

# Coffee County Schools

## 2023-2024 District Parent & Family Engagement Policy

2023-2024  
Revised June 15, 2023  
1311 S. Peterson Avenue  
Douglas, GA 31533  
[www.coffee.k12.ga.us](http://www.coffee.k12.ga.us)



### What is Parent & 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 and families play an integral role in assisting their child's learning.
- (B) That parents and families are encouraged to be actively involved in their child's education.
- (C) That parents and families 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 Every Student Succeeds Act (ESSA).

### About the Parent & Family Engagement Policy

In support of strengthening student academic achievement, the Coffee County School System has developed this Parent and Family Engagement Policy that establishes the district's expectations and objectives for meaningful parent and family engagement and guides the strategies and resources that strengthen school and partnerships in the district's Title I schools. This policy describes Coffee County School System'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

perform better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive parent and family engagement at every level of the program, such as in the development and implementation of the district and school policy, and in carrying out the district and school improvement provisions. Section 1116 of the 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 Coffee County Schools 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

Throughout the school year, each school gathers feedback from parents and families on the system and school Parent and Family Engagement Policies. The system conducts a spring Parent Survey and solicits input/feedback on the District Parent and Family Engagement Policy. During the annual parent meetings in April 2023, all parents were invited to participate and provide feedback to improve the system parental involvement plan for the upcoming school year. The system sent the information to the local newspaper, notified on the system website, Kinvolve message, and other social media to all parents to inform them about the meeting. During this meeting, parents reviewed and discussed the District Improvement Plan. Upon final revision, the District Parent and Family Engagement Policy was submitted to the state. Parents and families are welcome to submit comments and feedback regarding the plan at any time on the district website or submit written comments to their child's school. All feedback received is reviewed and considered for revisions to this policy.

The District Parent and Family Engagement Policy is posted on district and school websites, distributed during the annual Title I school parent meetings early in the school year, and made available in the schools' Parent Resource Centers in a format and language they can understand.

## Strengthening Our School

The district provides technical assistance and support to all Title I schools to ensure parental and family requirements are satisfied and that strategies and activities are being implemented. Title I schools receive notifications and resources from the district to help improve and strengthen family engagement. In addition to frequent communication and school visits, the district holds meetings and trainings with Title I schools' to review parent and family engagement policies and activities. Additionally, the district works with principals and school Family Engagement Coordinators in the spring to review parent and family engagement requirements and plan opportunities for engagement activities and meetings for the remainder of the school year and begin planning for the upcoming year.

## Reservation of Funds

The Coffee County School System will reserve 1 percent from the total amount of Title I funds it receives in FY24 to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. The schools' leadership has opted to use the reserved funds for a district-wide project by providing family engagement coordinators at each of the schools. The system provides clear guidance and communication to assist each Title I school in developing an adequate parent and family engagement budget that addresses their needs assessment and parent recommendations. Title I schools hold a School Improvement Planning Meeting in the spring for parents, families and faculty to provide suggestions on how these parents and family engagement funds will be used in the upcoming year at the system and school level. Comments and minutes from these meetings are reviewed by the system to determine areas of need for the upcoming school year and consider changes to the parent and family engagement budget.



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## Opportunities for Parent and Family Consultation

Input and suggestions from parents, families, and community partners are an essential component of the district and school improvement plans that are developed each year. All parents and families of students eligible to receive Title I services are invited to attend various meeting opportunities to share their ideas and suggestions to help the district, schools, and students reach academic achievement goals established for the school year.

### ***Spring Parent & Family Engagement Surveys***

An annual survey is conducted in the spring in which all parents and families are asked for feedback/input on the district and school parent and family engagement policies, the District Improvement Plan/CNA/S-CLIP and the use of Title I funds. Many efforts are made to obtain parent input. Kinvolve messages are sent to parents/guardians informing them about the surveys. Links to access the electronic versions of the surveys are available on the school and district websites. The surveys are also available in Spanish for our growing Hispanic population. Parents may also request a hard copy of the survey instead of an online version.

### ***Spring District & School Parent & Family Engagement Meetings & website feedback***

During the spring of each year, the district holds a meeting at which time all parents and families are asked to review and provide input into the System Parent and Family Engagement Policy, the Strategic Plan/District Improvement Plan/CNA/S-CLIP and use of funds for the upcoming school year. Also, during this meeting, an analysis of the spring parent and family engagement survey results are presented. The district Parent and Family Engagement Policy in English and Spanish are posted on our district website as well as each schools' website for parent/community feedback.

