



## Cover Sheet

# Catoosa County Parent and Family Engagement Policy/Plan

We want your input on the Catoosa County Parent and Family Engagement Policy/Plan. Please:

- Look at this document and make suggestions and send to [kjablonski@catoosa.k12.ga.us](mailto:kjablonski@catoosa.k12.ga.us)

OR

- Leave a phone message at 706-965-6067

We want to improve Parent and Family Engagement in Catoosa County Title I schools. Let us know how Title I can do a better job.

Thank you for your input.

---

---

---

---

---

# Catoosa County School District

## Title I Parent and Family Engagement Policy

School Year 2023  
Revised April 11, 2022  
307 Cleveland Street  
Ringgold, GA 30736



Parents and families of students who attend Catoosa County Title I schools have influence over many aspects of

- their students' education and
- how and what parent and family engagement looks like.

In a non-Title I school, there is no certainty that the following would take place. This policy assures parents and families that they are important partners with Catoosa County schools in the education of their children.

Family engagement means the participation of parents and family members in regular, two-way, and meaningful communication about student learning and other school activities. This ensures:

(A) That parents and families play an important role in assisting their children's learning.

(B) That parents and families are encouraged to be actively involved in their children's education.

(C) That parents and families are full partners in their children's education.

They are included, as appropriate, in decision making and on advisory committees to assist in the education of their children.

(D) That parents and families may request regular meetings.

(E) That other activities, such as those described in Every Student Succeeds Act (ESSA), are done.

\*Building capacity refers to growth by being supplied resources, training, and opportunities for learning and genuine participation..

### ABOUT THE PARENT AND FAMILY ENGAGEMENT POLICY

In support of strengthening student academic achievement, the Catoosa County School District:

- has developed this parent and family engagement policy that describes expectations and objectives for genuine family engagement and
- guides the activities and resources that strengthen school, parent, and community partnerships in the district's Title I schools.

This plan will describe the Catoosa County School District's commitment to:

1. engage parents and families in the education of their children and
2. build capacity\* in its Title I schools to make #1 happen.

When schools, parents, families, and communities work together to support learning, children tend to

- do better in school and
- stay in school longer and enjoy school more.

Title I, Part A provides for meaningful parent and family engagement at every level of the program, such as:

- in the development and implementation of the district and school plans and
- in carrying out district and school improvement.

Section 1116 of Every Student Succeeds Act (ESSA) contains Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. The Catoosa County School District:

- will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of that section and
- will see to it that each school will follow rules about parent/school compacts.

If the system plan for Title I, Part A, developed under ESSA, is not satisfactory to the parents and families of participating children, the school district will submit any parent and family comments with the plan when the school district submits the plan to the State Department of Education. Each policy requests

2

such input. **The system policy has an attached cover sheet requesting input.**

Members of the District Advisory Council incorporate information from annual evaluation graphs and parent comments into the revised district policy for the following school year..



### **JOINTLY DEVELOPED**

All parents were invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the 2022-23 school year. The district informed parents and families about this meeting and posted an input announcement on district and school websites, as well as school newsletters. Each Title I school used its Parent Advisory Council (PAC) to review the district parent and family engagement policy before the end of the school year and distributed copies of the current district policy asking for input.

Catoosa County conducts the District Parent Advisory Council (DAC) that is comprised of parent representatives from each Title I school's Parent Advisory Council, any parent wishing to attend, and the community at-large. This council's purpose is to provide advice on all matters related to family engagement in Title I, Part A programs and to approve the plan. The DAC always seeks input on the District Parent and Family Engagement Policy and provides information on key topics requested by parents or topics of need. Community leaders and business partners will be invited to serve on this council. The district will also encourage collaboration and participation with community partners by posting information on the district website, distributing information at public meetings including the Catoosa County Collaborative. During the DAC, parents also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP) and the Comprehensive Support and Improvement School Plan.

Upon final revision, the district parent and family engagement policy was incorporated into the CLIP which was submitted to the State. Parents are welcome to submit comments and feedback regarding the policy at any time on the school district website or by submitting written comments to local schools. All feedback received by April 11, 2022 was included with the policy for this school year.

The district parent and family engagement policy was posted on district and school websites, distributed during the annual Title I school meetings and other parent and family engagement activities this school year and was made available in schools' family resource centers. Principals and parent involvement coordinators (PICs) meet to complete a plan of action

where they review parent and family engagement requirements and plan opportunities for family engagement activities reflecting district and school policies.

## STRENGTHENING OUR SCHOOL

District parent and family engagement coordinators will provide aid and support to all Title I schools to ensure:

- parent and family engagement requirements are being satisfied and
- that parent and family engagement strategies and activities are being implemented.

