

Chester County District Parent and Family Engagement Policy

Chester County Schools

2018 - 2019

Revised May 14, 2018

In support of strengthening student academic achievement, Chester County Schools 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 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.

Chester County Schools agrees to implement the following requirements as outlined by Section 1116:

- The school district will support and monitor 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 at the school level 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 families 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 families understand.
- If the district plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the families 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 family engagement 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:
 - Family engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child's learning;
 - (B) families are encouraged to be actively involved in their child's education at school;

- (C) families 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; and
- (D) other activities are carried out, such as those described in Section 1116 of the ESEA.

Description of how the district will implement required district parent and family engagement policy components:

JOINTLY DEVELOPED

The Chester County School District 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:

- Chester County Schools will form a District Parent Involvement Team, lead by the Federal Programs Director, which will include representatives from all grade spans and a minimum of at least three parents with children in various grade spans to develop a District Parent and Family Engagement Policy. The policy will be developed during each spring semester to go into effect for the following school year. Information, including a beginning template for the plan, will be provided electronically to all team members in advance of at least one scheduled meeting of the entire team. Members will be encouraged to provide comments on the template document and also provide input during team meeting(s). The goal is for the final draft to be adopted as the official District Parent and Family Engagement Policy after the achievement of a consensus of the District Parent Involvement Team. A minimum of 90% of team members must sign endorsing the policy in order for the policy to be adopted.
- Chester County Schools will form a District Improvement Plan Team which will include representatives from all grade spans and a minimum of at least three parents with children in various grade spans to develop a District Improvement Plan. During the development phase of the planning process, team member will share a draft of the document in Google Docs with the opportunity to comment on the plan throughout the process. Some members will be asked to take a lead in addressing particular components of the plan. The final plan will not be submitted without the consent of all team members. A date will be set for a meeting lead by the Federal Programs Director with only the team members who are parents. This meeting will provide the parents on the team with a chance to be exposed to the proposed plan in a setting where they can feel free to ask questions and make comments without being intimidated by a larger group utilizing educational jargon. The full team will reconvene in July or August to discuss and update the plan based on Spring 2018 test results. It may be necessary to meet again during the first semester if additional data becomes available. After submission of the plan, the team will provide input to address any concerns expressed by the State if the plan is not approved on first submission. As the year progresses, if and when updates to the plan are needed the changes will run through the team planning process. Different team members will have differing roles in the implementation of the plan based on their positions and areas of expertise.
- The District, represented by the Federal Programs Director, will ensure that each school in the District will form a School Parent Involvement Team, lead by the Principal or the School Parent Involvement Coordinator, which will include representatives from all grade levels within the particular school and a minimum of two parents with children in various grade levels at the individual school to develop and adopt a School Parent and Family Engagement Policy. The policies will be developed during each spring semester to go into effect for the following school year.
- The District, represented by the Federal Programs Director, will ensure that each school in the District will form a School Improvement Team, lead by the Principal or her/his designee, which will include representatives from all grade levels within the particular school and a minimum of two parents with children in various grade levels at the individual school to develop and adopt a

School Improvement Plan which will align with the District Improvement Plan and the School Board Five Year Plan.

District Parent Involvement Team Members 2018

Randle Fenimore, Supervisor, Chair
Sarah Hibbett, Supervisor, Secretary
Dr. Kim Scott, Principal
Dr. Belinda Anderson, Principal
Misty Hall, Teacher/School PI Coordinator
Lesa Snider, Teacher/School PI Coordinator
Ellen Holl, Guidance Counselor/School PI Coordinator
Chasity Burns, Parent
Tierra Thaxton, Parent
Erin Warren, Parent
Phil Willis, Parent
Robert Taylor, Parent

District Improvement Plan Team Members FY19

Randle Fenimore - Federal Programs Director
Troy Kilzer, II - Director of Schools
Melinda Parker - SPED Director
Jill Faulkner - Assistant Director of Schools/Secondary Supervisor
Sarah Hibbett - Elementary Supervisor
Amy Guinn - Technology Supervisor/District Testing Coordinator
Ricky Catlett - High School Principal
Belinda Anderson - Junior High School Principal
Tommie Kirk - 4-5 Grade Principal
Amy Wooley - Elementary Principal
Kim Scott - Elementary Principal
Tangie Sweatman - Elementary Principal
Becky Welch - 2nd Grade Teacher
Mechelle Ivy - 4/5 Grade SPED Teacher
Renee Croom - Junior High Teacher
Trent McManus - High School Teacher
Marilyn Davis - ESL Teacher
Erin Warren - Elementary Parent
Chastity Burns - Junior High Parent/Local Bank Manager
Shane Connor - Junior High/High School Parent/Board of Education Member

