



Chickamauga City School District
2021-2022 District Level
Parent and Family Engagement Policy/Plan
Revised June 2, 2021

In support of strengthening student academic achievement, Chickamauga City School District 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 Chickamauga City School District 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.
- 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 federal law.
- 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 ESSA, 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/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 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 ESSA

JOINTLY DEVELOPED

The **Chickamauga City 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 ESSA:

At the spring school council meeting, all parents are invited to participate and provide suggestions and ideas to improve the District Parent and Family Engagement Policy for the upcoming school year. During this meeting, parents also review the Comprehensive Needs Assessment (CNA), Title I Targeted Assisted Plan, and the School-Parent Compact.

All parents are notified about the date, time, and location of the meeting through a notice in the principal’s monthly newsletter, announcement on the school website, and a notice sent home through the student’s Very Important Papers (VIP) weekly packet, grade level newsletters, and email blasts. The Title I teacher contacts all the Title I parents either by email or phone to invite them to the meetings.

Parent comments and feedback are also gathered through an annual Parent Needs Assessment Survey. In the spring each year, a parent survey is available online for parents. In addition, paper copies of the survey are available in the school’s main office. Parents are notified of the survey by an announcement on the district and school website, principal’s monthly newsletter, PTO facebook, and School Messenger. Furthermore, input is gathered from Title I parents through an annual Title I parent survey.

The District Parent and Family Engagement Policy is posted on the district and school website, distributed during the annual Title I parent meeting, and made available in the Title I teacher’s classroom.

TECHNICAL ASSISTANCE

The **Chickamauga City 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 Title I Director provides support and technical assistance throughout the year to the Title I school and Title I teacher in planning and implementing effective parent and family engagement strategies and activities and ensuring that family engagement requirements are met. The Title I school and Title I teacher receive notifications and resources from the Title I Director to help improve and strengthen family engagement. In addition, the Title I Director conducts several face-to-face meetings throughout the school year, makes frequent school visits and communicates through phone calls, emails, and memos with the Title I teacher and school principal.

ANNUAL EVALUATION

The **Chickamauga City School District** will take the following actions to conduct, with the meaningful engagement 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 engagement, and to revise, if necessary, its parent and family engagement policies.

Each year the CCSD conducts an evaluation of the content and effectiveness of the parent and family engagement policy and family engagement activities to improve the academic quality of the Title I school through an annual parent survey and school council meetings.

Parents comments and feedback are gathered through an annual Parent Survey. In the spring each year, a parent survey is available online for parents. In addition, paper copies of the survey are available in the school's main office. Parents are notified of the survey by an announcement on the district and school website, principal's monthly newsletter, teacher newsletters, email blasts, and School Messenger. In addition to the survey, feedback is gathered at the school council meetings. Furthermore, feedback is gathered from Title I parents through an annual Title I parent survey.

CCSD uses the feedback from the survey results and school council meetings to design strategies to improve effective family engagement, to remove possible barriers to parent participation, and to revise its parent and family engagement policies.

RESERVATION OF FUNDS

The **Chickamauga City 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.

Parents are invited to the school council meetings where they are provided information on family and parent engagement funds. Parents are given the opportunity to provide suggestions on how these funds will be used in the upcoming year. The annual parent survey also gives parents an opportunity to provide input towards the family engagement funds.

COORDINATION OF SERVICES

The **Chickamauga City 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: that encourage and support parents in more fully participating in the education of their children by:

The CCSD supports, coordinates, and integrates services with early childhood programs. We currently have a Memorandum of Agreement with the Georgia Head Start Program. District personnel work with the Head Start program to provide support and resources. In the spring a teacher from our elementary school visits the PreK class at Head Start to read to them, share information about kindergarten, and give each student a book about kindergarten.

We work with our local churches and day care centers to support private and state funded preschool programs. Support and resources are available for these programs to help assist with preparing children for kindergarten.

Chickamauga Elementary School holds a kindergarten orientation each year before school starts and an open house for grade 1-5. School personnel provide school tours upon parent request.

For the past three years, Chickamauga Elementary School has partnered with a local church to sponsor an afterschool program called Love Out Loud (LOL). Students are identified based on academic and social needs. Teachers participate in the afterschool program along with community volunteers.