Title I schools will receive notifications and resources from the district parent and family engagement coordinators to help them improve and strengthen family engagement. In addition to frequent communication and school visits, district parent and family engagement coordinators will hold regularly scheduled meetings and trainings with its Title I school principals and school parent and family involvement coordinators to review family engagement plans and activities. Catoosa County Title I utilizes Title 1 Crate, an online program to collect, organize, and validate parent and family engagement documentation and implementation. District coordinators attend school events.



## RESERVATION OF FUNDS

The Catoosa County School District will reserve at least 1 percent from the total amount of Title I funds it receives in FY23 to carry out the parent and family engagement requirements listed in this policy and in Section 1116 of the ESSA. The Catoosa County School District will distribute at least 90 percent of that 1% to Title I schools to support the local-level parent and family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate parent and family engagement budget that addresses assessed needs and parent recommendations. The Title I Coordinator meets twice a year for Title I specific support and provides a Federal Programs Manual for specific instructions. The Coordinator speaks with principals at monthly administrative meetings.

t

Schools distribute input cards at every opportunity to gather input on a variety of topics including how Title I money is spent.

Throughout the school year each Title I school will collect suggestions from parents and families regarding how family engagement funds will be used in the upcoming year at the district and school levels. Comment cards and 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. The majority of Title I money is spent on personnel to lower the number of students in a classrooms or to offer extra help for students who need attention about specific needs.

## **OPPORTUNITIES FOR MEANINGFUL PARENT CONSULTATION**



Input and suggestions from parent and family members are essential components of the district and school improvement plans that are developed each year. All parents and families are invited to attend the Parent Café,

District Advisory Council, CLIP input meeting, and all Title I school events described in this section. Parents, community and families are asked to share their ideas and suggestions to help the district, schools, and students reach our student academic achievement goals.

### **Spring School Improvement Meetings**

During the spring, each Title I school will host a meeting (Parent Advisory Council) for parents, family members, and community members to participate in round table discussions to review the schoolwide improvement plan, school test and benchmark data, parent and family engagement policies, as well as provide input on the family engagement budget and programs. Invitations will be sent to parents and family members in a variety of ways.

Each school will send notifications home by letters, emails, school website, social media and by text notifying them about the date and time of the meeting.

5



Parent and family input on the use of Title I funds to support parent and family engagement programs may also be provided through the annual evaluation spring district survey. The survey contains questions related to the parent and family engagement budget as well as sections for parents and families to provide their comments.

## **BUILDING CAPACITY**

Quoting from an earlier paragraph, building capacity refers to growth by being supplied resources, training, and opportunities for learning. The Catoosa County School District seeks to build school, parent and family capacity for strong family engagement:

- to ensure effective involvement of parents and family members and
- to support a partnership among Title I schools, parents, and community to improve student academic achievement.

These will be accomplished through districtwide and school-based activities and programs. To develop capacity for this support, Catoosa County Public Schools will implement and support a variety of family and community engagement initiatives. The Catoosa Family Academic Support Team (FAST) model of family engagement is one such initiative. FAST is a Catoosa County program where teachers and families partner to address academic goals through at-home learning activities. Decisions are data-based.

**Building Capacity of Parents** - The Catoosa County School District 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,
- In understanding information regarding the Title I program,

- By providing challenging state academic standards and local academic assessments,
- By providing required assessments for Georgia students including alternative forms of assessment, and
- In conferencing with parents using data related to student benchmark testing (FAST).

Dates and locations for meetings will be posted on school websites and shared through each Title I school's newsletter, marquee, text, social media, etc.

The Catoosa County School District will coordinate pages on the district and school websites that will contain resources and materials, including parent guides, study guides, and practice assessments to help parents and families work with their children at home. Copies of these materials will be made available at all Title I schools for those parents and families who may have limited Internet access, including copies in Spanish and other languages as needed. Materials are presented in a readable format with some presented electronically and online.

Training to assist parents and families with understanding the online student information system and other digital educational resources (including education about the harms of copyright piracy incorporated into 6 volunteer training meetings) will be offered. Dates and times for these workshops will be determined and announced by each individual school. Technology needs of parents wishing to assist their children, are met through online instruction and Parent Portal training (online, in-person workshops and hardcopy information).

To address literacy needs of parents and children, a variety of resource materials are made available, as well as activities sent home via the Catoosa FAST events. These align with classroom instruction and assessed student needs. Both instructional hardcopy and electronic reading booklets are plentiful.

District Parent and Family Engagement Coordinators partner with the Catoosa County Learning Center and attend monthly literacy advisory meetings. Parents are made aware of the Catoosa County Learning Center offerings such as GED and basic adult education to address their personal literacy needs. Transportation and childcare are provided free of charge. Catoosa County acknowledges that parent literacy has been shown to correlate to the literacy of their children. The District Parent and Family Engagement Coordinator serves on a partnership team with the Catoosa County Library---The Early Literacy Task Force---that addresses child and family literacy.