The schools likewise convene a parent meeting at the school to discuss/review the Schoolwide Plan, Parent and Family Engagement Policy, and Parent-School Compact. Schools also ask for parents/families to comment on the School-Parent Compacts, the Parent and Family Engagement Policy, and the use of Title I funds, in particular the 1% parental engagement set aside money. Schools use the information solicited from all parents and families in developing plans for the upcoming school year. Notices regarding the district & school meetings are shared in various ways: websites, Facebook pages, emails, and flyers. If someone is unable to attend any of the meetings, they may visit the district website at [www.coffee.k12.ga.us](http://www.coffee.k12.ga.us) to review the documents. Feedback may be sent to Dr. Christina Tucker, Assistant Superintendent of Curriculum, Instruction, & Assessment.

## Accessibility

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

## Adoption

This districtwide parent and family engagement policy has been developed jointly and agreed upon with parents and families of children participating in Title I, Part A programs as evidenced by the collaboration of parents, families and school and system personnel at the annual policy revision meeting. This policy was reviewed and revised by the Coffee County School System on May 30, 2023 and will be in effect for the 2023-2024 academic school year. The school system will make this policy available to all parents of participating Title I, Part A children on or before August 22, 2023.

## Building Staff and Parent/Family Capacity

The Coffee County School System builds staff and parent/family capacity with the goals of supporting staff with effective strategies to work with parents and students and supporting parents to build relationships with staff and provide strategies to better help their children. Throughout the year, activities and programs are provided at each Title I school to promote effective engagement of staff, parents, and family partnerships to improve student academic achievement and meet the needs of the whole child.

**Of Parents-** The Coffee County School System works with Title I schools to provide assistance to parents and families in understanding state and system academic information connected to their child's learning and progress, as well as information regarding the Title I Program. Each school provides training for parents/families to gain knowledge about the Georgia Standards of Excellence, Georgia Mathematics Standards, and provide resources for at-home learning opportunities (Parent Resource Centers), as well as the required assessments for Georgia students, including alternative forms of assessment. The dates and locations for these classes are communicated via the school website, flyers posted at the school, newspaper articles, notices sent home, as well as shared in schools' newsletters. The Coffee County School System also provides a page on the system website that contains Title I information and resources. The district also offers assistance to parents in understanding use of its online student information system and other digital resources, including the harms of copyright piracy. Notifications about these opportunities will be posted on the district website and shared through school messaging systems, newsletters, and social media postings.

The Coffee County School System coordinates and integrates the district's Parental and Family Programs with the Head Start Program and the Early Learning Program within the system. While neither program receives Title I funds, the parents and families of these students are invited to attend parent engagement activities/programs. Pre-K transition activities are provided each year prior to the start of school. Parents receiving training on student experiences that will take place in school (eating lunch, riding the bus, etc.) The system also coordinates with these programs to ensure that parents are informed about available resources. Transition opportunities are also provided to elementary and middle school students who are changing schools to prepare them for the next life stage.

Each school in the Coffee County School System has established a Parent/Family Advisory Council (e.g. School Governance Council, Parent Volunteer Groups) comprised of parent and family representatives to provide input on all matters related to parent and family engagement in Title I, Part A programs. The school invites community and business partners to serve on this council each year. Their collaboration and participation is most valuable in building school and parent/family capacity.

**Of School Staff** The district provides technical assistance to principals, assistant principals and family engagement coordinators (FEC) throughout the school year to provide welcoming environments, increase family engagement, improve school-family communication, and build ties with parents and the community. Information, articles, and videos are shared with each FEC to share ideas and strategies with all staff to build the capacity to engage families and communities in their child(ren)'s education.

To ensure information related to system, school, and parent programs, meetings, and activities are available to all parents and families in an understandable and uniform format, each Title I school posts meeting days/times in their front office as well as send home information about upcoming programs/activities. Parent notifications and resources are sent home in parents' preferred language, where applicable, and interpreters are available at events and meetings, as needed. Information posted on the system website is translated to the extent practicable. The system also utilizes Kinvolve, school websites, local newspaper, and the Parent Portal to post information for parents and families. An employee of the system assists with Spanish translations.

## Parent and Family Engagement Evaluation

Each year, the Coffee County School System conducts an evaluation of the content and effectiveness of our Parent and Family Engagement Policy and engagement activities to improve the academic quality of the Title I schools through an annual parent and family survey conducted in the spring of each year.

In addition, during the spring, each Title I school sends home information for parents and families to provide valuable feedback regarding the Parent and Family Engagement activities and programs, the School-Parent Compacts and the Parent and Family Engagement Policy. The District Parent and Family Engagement Policy is posted on the district website, and individual schools' Parent and Family Engagement Policy is posted on school websites for parents and families to

review and provide feedback in a language they can understand.

Title I schools also conduct a School Improvement Planning meeting to facilitate group discussions to discuss the needs of parents and families of children eligible to receive Title I services and to design strategies for more effective parental and family engagement.

The Coffee County School System uses the findings from the system, school meetings and feedback throughout the year to design strategies to improve effective parental and family engagement, to remove possible barriers to participation, and to revise its parent and family engagement policies.