BUILDING CAPACITY OF PARENTS

The **Chickamauga City School District** will, with the assistance of its Title I school, build parents' 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 parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The challenging State academic standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators

The CCSD works with its Title I school to help parents in understanding state and district academic information connected to their student's learning and progress, as well as information regarding the Title I program. The Chickamauga Elementary School website has a page that contains resources and links to activities to help parents work with their children at home. A Family Night takes place each year. Parents and students rotate around to different stations where they learn strategies to help their child in reading. In addition, a STEM Night is planned for parents and students. Parents receive a monthly parent newsletter that features activities and tips the family can use to help improve their child's reading and math skills. Parents are invited to all school council meetings where they can learn more about the school improvement plan, school activities, and have an opportunity to provide input. Parents are given information on how to access the Infinite Campus Parent Portal, so they can have access to their child's grades and attendance. Chickamauga Elementary School has a Parents Assisting Teachers and Students (P.A.T.S.) program where parents can volunteer to help teachers at school during the day. Other activities that parents are encouraged to participate in include: PTO meetings, PTO events and activities, grade level performances, parent-teacher conferences, and the Renaissance Program. The Title I teacher attends PTO meetings and provides information to parents on a variety of topics such as: how to work with their child at home, how to communicate you're your child teacher, and preparing your child for testing. In addition, at one PTO meeting the principal discusses Georgia Milestones and explains tests results and student growth to parents.

ANNUAL TITLE I MEETING

Chickamauga Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

At the annual Title I Parent meeting held in the fall each year, the Title I Director and Title I teacher inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. At the meeting parents are provided copies of the parent and family engagement plan and school-parent compact. Parents are provided with a list of supports and resources that are available. The Title I Director is responsible for collecting the required documentation, including a sign in sheet, agenda, minutes, and handouts. An announcement of the meeting is posted on the school website, sent home in the principal's monthly newsletter, and sent home in the child's VIP packet. For Title I parents who cannot attend the Annual Title I Parent meeting, a copy of these plans and additional information presented at the meeting is sent home through their child's VIP packet. All this information is distributed in a timely manner and available to parents and other stakeholders by the end of October.

SCHOOL-PARENT COMPACT

Chickamauga Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

School-Parent Compacts are reviewed and revised annually with parents and other stakeholders (teachers, principals, school staff, and community members). At the spring School Council meeting, all parents and other stakeholders are invited to the meeting to provide input. An announcement of the meeting date, time, and location is sent home to all parents in the principal's monthly newsletter and posted on the school's website. The Title I teacher contacts the parents of Title I students either by phone or email to personally invite them to the meeting. At the spring School Council meeting, the Title I Director, Principal and Title I teacher gather input from parents and other stakeholders on the Title I program. At this meeting, the group reviews and provides input on the current School-Parent Compact. The Title I Director is responsible for collecting the required information (agenda, meeting notes, and sign in sheet). A copy of the compact is also available through the Title I teacher and posted on the school website for stakeholders that cannot attend the meeting.

BUILDING CAPACITY OF SCHOOL STAFF

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

Throughout the school year, the Title I Director builds school staff capacity by sharing effective parent involvement resources with school staff through faculty meetings, newsletters, online resources, and handouts. At the beginning of the school year, the Title I Director attends a CES faculty meeting to provide information on the Title I program and plans, school-parent compact, and parent involvement procedures and effective practices. In addition, teachers are provided a list of online resources through the GaDOE and other websites. Throughout the school year, the Title I Director and Title I teacher work with teachers and provide them with strategies and tips on building parent relationships and effective parent communication. The Title I teacher and principal are also a resource for the teachers when they need help or suggestions on parent involvement practices. The Title I Director participates on the planning committee for Family Literacy Night and gives input towards the content and activities for the families.

BUILDING CAPACITY FOR INVOLVEMENT

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that 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 family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions
- Training parents to enhance the engagement of other parents
- Maximize family engagement 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
- Adopting and implementing model approaches to improving family engagement
- Establishing a districtwide parent advisory council to provide advice on all matters related to family engagement in Title I, Part A programs
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family engagement activities

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 collaborative meeting agendas, minutes and sign in sheets.

This policy was adopted by the **Chickamauga City School District** on **06/02/2021** and will be in effect for the period of the 2021-2022 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before November 1, 2021.