

# Catoosa County School District

## Title I Parent and Family Engagement Policy

School year 2018–2019  
 Approved May 9, 2018  
 Revised May 10, 2018  
 307 Cleveland Street  
 Ringgold, GA 30736

### WHAT IS PARENT FAMILY ENGAGEMENT?



Parents and families of students who attend Catoosa County Title I schools have influence over many aspects of

- their students' education and
- how and what parents and family engagement looks like.

In non-Title I schools, there is no certainty that the following would take place. This policy assures parents and families that they are important partners with Catoosa County schools in the education of their children. Family engagement means the participation of parents and family members in regular, two-way, and meaningful communication about student learning and other school activities. This ensures:

- That parents and families play an important role in assisting their child's learning.
- That parents and families are encouraged to be actively involved in their child's education
- That parents and families are full partners in their child's education. They are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.
- That parents and families may request regular meetings.
- That other activities, such as those described in Every Student Succeeds Act (ESSA), are done.

#### ABOUT THE PARENT AND FAMILY ENGAGEMENT POLICY

In support of strengthening student academic achievement, the Catoosa County School District:

- has developed this parent and family engagement policy that describes expectations and objectives for real family engagement and
- guides the activities and resources that strengthen school, parent, and community partnerships in the district's Title I schools.

This plan will describe the Catoosa County School District's commitment to:

1. engage parents and families in the education of their children and
2. build the capacity\* in its Title I schools to make #1 happen.

\*Building capacity refers to growth by being supplied resources, training, and opportunities for learning.

When schools, parents, 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 meaningful parent and family engagement at every level of the program, such as:

- in the development and implementation of the district and school plans and
- in carrying out district and school improvement.

Section 1116 of Every Student Succeeds Act (ESSA) contains Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education.

The Catoosa County School District:

- will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of that section and
- will see to it that each school will follow rules about parent/school compacts.

If the system plan for Title I, Part A, developed under ESSA, is not satisfactory to the parents and families of participating children, the school district will submit any parent and family comments with the plan when the school district submits the plan to the State Department of Education. Each policy requests

such input. **The system policy has an attached cover sheet requesting input.**

Members of the District Advisory Council incorporate information from annual evaluation graphs and parent comments.

## JOINTLY DEVELOPED

All parents were invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for 2018-2019. The district informed parents and families about this meeting and posted an announcement on the district and school websites, as well as school newsletters. Each Title I school used its Parent Advisory Council to review the district parent and family engagement policy before the end of the school year and schools distributed copies of the current district policy asking for input.

Catoosa County has the District Parent Advisory Council (DAC) 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. During the DAC, parent also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP).

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 local schools. All feedback received by May 9, 2018 was included with the policy for this school year.

The district parent and family engagement policy was posted on district and school websites, distributed during the annual Title I school meetings and other parent and family engagement activities this school year, and made available in the schools' parent resource centers. Principals and parent involvement coordinators meet to complete a plan of action where they review parent and family engagement requirements and plan opportunities for family engagement activities.

## STRENGTHENING OUR SCHOOL

District parent and family engagement coordinators will provide aid and support to all Title I schools to ensure:

- parent and family engagement requirements are being satisfied and
- that parent and family engagement strategies and activities are being implemented.

Title I schools will receive notifications and resources from the district and parent and family engagement coordinators to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district and parent and family engagement coordinators will hold meetings and trainings with its Title I school' principals and school parent and family involvement coordinators to review family engagement plans and activities. Quarterly documentation reviews are done onsite to follow school progress on compliance implementation and documentation.



## \$ RESERVATION OF FUNDS \$

The Catoosa County School District will reserve at least 1 percent from the total amount of Title I funds it receives in FY19 to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. The Catoosa County School District will distribute at least 90 percent of that 1% to Title I schools to support the local-level parent and family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate parent and family engagement budget that addresses needs assessment and parent recommendations.

Throughout the school year each Title I school will collect suggestions from parents and families regarding how these family engagement funds will be used in the upcoming year at the district and school level. Comment cards and minutes from these meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget. The majority of Title I money is spent on personnel to lower the number of students in a classroom or to offer extra help for students who need attention about specific needs.

## OPPORTUNITIES FOR MEANINGFUL PARENT CONSULTATION



Input and suggestions from parent and family members are an essential component of the district and school improvement plans that are developed each year. All parents and families are invited to attend the Parent Café, District Advisory Council, CLIP input meeting, and all Title I school events described in this section. Parents, community and families are asked to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

### Spring School improvement Forums

During the Spring, each Title 1 school will host a forum for parents, family members, and community members to participate in round table discussions to review the schoolwide improvement plan, review the school test and benchmark data, the parent and family engagement policies, as well as provide input on the family engagement budget and programs. Invitations will be sent out to parents and family members in a variety of ways. Each school will send notifications home by letters, emails, school website, and by text notifying them about the date and time of the forum.



