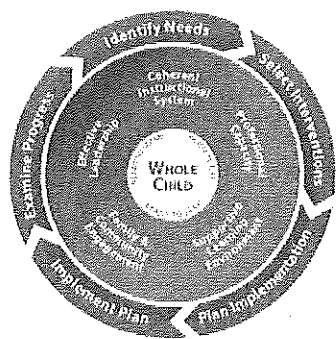




Revised with parent and family input * May 11, 2018

Johnson County School District Parent and Family Engagement Policy/Plan

Johnson County School District, in meaningful consultation with parents, uses this parent and family engagement policy to establish the expectations for parent and family engagement. It includes all of the components listed under "Description of How District Will Implement Required LEA Parent and Family Engagement Policy Components" and incorporates the information that Section 1116(a)(2) requires to be in the LEA parent and family engagement policy. Johnson County Schools includes other relevant and agreed upon activities and actions that will support effective parent and family engagement and strengthen student academic achievement.



Local Educational Agency (LEA)/District Level Parent and Family Engagement Policy/Plan

*Johnson County School District
School Year 2018 – 2019
Revised with Parent and Family input * May 11, 2018*

In support of strengthening student academic achievement, Johnson County 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 Johnson County 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.
- 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 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 ESEA, 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 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:

Parental involvement 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 ESEA

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

JOINTLY DEVELOPED

The Johnson 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:

Excerpt from the Johnson County Schools Federal Guidelines:
 Johnson County begins its process for strategic planning towards academic achievement with the Comprehensive LEA Improvement Plan (CLIP). The process for updating the CLIP each year builds an awareness of all programs serving the students of Johnson County School. The **Title I Director and District Parent Liaison** attend GaDOE training meetings and participate in webinars for updates of Family & Community Engagement requirements which includes overview of the CLIP process. The training is redelivered to the district team. In turn, training is shared via the **Principals** during staff meetings / parent meetings and **Instructional Coaches** during professional learning components at the building level. The **Title I Director** provides technical support and monitors the implementation of the process. This includes involving parents in the planning, revisions of Parent Policies, Schoolwide plans, School/Parent Compact, and spending of the 1% required set aside. Checklists will be used as supporting documentation of necessary components and compliance. The school system begins the process using data each year to determine the needs assessment. CLIP revisions are made annually based on changes in data. The CLIP serves as the plan detailing coordination of various Federal programs and identification of county needs and in-turn budgeting for such needs with Federal funds. The **school principals** are responsible for leading the process at the school level to support the district getting input. In the spring of each year (**April / May**), CLIP revision meetings begin with a preliminary data study. Members of the revision team include: program



Revised with parent and family input * May 11, 2018

coordinators / directors, grant coordinators, school and system leaders (during building level / district meetings), teachers, as well as, community stakeholders and parents. Further Family & Community Engagement with the revision process is solicited in multiple ways (district shares article for publication with the local organ, The Johnson Journal, principals request support via Infinite Campus student information system, and flyers are sent home as they are distributed to each school). The Title I Director will provide schools with sample letters and other notices to be used when inviting all parents (**February / March**). A meeting agenda and sign-in sheet with stakeholder's role shall be maintained during all meetings related to CLIP revision meetings (sample sign in with roles of stakeholders, see APPENDIX D). With district support, the school personnel will invite all parents to participate in the planning and revision of the Title I School Parent Policies, School Parent Compact, and Schoolwide Plan, and to obtain input for spending the 1% set aside. The Title I Director will invite all parents to participate in the planning and revisions of the District Parent Policies and CLIP.

The Parent Liaison, along with the Title I Director and the school principals, solicit feedback for the district-wide meeting from stakeholders through the CLIP planning meeting in late **April / May**. The CLIP details and overview of program initiatives are made available for review, asking questions, and gaining feedback by stakeholders. Feedback cards are provided to visiting stakeholders, and that information is used in revisions of the CLIP. A meeting agenda and sign-in sheet shall be maintained during all meetings related to CLIP revision meetings. The CLIP is available to parents and community via the system website and hard copies at meetings. During this district-wide meeting, the District Family & Community Engagement Policy is also reviewed and revisions considered. A meeting agenda and sign-in sheet with stakeholder's role shall be maintained during all meetings related to CLIP revision meetings (sample district meeting notice, see APPENDIX E). The Title I Director will maintain all artifacts to document parent input. These meetings (school sponsored and district sponsored) target necessary components of the CLIP:

1. Develop jointly with all parents and school staff, agree on, and distribute to all parents and staff of Title I children a written district and school Family & Community Engagement policy
2. Building Capacity: Involve all parents and school staff in the planning, review, and improvement of Title I programs, including the school parental involvement policy and the Title I schoolwide program plan/school improvement plan
3. Involve all parents and school staff in development, review, and revision of the School/Parent Compact
4. Involve all parents and school staff in deciding the use of the 1% Family & Community Engagement set-aside
5. Involve parents and District staff in the planning, review, and improvement of the District's Comprehensive Improvement Plan (CLIP) and the District Parent Policies

Based on input received during the spring, technical support is provided for the school administrators, specific CLIP requirements to make personnel aware of guidelines during the local procedures meeting late summer (**July**) (sample LEA procedures agenda, see APPENDIX K). The Title I Director leads the meeting and is responsible for building awareness of procedures and technical support throughout the process.