The Catoosa County School District established the District Advisory Council many years ago. It is open to all parents, families, and community. Its purpose is to provide advice on all matters related to parent and family engagement in Title I, Part A programs and to give parents, families, and community a platform for discussion and input.

### **Integration with Preschool Programs**

The Catoosa County Public School District will coordinate and integrate the district's family engagement programs with the local preschool programs and other federal and state funded preschool programs in the district by inviting faculty, staff, and families from those programs to attend meetings focused on family engagement activities.

In the spring, most elementary schools will host transition meetings so parents may tour schools and receive information to help prepare them and their children for kindergarten. Middle school transition meetings are held each spring and summer, as well. CCPS will also coordinate with these programs to ensure that parents are

informed about available resources.

### **Integration with Title III Program**

The Catoosa County Public School District will coordinate and integrate the district's Title III and Title I Parent and Family Engagement program with the assistance of the Title III Coordinator, Title I Coordinator, Family and Parent Engagement Coordinators and Catoosa County ESOL teachers. CCPS will invite faculty and staff from those programs to attend planning meetings focused on family engagement activities throughout the year. Title III teachers will participate in various family and parent activities. Together, our goal is to provide communication to parents in the language that is spoken at home. CCPS will also coordinate with these programs to ensure that parents are informed about available resources. Translations and interpretation services are provided as needed.

7

***Building Capacity of School Staff*** - The Catoosa County School District will conduct three trainings during the school year for principals and monthly meetings for school PICs to:

- learn and discuss strategies to increase family engagement,
- improve school-family communication including Family Academic Support Team (FAST) model of family engagement,
- build ties with parents and the community,
- offer effective parent and family engagement activities,
- craft school parent and family engagement policies/plans, and
- develop school-parent compacts.

These trainings will be redelivered to faculty and staff of Title I schools when appropriate. The Catoosa County School District will host a training for appropriate school staff and faculty that will focus on creating welcoming environments and improving two-way communication with families.

Tip sheets will be sent to faculties and staffs regarding helpful hints and latest research on how to engage families. Information about Family Academic Support Team (FAST) model of family engagement will be shared, as well. PICs will show school staff how to use Google Drive to translate documents. Teachers have been trained on communication media such as Classdojo, Remind, etc. to ensure information is available to parents on a daily basis.

## **PARENT AND FAMILY ENGAGEMENT EVALUATION**

Each year, the Catoosa County School District will conduct an annual evaluation of the content and effectiveness of this parent and family engagement policy and family engagement activities to improve the academic quality of Title I schools through an annual parent survey.

Beginning in late February/early March, each Title I school will send home/post a survey for parents to provide valuable feedback regarding parent and family activities and programs. These surveys will be posted on school



websites and social media for parent convenience.

The District will conduct an evaluation of the content and effectiveness of this parent and family policy. Findings will be used to design strategies:

- to improve effective family engagement,
- to remove possible barriers to parent participation, and
- to revise its parent and family engagement policies.

### **ACCESSIBILITY**

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district family engagement coordinators will communicate and collaborate with the

How well does the school encourage you to play a role in the school improvement planning process?

8

Office for Student Support Services 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. At the beginning of the year, school staff will be trained on parent notifications and resources to be sent home in parents' native languages.

The district will utilize district and school websites, local news media, and other school message systems to post information for parents. Information posted on the district website will be translated to the extent practicable in languages parents can understand.

### **Mark Your Calendars**

#### **Annual Parent Survey**

March 2023

#### **Parent and Family Engagement Coordinator Meeting**

Third Thursday of every month

#### **Title I Parent Café**

At Catoosa County Learning Center

December 2022

#### **Title I District Advisory Council**

At Catoosa County Learning Center

May 2023

### **ADOPTION**

This districtwide parent and family engagement policy 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.

This policy was revised April 11, 2022 and will be in effect for the 2022-2023 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children on or before September 1, 2022.

**Unable to attend our meetings? Please visit:**

<http://www.catoosa.k12.ga.us/?PN=Pages&SubP=Level1Page&L=2&DivisionID=10671&DepartmentID=10782&PageID=14877&ToggleSideNav=ShowAll>

**to review meeting documents and minutes.**

**Contact Kristy Jablonski at [kjablonski@catoosa.k12.ga.us](mailto:kjablonski@catoosa.k12.ga.us) or Gina Haynes at [ghaynes@catoosa.k12.ga.us](mailto:ghaynes@catoosa.k12.ga.us) with any comments or concerns.**

9



10