TECHNICAL ASSISTANCE

The Chester County School District 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 engagement 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 District Federal Program Director will provide training on and access to information related to the responsibilities under Title I, Part A including the development of school parent and family engagement policies, effective parent and family engagement practices, the development of school improvement plans, the development of school-parent compacts, and all other Title I parent and family engagement requirement.
- The District Federal Program Director will provide support in compliance with the District Uniform Guidelines in management of parent involvement set-aside funds.

ANNUAL EVALUATION

The Chester County School District 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 families in activities (with particular attention to families 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 family engagement, and to revise, if necessary, its parent and family engagement policies.

All school principals will be required to submit a school parent and family engagement policy, developed in coordination of his/her school's Parent and Family Engagement Team as described in the previous sections, before the end of each year, to become effective in the next school year, to the District to be reviewed by the Federal Program Director. The FPD will compare the school parent and family engagement policies to the guidelines established under ESSA and Title I - Part A. In the event that a policy does not meet the requirements of those standards, the policy will be returned to the individual school to be reviewed and modified by the school parent and family engagement team. The edited version of the plan will then be resubmitted to the District Federal Program Director for an additional review. This process will repeat until the school parent and family engagement policy is determined to be in line with the requirements of ESSA and Title I - Part A.

The Federal Program Director will notify each school principal in early March of the requirement to establish a School Parent and Family Engagement Team (Explained in detail in the "Jointly Developed" section of this document). Each school team will be required to submit a school parent and family engagement policy, initially approved at school level, before the last day of school each year and a school-parent compact each year no later than the first Tuesday of September.

The Federal Program Director will check in with schools in relation to the planning, implementation, and outcomes of parent and family engagement events including at least one annual Title I Parent Meeting which is offered to parents at least in two presentations at differing times.

The Federal Program Director will regularly check each school's Title I Notebook to ascertain if appropriate documentation of the schools Parent and Family Engagement Activities has been maintained. The Title I Notebooks will be required to have at a minimum:

- A listing of the School Parent and Family Engagement Team
- A copy of the School Parent and Family Engagement Policy
- A copy of the School-Parent Compact
- Documentation of the notification and conducting of School Parent and Family Engagement Team meetings which may include:
 - copies of emails to team members
 - sign-in sheets for School Parent and Family Engagement Team meetings (required)
 - minutes for School Parent and Family Engagement Team meetings (required)
 - other materials shared at the meetings
- Documentation of the notification and conducting of the annual Title I meeting which may include:
 - copies of emails or other electronic notification to parents and family members
 - copies of flyers distributed to parents and family members **in appropriate home languages.** (required)
 - sign-in sheets for those attending which includes name, position, and child's represented name (required)
 - meeting agenda (required)
 - other materials shared at the meetings
- Documentation of the notification and conducting of other parent and family involvement meetings which may include:
 - copies of emails or other electronic notification to parents and family members
 - copies of flyers distributed to parents and family members **in appropriate home languages.** (required)
 - sign-in sheets for those attending which includes name, position, and child's represented name (required)
 - meeting agenda (required)
 - pictures of activities conducted at the meetings
 - other materials shared at the meetings

An overview of the activities conducted at each school will be shared with the District Parent and Family Engagement Team by the Federal Program Director as part of the development of the new District Parent and Family Engagement Plan each spring. All members of the team, including parent members, may request further information, to review any school's Title I Notebook, or to speak directly with the principal or his/her designee concerning the school's parent and family engagement program. All members of the

team, including parent members, may offer suggestions for program improvements at the district or school level.

RESERVATION OF FUNDS

The Chester County School District 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 Federal Program Director will share the initial Title I Budget information with the District Parent and Family Engagement Team members at a spring meeting. There will be a particular focus on funds that have been set aside for parent involvement activities. All team members, including parent members, will have the opportunity to provide input as to how those set aside funds should or should not be utilized. The team, as a whole, will consider suggested adjustments and refer them, as appropriate, back to the Federal Program Director for possible budget adjustments to take place during the regular early school budget review.