The CLIP is completed in late (**June/August**) summer of each year based on the feedback (timeline, see APPENDIX J.) The CLIP, the DPIP, as well as other documents for public access are available to parents and community via the system website and hard copies at meetings. Title I Director updates and finalizes the CLIP each year based on the feedback from meetings. During this time, the district self-monitors (**June through August**) to determine if required elements and timelines for involving parents in the planning and revisions of the CLIP are met. Title I Director updates and finalizes the CLIP each year based on the feedback from meetings. As the annual revision process is closed out for the CLIP, The Title I Director will finalize changes and prepare it for submission to the GaDOE.

TECHNICAL ASSISTANCE

The Johnson 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 involvement 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:

Excerpt from the Johnson County Schools Federal Guidelines:

The purpose of parental involvement is to strengthening student academic achievement. Each district and individual school that receives Title I, Part A funds must develop jointed with, agree on with, and distribute to, parents of participating children a written parental involvement policy. The policy establishes the LEA and SEA's expectations for parental involvement and describes show the district educational agency (DEA) and school educational agency (SEA) will implement a number of specific parental involvement activities. The district via the Title I Director, Principals, and Parent Liaison will ensure correct procedures based on training from the GaDOE and webinars to support parental involvement requirements based on the state schedule.

*The district will hold meetings to build awareness of requirements in **July and January** and ongoing at District level meetings. Technical support is provided for the school administrators, specific Building Parent Capacity requirements to make personnel aware of guidelines during the local procedures meeting late summer (July / Aug) (sample parent notice, see APPENDIX A-2). The Title I Director leads the meeting and is responsible for building awareness of procedures and technical support throughout the process. A meeting agenda and sign-in sheet with stakeholder's role shall be maintained during all meetings related to Building Parent Capacity (sample sign-in, see APPENDIX D).*

ANNUAL EVALUATION



The Johnson 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 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 involvement, and to revise, if necessary, its parent and family engagement policies.

*Excerpt from the Johnson County Schools Federal Guidelines:
Monitoring will be provided to the schools via the Title I Director and Parent Liaison via written feedback, possible revisions based on required elements, and GDOE checklists (FCE Policy checklist, SWP checklist, Compact checklist) based on documentation for Building Parent Capacity (written feedback from monitoring interviews with principals completed October, December, and March with checklists completed in May – August for next fiscal year.*

RESERVATION OF FUNDS

The Johnson 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.

*Excerpt from the Johnson County Schools Federal Guidelines:
The Title I budget is based on system level needs with direct correlation to the needs of the individual schools. It is determined by the Principal with the opportunity for input from all stakeholders. Each school holds a planning meeting for the next school year each spring. In April (see Timelines, Appendix J-1 and J-2), all parents are invited to the planning meeting and asked to give input of how to best use the 1% Reservation of Funds to best serve the home – school relationships. Flyers (see flyer sample, Appendix A-3), minutes, notes, email, sign in sheets with roles define (see sign in sheet sample, Appendix D), results from parent surveys, and feedback forms are used to document parent input. The budget is formed making data based decisions to support student achievement and include a minimum of 1% Reservation of Funds to support parental involvement. Once the budget is reviewed with input from the school level leaders, it goes through the state's approval process. Collaboration and technical assistance is continuous. After the budget is approved and action items are implemented, a system of checks and balances helps to maintain and adjust where necessary based on data. Every month Johnson County Schools conducts a district level meeting where the Title I Director and Principals oversee implementation of funds and programs with input at least monthly.*

COORDINATION OF SERVICES

The Johnson County School District will coordinate and integrate parent and family engagement strategies with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs: **Johnson County Pre School Program, collaboration with the Head Start program, quarterly community collaborations led by the Johnson County Collaborative & Federal Funds Advisory Committee** that encourage and support parents in more fully participating in the education of their children by:

