

School-Level Parent and Family Engagement Plan/Policy



School Parent and Family Engagement Policy *Terrell High School* *School Year 2018-2019* Revised August 13, 2018

In support of strengthening student academic achievement, Terrell High School 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(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Terrell High School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, 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 school wide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and 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

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

JOINTLY DEVELOPED

Terrell High School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Inform parents about Title I program evaluation and planning meetings.
- Provide input forms mid-year and end-of-year on the school website to all parents to involve them in the development of the school policy, plan and use of parent involvement funds.
- Provide all information in a language and form that parents can understand to the extent feasible and appropriate.
- Utilize parent involvement surveys to collect parental input.

ANNUAL TITLE I MEETING

Terrell High 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 school wide plan, and the school-parent compact.

- Conduct an Annual Title I Meeting (Separate from Open House)-August 2018
- All parents will be invited by posting on the school website, in the local newspaper, in Remind.com, sending home a flyer, and on Facebook.
- All meetings for parents will be held twice. (During the morning and during the evening)

COMMUNICATIONS

Terrell High School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

Terrell High School uses communication methods such as newsletters, flyers, the school website, social media, Remind, the local newspaper, and the telephone to provide parents with timely information about Title 1 programs and the academic progress of the students. The Terrell County School's District Newsletter is an informative letter for parents. The newsletter is one method by which we share information about student achievement, various school activities, and any other programs or concerns that parents need to know about. Information about school and parent programs, meetings, and other activities is sent to parents in a practical format and in a language the parents can understand. We will ensure that all information related to school and parent programs, meetings, and other activities is published in both English and Spanish, posted on the school website, and included in the monthly school newsletter for all families.

- A survey is sent home at the beginning of the year to determine the best time to meet with parents.
- All meetings for parents will be held twice. (During the morning and during the evening)
- Transportation, childcare and home visits, as related to parental engagement, will be provided upon parent request.

SCHOOL-PARENT COMPACT

Terrell High 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.

As part of this plan, Terrell High School faculty, staff, students, and our families will jointly develop a school-parent compact, which is an agreement that explains how parents, teachers, and students will work together to make sure all our students achieve academic success. The goals in the compact will be reviewed and updated annually based on feedback from parents, students, and teachers. The school-parent compacts also are shared with parents during parent-teacher conferences and kept with each child's homeroom teacher if parents need another copy and will also be available in room 102 at the District Parent Resource Center which is located at the County Office. The compact will describe the school's responsibility in providing high quality instruction as well as the students' and parents' responsibility for supporting the learning process. The compact will address how parents have reasonable access to faculty and staff, receive frequent reports on student progress, and have the opportunity to volunteer and observe in the classroom.

RESERVATION OF FUNDS

If applicable, **Terrell High School** will take the following actions to involve the parents 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 by:

An input meeting with parents will be held at the school to review the parent and family engagement's budget and to involve parent and family members of children receiving services under Title I in the decisions regarding the 1 percent reservation of funds for parent and family engagement activities. Parents will be given the opportunity to provide input via an online survey, comment cards, comments on the school website and face-to-face meetings. The meetings will be held in an am and pm session to accommodate the parents' schedules.

COORDINATION OF SERVICES

Terrell High School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities 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 by:

Terrell High School's Dual Enrollment is a program that provides an opportunity for students at eligible high schools that are enrolled (9th–12th grade) to take approved college-level coursework for credit towards both high school and college graduation requirements. Tuition, mandatory fees and required textbooks are provided by the Dual Enrollment grant.

The Commodore Conyers College and Career Academy (4C) is a partnership between the Dougherty County School System, Albany Technical College, Albany State University, and the Business Community. Other school system partners include the Baker County School System, the Calhoun County School System, and the Terrell County School System. Students at Terrell High are given every opportunity to succeed. Opportunities are given to take Accuplacer, preparation for ACT and SAT, and financial aid assistance.

