

# Coffee High School Parent and Family Engagement Plan

2022-2023

Principal Van Allen  
159 Trojan Way  
Douglas, GA 31533  
(912) 384-2094  
[coffeehigh.ga.cch.schoolinsites.com/](http://coffeehigh.ga.cch.schoolinsites.com/)

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## What is Title I?

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each school served under Title I, Part A, develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy/plan. The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities; it is incorporated into the school's plan submitted to the local educational agency (LEA).



## School Plan for Shared Student Achievement



## What is the Parent & Family Engagement Plan?

This is a plan that describes how Coffee High School will provide opportunities to improve family engagement to support student learning. We value the contributions and involvement of parents and family members. Parents play an integral role in assisting their child's learning and academic success. We encourage parents to be actively involved in their child's education and become full partners in the decision-making process by serving on advisory committees to assist in developing a plan and strategies to improve their child's academic progress.

## How is the Parent & Family Engagement Plan revised?

Coffee High School invites all parents to attend our annual Title 1 meeting to receive general information regarding Title 1 and how such funds are used in schools to support student learning. Parents are also encouraged to attend additional meetings throughout the school year to provide input or suggestions into the revision of the parent and family engagement policy/plan, the schoolwide plan, our school-parent compact, and the family engagement budget. Parents are also encouraged to provide electronic feedback or utilize the parents' suggestion boxes located in our parent resource center. All parent feedback received during the year will be used to revise the plan for the next school year. Parents are also asked to participate in an annual survey online to provide their suggestions on the plan and the use of funds for family engagement. Parents and family members can also give feedback during parent meetings or other scheduled activities throughout the year.

## Who is the plan for?

All students participating in the Title I, Part A program, and their families are encouraged and invited to fully participate in the opportunities described in this plan. Coffee High School will provide full opportunity for the participation of parents and family members of students with limited English and migratory children and students with disabilities.

## Where is the plan available?

The plan is posted on our school website for parents to view as well as in our Parent Resource Center located in the Academy Support Center. The plan will also be posted on social media and distributed through PeachJar. Parents can also obtain a copy of the Parent & Family Engagement Plan at Open House in the fall.

### **2022-2023 District Goal**

During the 2022-2023 school year, Coffee County Schools will increase the percentage of students scoring at or above the Developing level on all English/Language Arts End of Grade/End of Course assessments.

During the 2022-2023 school year, Coffee County Schools will increase the percentage of students scoring at or above the Developing level on all Mathematics End of Grade/End of Course assessments.

### **2022-2023 School Goals**

Coffee High School will increase by 3 percent the percentage of students scoring at the Developing Level or above on the Georgia Milestones End of Course (EOC) Assessment in the areas of US History, Biology, and American Literature.

During the 2022-2023 school year, Coffee High School will increase the percentage of students reading on grade level by 5% as measured by Lexile scores on the Reading Inventory.

### **School-Parent Compacts**

As part of this plan, Coffee High School and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students, and teachers during annual meetings and designated school - community events. School-parent compacts are also shared with parents during parent-teacher conferences and kept with each child's teacher if parents need another copy.

## **Let's Partner!**

Coffee High School hosts the following events to build the capacity for strong family engagement to foster a partnership among the school, parents, and the community to improve student academic achievement:

### **Annual Title I Meeting - October 2022**

We invite you to an evening of learning and sharing about our Title I program, including our parent and family engagement policy, the schoolwide plan, the school-parent compacts, and parents' requirements. Invitations will be emailed and posted in the school newsletter, on social media, and by local media outlets.

### **CHS Orientation and Open House - August 2022**

Meet your child's teacher to learn about academic expectations of each course and to receive strategies to help your child succeed and to learn ways to partner with each teacher to help promote your child's success. Also, share with your child's teachers your preferred method of communication to promote the most effective partnership.

### **Parent-Teacher Conferences - September 13, 2022 & February 7, 2023**

Learn about your child's progress and how you can help them at home.

### **Family Academic Planning - October 2022 & March 2023**

Help your child evaluate his or her transcript and hear about options for his or her future course work.

### **Parent Lunch-n-Learn - Quarterly**

Gain knowledge about topics relevant to your child's education and how you can support them at home.

### **School Governance Council Meetings - Monthly**

Connect with the school and community to build a better school and review school plans.

### **Parent Appreciation and Feedback Forum - April 2023**

Celebrate family engagement and the recognition of its impact on school and student success.

### **Grad Parent Night and What to Expect Your Senior Year Parent Nights - May 2023**

A forum for parents and family members to participate in roundtable discussions with the principal and staff regarding the schoolwide plan, parent and family engagement policy, school-parent compacts, and the family engagement budget.

