

9 Adoption

This districtwide parent and family engagement policy has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school, and district personnel at the annual State of the District meeting.

This policy was adopted by the Achieve County School District on June 14, 2019 and will be in effect for the 2019-2020 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children before or during the first week of fall semester.