The Parent Resource Center provides activities, information, and workshops for parents. It is open for parents to use daily and during after school programs. Please visit the Parent Resource Center to check out books, study materials, and activities to use at home with your child. Computers are available for parents to explore the Parent Portal and educational resource.

Monday - Friday, 8:00 a.m. - 4:30 p.m.

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Family and Community Engagement Specialist

BUILDING CAPACITY OF PARENTS

Terrell High School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging State's academic standards
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 - 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 to improve the achievement of their child

Terrell High School recognizes the importance of the role parents play in educating children and increasing academic performance. Research indicates that children's learning capacity greatly increases when parents are supported by the school and engaged in their children's curricula studies. In order to guarantee student success, partnerships among schools and parents are vital. Prior to the first day of school, parents meet with the principal to discuss expectations and concerns for the ensuing school year. Parents are given copies of the student handbook and policies relating to school governance. They are informed about local school policies and requirements of the state and federal agencies monitoring school improvement. Opportunities are given for parents to participate on school committees such as the Title 1, Parent Engagement, Leadership, School Improvement, School Climate and School Safety. At Terrell High School, we recognize that parents are their children's primary teachers, and their support is critical in our efforts to provide a quality education to the children. In order to maximize the success of our students and to help meet our District Goals:

- (1) The percent of students reading on grade level (within the Lexile band) as measured by the Georgia Milestone Assessments will increase by 3% by the end of the 2018-2019 SY.
- (2) During the 18-19 SY, the Terrell County Charter School System (TCCSS) will decrease the number of students scoring Level 1 by 3%; increase the percent of students scoring Level 2 by 3%, increase the percent of students scoring Level 3 by 3%; and increase the percent of students scoring Level 4 by 1% as measured by the Georgia Milestone Assessments.

The following programs are planned to involve parents:

- **Freshman Orientation: (July 2018)**
Students and parents tour the school and follow the student's academic class schedule as part of the transition plan for ninth graders. Parents and students are provided opportunities to gain insight into the expectations of faculty and administration for freshmen. Topics such as materials for classes, the code of conduct, and expectations for academic performance are discussed. Explanations of courses students should be prepared to take for college or other post-secondary education options are given. Information is shared about program options, graduation requirements, which assessments are given to 9th Grade students, test schedules, test-out option, post-secondary options and how to plan for them and an overview is given about the Georgia Standards of Excellence (GSE).
- **Title 1 Orientation: (August 2018)**
Parents will receive an orientation to the Title 1 school-wide program and will be informed of their school's participation under Title 1. The Every Student Succeeds Act (ESSA) and the Parent-Student-Teacher Compact including the parents' responsibility for supporting their child's learning will be addressed. An explanation and description of the school's mission statement, vision statement, and other school policies will be discussed. A Parent Resource Center is provided for parents and students and is housed at the District Office. Parents will be invited to use the resources available in the Parent Center.
- **Curriculum Nights: (July 2018 – May 2018)**
The Georgia Standards of Excellence (GSE) and the proficiency levels that students are expected to meet on the Georgia Milestone Assessments will be discussed. One of the goals of the school and district deals with increasing the literacy rate therefore literacy strategies will be provided to parents to help students

achieve success. Each student in Grades 9-12 receives an agenda book to help students and parents know what assignments are due and when they are due. Included in the book are the parent-student-teacher compact and student handbook. The agenda book provides teachers and parents with a means of daily communication about academic and behavior issues.