During these events, Coffee High School will involve parents in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how the 1% set-aside funds for parental involvement will be used.

## Parent Resource Center

Come visit the Parent Resource Center located in the Academy Support 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 resources. Monday - Friday, 8:00 A.M. - 4:00 P.M.

## CHS Parent and Family Engagement

Family engagement means the participation of parents and family members in regular two-way communication focusing on student academic learning and other school-related functions that promote the following:

- That parents play an integral role in assisting their child's learning.
- That parents are encouraged to be actively involved in their child's education at school.
- 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.
- The carrying out of other activities as described in this plan. Coffee High School is committed to helping our parents and families that are unable to attend family events obtain the information listed in this policy. Please contact us if you are unable to attend but would like information or alternative ways to participate in our programs. Please call: (912) 389-6594.



## OUR COMMITMENT TO OUR PARENTS AND FAMILIES

Coffee High School will take the following measures to promote and support parents and family members as an important foundation of the school in order to strengthen our partnership and successfully reach our school goals.

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.
- Provide monthly trainings for staff during their planning periods on strategies to improve communication with parents and ideas to increase family engagement with activities to promote student understanding of the Georgia Standards of Excellence, End-of-Course Assessments, and Title I rights.
- Partner with early childhood programs, middle and high schools, college and career ready resources or organizations, parent resource centers, or other programs (as applicable) to help prepare parents and their children for successful school transitioning.
- Share information in English and Spanish on the school website and in the school newsletter for parents to understand the school's academic standards and to receive ideas about how to promote student achievement.
- Communicate with all families and the community on a regular basis regarding schoolwide events and activities through phone messages, social media, and flyers.
- Work with our parents during parent meetings to develop relevant trainings and helpful presentations to educate our staff on the importance of parent and family engagement and how to support student learning.
- Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with appropriate strategies and materials to improve their child's achievement.
- Use our Partners in Education and School-Community liaisons to improve awareness of the activities and events listed in the school parent and family engagement policy.
- Collect feedback from parents and family members at school events and place a suggestion box for comments/ suggestions on the school website in order to respond to parents' requests for additional support for parent and family engagement activities.
- Collect ideas from parents about how to use the one percent funds from Title I to promote parent involvement.

## Jointly Developed

During the annual State of the District meeting in May 2022, all parents were invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the 2022-2023 school year. The district sent an email to all parents informing them about this meeting and posted an announcement on the school district website. During this meeting, parents also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP), the Comprehensive Support and Improvement School's Plan, and the Targeted Support and Improvement School's Plan. Additionally, each Title I school used its Parent Advisory Council to review the district parent and family engagement policy before the end of the 2021-2022 school year.

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 your child's school. All feedback received by May 2022 was considered for revisions to this policy.

The district's plan to distribute this policy is to post it on district and school websites and in Parent Resource Centers, disseminate it during the annual Title I school meetings in the fall, and email the link to all parents in a format and language they can understand.

## Reservation of Funds

The LEA will reserve 1 percent from the total amount of Title I funds it receives in 2022-2023 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, the LEA 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 hosted an annual School Improvement Forum in May for parents to provide suggestions on how these family engagement funds could be used in the upcoming year at the district and school-level. Feedback from these meetings were reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget. If you have suggestions, please contact the district office.

## Accessibility

In carrying out the parent and family engagement requirements established by Section 1116 of the Every Student Succeeds Act (ESSA), each school's Family Engagement Coordinator will 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.

## Parent and Family Engagement Standards

Coffee High School and our parents model the National PTA Standards for Family-School Partnerships in engaging parents, students, and the community. They are as follows:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community

## School Community Liaisons

Coffee High School invites all parents to become a School Community Liaison to share ideas and ways to involve other parents and family members to build partnerships with school, families, and the community. Liaisons are encouraged to attend monthly governance meetings, but parents and family members can also submit their ideas or suggestions at any school activity, as well as through our parent surveys and website. If you would like to learn more about the School Community Liaisons, please contact the Family Engagement Coordinator at (912) 389-6594 or complete the interest form and leave it in the Main Office.

**It's Great to Be a Trojan Parent!**

## School Community Liaisons

- Yes, I am interested and wish to join the School Community Liaisons.
- Please send me notifications about future meetings and updates.

Name: \_\_\_\_\_

Child's Name and Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**We want to hear from you!**

If you have any suggestions, or if there is any part of this policy that you feel needs improving to meet student needs and the school's goals for academic success, please provide us with your comments in the space below and leave the form in the Main Office:

Name: (optional) \_\_\_\_\_

Telephone Number: (optional)

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