COORDINATION OF SERVICES

The Chester County School District will coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs such as *Eagles Edge Family Resource/Coordinated School Health Center and the Chester County Ministerial Association* that encourage and support families in more fully participating in the education of their children by:

1. Health screenings and outreach for health-related issues that may disrupt classroom learning (Eagles Edge).
2. "Family and Community Outreach" module - Student Health Council activities such as presentations on leadership, community engagement, anti-tobacco campaign, and healthy communities to community clubs/councils (Eagles Edge).
3. Coordinated School Health provides healthy eating information (eating meals together), includes parents in advisory council meetings and partners with FRC in all after school activities to give items such as toothbrushes, heart-healthy snacks, and ideas for active family games (Eagles Edge).
4. Booth set up at the Chester County Barbecue Festival to make sure parents know about Eagles Edge services (Eagles Edge).

5. Back to School Bash to provide school supplies, clothing, some health services, and other assets to families at no charge (Chester County Ministerial Association).
6. Provide clothing, food, school supplies, glasses and any other basic needs to those children and families who are in poverty or needy situations (Eagles Edge).
7. Work alongside the parent involvement coordinators to provide attendance and academic information to our parents (Eagles Edge).
8. Conducted 3 after-school programs this school year aimed at providing parents with attendance information and information on the importance of reading to their children (Eagles Edge).
9. Work with the truancy board and help target those students who are on the verge of being chronically absent or are identified as being chronically absent and attempt to remove any barriers that keep them from school (Eagles Edge).
10. Work alongside community organizations to provide resources to our homeless families such as housing, food, clothing, etc (Eagles Edge).

BUILDING CAPACITY OF PARENTS AND FAMILY MEMBERS

The Chester County School District will, with the assistance of its Title I schools, build families' capacity for strong family engagement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help families work with their children to improve their children's academic achievement. Assistance will also be provided to parents and families in understanding the following topics:

- The challenging state academic standards;
 - Open House - standards included in presentation
 - Science Night - Science projects on display, would be a great time to talk with parents about changing science standards
 - Monthly newsletter organized by Family Engagement Coordinator
 - online resource (parent involvement tab, link standards)
 - Could hold the other meeting (9 am meeting) during parent teacher conference day when there is no school
 - Post standards with links on school website.
 - Standard based report cards (K-2)
- The state and local academic assessments including alternate assessments;
 - Assuming we will still get TN Ready reports in a timely fashion, we could include this in Open House too (how to read report)
 - Discuss common assessments at Open House
 - Understanding TN Ready Parent Reports meeting by the Family Engagement Coordinator
 - Online resource (parent involvement tab, link assessment info)
 - Monthly newsletter
 - Assessment Schedule available on district and school websites
- The requirements of Title I, Part A;

- o Annual Title 1 meeting in evening and then offer another time for parents to attend in a morning hour
- o Online resource (parent involvement tab)
- o Monthly newsletter
- How to monitor their child's progress;
 - o Open House - Synergy portal information, possibly even downloading app and signing in to ensure they have access to their students grades
 - o Weekly emails from teachers, instead of printed newsletter on skills, quizzes, tests, projects, as well as school events
 - o All Calls from principals
 - o Online resource (parent involvement tab, synergy portal)
 - o Monthly newsletter
 - o progress reports,
 - o iReady data reports,
 - o parent/teacher conferences,
 - o standard-based report cards,
 - o provide access to iReady instruction at home
- How to work with educators.
 - o Online resource (parent involvement tab, link teacher web pages, teacher planning times with contact information)
 - o Remind App,
 - o Monthly newsletter
 - o Open House,
 - o Parent Involvement meetings

BUILDING CAPACITY OF SCHOOL STAFF

The Chester County School District will, with the assistance of its schools and families, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and schools by:

Training Sessions to be provided during County-Wide Inservice:

Dealing with victims of child abuse-Kirbi Fahs

Adverse Childhood Experiences and how to deal with in the classroom-State of TN

ADOPTION

This district 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.

This policy was adopted by the Chester County School District on May 14, 2018 and will be in effect for the period of the 2018-2019 school year. The school district will distribute this policy to all families of participating Title I, Part A children on or before September 1, 2018.