- **Dual Enrollment Program – (July 2018, January 2019, May 2019)**
Invite parents to informational workshops on the Dual Enrollment program, formerly Move On When Ready (MOWR). The Dual Enrollment is an investment in a student’s future – offering high school students the dynamic opportunity to “jump start” their college education. Information will include the registration process, information.
- **Community Career Night (September)**
Invite parents and local business partners to tour the Career Technology and Agricultural Education (CTAE) Program; partner with local businesses to provide classes for adults to develop technological skills and increase parents knowledge and skills to better assist students with homework; and support families’ efforts to improve the school and community by inviting local banks and businesses to talk with families about their services, loan programs, and employment opportunities. Also partner with college and career resource organizations to help prepare students for academic success.
- **Student Financial Aid Workshop (October)**
Parents and twelfth-grade students are given opportunities to meet with representatives from various colleges and universities to discuss career opportunities. Information concerning scholarships and financial assistance programs is discussed and distributed.
- **Expectation Nights: (May) [one night per grade level]**
This program is offered in the spring to provide information to parents about the expectations and transition of their children’s next grade level. This program will also provide parents with useful websites, strategies, tips and study skills for supporting their children’s learning. Interpretation of test scores such as Georgia Milestone End of Course (EOC) Assessments, college and technical school entrance exams, and military entrance exams such as the ACT, SAT, Accuplacer, and ASVAB are provided as well.
- **Parent-Teacher Conferences: (November, February and April)**
The school calendar will reflect specific dates after each grading period for parent conferences. The goals of the compact will also be reviewed with parents.
- **Open House/PTO: (August, November, January, and March)**
Open House and Parent-Teacher Conferences inform parents of school reforms, expectations, and progress of meeting local and state goals. Additionally, parents are provided information about Title I programs, the academic progress of their children, recruit parent involvement volunteers, the academic assessments used and the proficiency level of their children. Parents may conference with teachers after picking up progress reports or report cards. Teachers share information on standards as well as provide strategies and tips to help increase student academic achievement. Teachers also share samples of students’ work.
- **PBIS Kick-Off and Celebration (October and May)**
PBS organizes adults and students to create a social culture in schools that will encourage positive behavior and interactions, while discouraging problem behaviors. This social culture will lead to a safer environment where students achieve academically and build positive relationships with each other and with adults.

The Family and Community Engagement Specialist will provide workshops to parents to improve communication with school staff, ideas to increase parent engagement, help parents improve their child’s achievement by providing materials and meaningful training throughout the year.

BUILDING CAPACITY OF SCHOOL STAFF

Terrell High School will provide training to 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 by:

Title 1 Staff Orientation: (August-May)

Topics addressed are based on parental interest; how to reach out to communicate with and work with parents as equal partners to build ties between home and school; strategies to improve how teachers, parents, and community members can work together to make improvements; explain what it means to be a Title 1 school and how we became a school-wide Title 1 school; address Title 1 funds to support parents' and students' needs and discuss the goals set for this year so the staff is familiar with its part in helping the school attain the goals.

The Family and Community Engagement Specialist will work with staff to provide training to improve communication with parents and ideas to increase parent engagement. Also, the Family and Community Engagement Specialist will provide trainings for staff during their planning periods on strategies to improve communication with parents and ideas to increase family engagement with reading and math activities for our students outside of the classroom. Staff will also share best practices during regularly scheduled faculty meetings.

Terrell High School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

At the end of each event and at the end of the year, a survey is given to parents. The data is collected and submitted to our local educational agency (LEA). Any unsatisfactory comments are attached to the School Plan. In addition, parents on the local school advisory team will review the parents' comments and assist in addressing the suggestions and concerns on the online survey.

DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

BUILDING CAPACITY FOR INVOLVEMENT

Terrell High School will provide the following discretionary school, parent, and family engagement policy components as listed under Section 1116e of ESSA as parents may request by (discretionary items are marked):

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Train parents to enhance the engagement of other parents.

- Through the use of incentives/rewards encourage parents to bring other parents to meetings.
- To maximize parent and family engagement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
 - Host meetings in the morning and late afternoon/evening to accommodate work schedules of parents.
- Adopt and implement model approaches to improving parent and family engagement
- Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.

- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.
 - Terrell High School supports a partnership among staff, parents, the community, community and faith-based organizations, and businesses to improve student academic achievement, school performance, and parent and family engagement. Terrell High School, to the extent reasonable and practical, will encourage community involvement by inviting community stakeholders to serve on the School Governance Team, and invite local businesses and community service representatives to actively participate in school functions.