

# Putnam County Charter School System

## Parent and Family Engagement Plan

2017–2018  
Revised July 1, 2017  
158 Old Glenwood Springs Road  
Eatonton, GA 31024  
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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 ESEA.

### About the Parent and Family Engagement Plan

In support of strengthening student academic achievement, the Putnam County Charter School System (PCCSS) has developed this parent and family engagement plan 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 PCCSS'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 the Every Student Succeeds Act (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. Consistent with Section 1116, the PCCSS will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESSA.

## Jointly Developed

During the spring, all parents were invited to participate in meetings at the schools and provide suggestions and ideas to improve this district parent and family engagement plan for the 2017-2018 school year. The schools sent flyers to all parents informing them about these meetings and posted an announcement on the school district website. During these meetings, parents also reviewed and discussed the Comprehensive LEA Improvement Plan (CLIP). Additionally, each Title I school reviewed its school parent and family engagement plan, Schoolwide Plan, and School Parent Compact. Parents who could not attend the spring revision meetings could solicit feedback and suggestions for revising these documents to the school via email, letter, phone call, or in person.

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

The district parent and family engagement plan is posted on district and school websites, distributed during the annual Title I school meetings at the schools by October 31<sup>st</sup> and are available in the schools' parent resource centers or front office.

## Strengthening Our School

This year, the district's Title I Director will provide 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 Title I Director to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the Title I Director will hold meetings and trainings with its Title I schools' principals and assistant principals to review family engagement plans and activities.

## Reservation of Funds

The PCCSS will reserve 1 percent from the total amount of Title I funds it receives in FY18 to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. Furthermore, the PCCSS 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.

Each Title I school will conduct meetings or send home letters to parents in the fall of each school year, to inform parents how the school spent last year's parent and family engagement funds, and solicit feedback and suggestions for spending the current year's funds.

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.





## **Building Capacity**

The PCCSS will build the schools' and parents' capacity for strong family engagement, in order to ensure effective involvement of parents and family members and to support a partnership among the Title I schools, parents, and the community to improve student academic achievement through the following districtwide activities.

***Of Parents*** - The PCCSS 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, as well as information regarding the Title I program. The PCCSS will provide workshops for parents to gain knowledge about the challenging state academic standards, local academic assessments, as well as the required assessments for Georgia students including alternative forms of assessment. The dates and locations for these workshops will be advertised in multiple ways, which may include flyers, the schools' websites, text messages, OneCallNow calls, marquees, emails, or calendars.

The PCCSS will also provide materials and training to help parents to work with their children to improve their child's achievement, such as literacy training and using technology (including the harms of copyright piracy). Dates and times for these trainings will be determined and advertised by each individual school.

The PCCSS will coordinate and integrate the district's family engagement programs with the local Headstart and Pre-K programs by inviting faculty and staff from those programs to attend planning meetings focused on family engagement activities.

In the spring, each school will host transition open houses so parents of Kindergarten, 2<sup>nd</sup> grade, 5<sup>th</sup> grade, and 8<sup>th</sup> grade students may receive information to help prepare them and their children for the transition to a new school.

The PCCSSs will provide other reasonable support for parent and family engagement activities as parents may request.

***Of School Staff*** - The PCCSS will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals, and other staff on how to reach out to, communicate, and work with parents as equal partners, in the value and utility of contributions of parents, and how to implement and coordinate parent programs and build ties between parents and schools.

To ensure that information related to district, school, parent programs, and activities is available to all parents, each Title I school is required to provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand. Upon requests, schools will provide translators at meetings and events. 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, flyers, text messaging, and marquees to post information for parents.

## **Parent and Family Engagement Evaluation**

Each year, the PCCSS will conduct an evaluation of the content and effectiveness of this parent and family engagement plan and the family engagement activities to improve the academic quality of the Title I schools through an annual online parent survey. The survey will occur in the spring of each school year and parents will be notified of the survey through the school and district websites, flyers, callouts, text messages, and/or email.

The link to the survey will be posted on the district and school websites for parents to complete. Parents who do not have access to technology may request a paper copy of the survey or may access a computer at a school to complete the survey. In addition to the annual survey, each Title I school will also use the spring Title I document review meetings to facilitate group discussions to discuss the needs of parents so that the schools can design strategies for more effective family engagement.

The PCCSS will use the findings from the school meetings 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 plans.

## **Accessibility**

In carrying out the parent and family engagement requirements established in Section 1116 of the ESSA, the Title I Director will communicate and collaborate with the Director of Special Programs 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.

## **Adoption**

This district parent and family engagement plan 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 spring Title I document review meetings.

This plan was adopted by the Putnam County Charter School System on July 1, 2017 and will be in effect for the 2017-2018 academic school year. The school district will distribute this plan in multiple ways to all parents of participating Title I, Part A children on or before October 1, 2017.