Parent and family input on the use of Title I funds to support parent and family engagement programs may also be provided through the annual district survey. The survey will contain questions related to the parent and family engagement budget as well as a section for parents and families to provide their comments.

## Building Capacity

Quoting from an earlier paragraph, building capacity refers to growth by being supplied resources, training, and opportunities for learning.

The Catoosa County School District will build school, parent and family capacity for strong family engagement to ensure:

- effective involvement of parents and family members and
- to support a partnership among Title I schools, parents, and community to improve student academic achievement.

These will be accomplished through districtwide activities and programs.

**Of Parents** - The Catoosa County School District will work as a district and through its Title I schools to provide assistance to parents:

- In understanding state and district academic information connected to their student's learning and progress and
- In understanding information regarding the Title I program.
- By providing the challenging state academic standards, local academic assessments
- By providing the required assessments for Georgia students including alternative forms of assessment.
- In conferencing with parents using data related to student benchmark testing.

The dates and locations for meetings will be posted on the school website and shared through each Title I school's newsletter, marquee, text, etc.

The Catoosa County School District will coordinate pages on the district and school websites that will contain resources and materials, including parent guides, study guides, and practice assessments to help parents and families work with their children at home. Copies of these materials will be made available at all Title I schools for those parents and families who may have limited internet access, including copies in Spanish and other languages as needed. To assist parents and families with understanding the online student information system and other digital educational resources (including education about the harms of copyright piracy incorporated into volunteer training meetings). Dates and times for these workshops will be determined and announced by each individual school.

The Catoosa County School District has established District Advisory Council. It is open to all parents, families and community. Its purpose is to provide advice on all matters related to parent and family engagement in Title I, Part A programs and to give parents, families and community a platform for discussion and input.

### **Integration with Preschool Programs**

The Catoosa County Public School District 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 by inviting 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. The CCPS will also coordinate with these programs to ensure that parents are informed about available resources.

### **Integration with Title III Program**

The Catoosa County Public School District will coordinate and integrate the district's Title III and Title I Parent and Family Engagement program with the assistance of the Title III Coordinator, Title I Coordinator, Family and Parent Engagement Coordinators and the Catoosa County ESOL teachers. CCPS will invite faculty and staff from those programs to attend planning meetings focused on family engagement activities throughout the year. The Title III teachers will participate in various family and parent activities. Together, our goal is to provide communication to parents in the language that is spoken at home. The CCPS will also coordinate with these programs to ensure that parents are informed about available resources.

**Of School Staff** - The Catoosa County School District will conduct three trainings during the school year for principals and monthly meetings for school PICs 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 when appropriate. The Catoosa County School District will host a training for appropriate school staff and faculty that will focus on creating welcoming environments and improving two-way communication with families.

Tip sheets will be sent to faculties and staffs regarding helpful hints and latest research on how to engage families. Information about APTT will be shared, as well. PICs will show school staff how to use Google Drive to translate documents. Teachers have been trained on communication media such as Classdojo, Remind, etc. to ensure information is available to parents on a daily basis.

## PARENT AND FAMILY ENGAGEMENT EVALUATION

Each year, the Catoosa County School District 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.

Beginning in late February/early March, each Title I school will send home a survey for parents to provide valuable feedback regarding parent and family activities and programs. These surveys will be posted on district and school websites for parents.

The District will conduct an evaluation of the content and effectiveness of this parent and family policy. Findings from results will be used to design strategies:

- to improve effective family engagement,
- to remove possible barriers to parent participation, and
- to revise its parent and family engagement policies.

Catoosa County Title I parent and family engagement uses the findings and survey results to:

- Design strategies to improve effective parent and family engagement,
- To remove possible barriers to parent participation, and
- To revise its parent and family engagement policies.

How well does the school encourage you to play a role in the **school improvement planning process?**

## ACCESSIBILITY

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district family engagement coordinators 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. At the beginning of the year, school staff will be trained on parent notifications and resources to be sent home in parents' native language.

The district will utilize district and school websites, local news media, and other school message systems to post information for parents. Information posted on the district website will be translated to the extent practicable in languages parent can understand.

**Mark Your Calendars**

**Annual Parent Survey**

March 2019

**Parent and Family Engagement Coordinator Meeting**

Third Thursday of every month

**Title I Parent Café**

January 10, 2019

At Catoosa County Learning Center

**Title I District Advisory Council**

At Catoosa County Learning Center

May 9, 2019

**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.

This policy was adopted on May 9, 2018 and will be in effect for the 2018-2019 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children on or before September 1, 2018.

**Unable to attend our meetings? Please visit**

<http://www.catoosa.k12.ga.us/?PN=Pages&SubP=Level1Page&L=2&DivisionID=10671&DepartmentID=10782&PageID=14877&ToggleSideNav=ShowAll>

**to review the meeting documents and minutes.**

**Contact Kristy Jablonski with any comments or concerns.**