*Excerpt from the Johnson County Schools Federal Guidelines:
The purpose of Parent and Family Engagement is to strengthening student academic achievement. Johnson County School District will coordinate and integrate strategies to the extent feasible with other federal, state, and local laws and programs. The district Family Coordinator will conduct at minimum quarterly meetings with Johnson County Pre School Program, collaboration with the Head Start program, and other members of the Johnson County Collaborative & Federal Funds Advisory Committee. This committee will coordinate services to encourage and support parents in more fully participating in the education of their children by: Discussing and determining how their varied resources can align to support parents and families, including local resources (community organizations and faith-based organizations), consulting with local agencies, and supporting academic progress of students as they transition from Pre School to elementary, elementary to middle, and middle to high school, and high school to post-secondary schools and / or careers.*



BUILDING CAPACITY OF PARENTS

The Johnson County School District will, with the assistance of its Title I schools, build parents' capacity for strong parental involvement 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

Excerpt from the Johnson County Schools Federal Guidelines:

The purpose of parental involvement is to strengthening student academic achievement. Each district and individual school that receives Title I, Part A funds must support parents and family with development to support learning and growth. Johnson County Schools will complete varied activities to build parent capacity (SEE APPENDIX for summary of activities provided in Parent and Family Engagement Timeline). The district via the Title I Director, Principals, and Parent Liaison will ensure correct procedures based on training from the GaDOE and webinars to support parental involvement requirements based on the state schedule. A meeting agenda and sign-in sheet with stakeholder's role shall be maintained during all meetings related to Building Parent Capacity (sample sign-in, see APPENDIX D). School personnel, led by the Principal, will invite all parents to participate in planning and revisions of the School-Parent Compact, Parent and Family Engagement Policies, Schoolwide Plan and input on budgeting the 1% set aside (March / April). The Title I Director and the Parent Liaison will invite all parents to participate in the planning and revisions of the District Parental Involvement Policies, and the CLIP (March / April). Meeting agenda (sample sign-in, see APPENDIX B) and sign-in sheet with stakeholder's role shall be maintained during all meetings related to Building Parent Capacity.

The Parent Liaison, along with the Title I Director and the school principals, solicit feedback for the district-wide meeting from stakeholders through the CLIP planning meeting in late April / May. Additional district wide meetings and activities are provided for parents throughout the year based on the Parent and Family Engagement Timeline: Dist. wide Parent Plan Mtg (CLIP & PFE Policy), Verify school PI calendar for year, Share PI survey results. Collect samples of school compacts, District wide Parent Conference Day, Family & Community Engagement Month, Evaluations of school PI notebooks, ESOL Night, Parent Leadership Month

BUILDING CAPACITY OF SCHOOL STAFF

The Johnson County 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:

Excerpt from the Johnson County Schools Federal Guidelines:

The purpose of parental involvement is to strengthening student academic achievement. Each district and individual school that receives Title I, Part A funds must participate in professional learning to develop the staff's capacity. A meeting agenda and sign-in sheet with stakeholder's role shall be maintained during all meetings related to Building Staff Capacity (sample sign-in, see APPENDIX D). District personnel including program managers and the Parent Liaison, will attend all training conducted by the GaDOE. School personnel, led by the Principal, will require all staff to participate in federal programs training (July / August).

Additional district wide meetings and activities are provided for staff throughout the year based on the Parent and Family Engagement Timeline: Federal Programs conferences, PLCs within the schools, Dist. wide Parent Plan Mtg, Verify school PI calendar for year, Share PI survey results, Complete module for teachers, District wide Parent Conference Day, Family & Community Engagement Month, Complete module for teachers, Evaluations of school PI notebooks, ESOL Night, Mid-year evaluation of school PI notebooks, Complete module for teachers, Parent Leadership Month.

The district via the Title I Director, Principals, and Parent Liaison will ensure correct procedures based on training from the GaDOE and webinars to support parent and family engagement involvement requirements based on the state schedule.



BUILDING CAPACITY FOR INVOLVEMENT

Johnson County School District's PFE Policy includes additional information listing and describing other discretionary activities that the school district, in meaningful consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school district to support their children's academic achievement, including the following discretionary activities listed under Section 1116(e) of the ESSA (summarized in the Parent and Family Engagement Timeline):

- 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 parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions *(Coordinated by the District Parent Liaison and Title I Director)*
 - ✓ Training parents to enhance the involvement of other parents
 - ✓ Maximize parental involvement 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 *(Coordinated by the District Parent Liaison and Title I Director)*
- Adopting and implementing model approaches to improving parental involvement
 - Establishing a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
 - ✓ Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities *(Coordinated by the District Parent Liaison and Title I Director)*

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 documentation on file at Title I office.

This policy was adopted by the Johnson County School District on 5/15/2018 and will be in effect for the period of the 2018-2019 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before 10/1/18.

Tecia McKay, Title I Dir.

Tecia McKay May 15, 2018
(Signature of Title I Director, Date)

Eddie Morris, Superintendent

Eddie Morris May 15, 2018
(Signature of Superintendent, Date)