

## AZ Kelsey Academy and Achievement Center

### *Parent and Family Engagement Policy and Plan for Shared Student Success*

2018–2019 School Year

Policy Revised 03/28/2018



Stephanie Evans, Principal  
200 Kelsey Ave.  
Griffin, GA 30223  
770-229-4365  
<http://www.azkelsey.education>

#### **What is Title I?**

AZ Kelsey Academy and Achievement Center are identified as Title I schools under the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards. The goal is to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support family engagement. All Title I schools must jointly develop with parents and family members a written Parent and Family Engagement Policy.



## Jointly-Developed School Policy for Shared Student Achievement



#### **What is it?**

This is a policy that describes how AZ Kelsey Academy and Achievement Center will provide opportunities to improve family engagement to support student learning. AZ Kelsey Academy and Achievement Center value the contributions and engagement of parents and family members. The purpose is to establish an equal partnership for the common goal of improving student achievement. AZ Kelsey Academy and Achievement Center, in meaningful consultation with parents, jointly developed with and agreed upon, a written policy that will include relevant activities and actions that support effective parent and family engagement and strengthen student achievement. This plan describes the school's expectations for parent and family engagement, ways that AZ Kelsey Academy and Achievement Center will implement and support specific family engagement activities and how parents can help plan and participate in activities and events to promote student learning at school and at home.

#### **How is it revised?**

The policy is revised annually each spring. AZ Kelsey Academy and Achievement Center involved parents in an organized, ongoing and timely manner in the planning, review and improvement of programs under Title I, Part A. Programs included the School Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and the family engagement budget. Regular meetings were held for parents to formulate suggestions, to participate in decisions relating to the education of their child and for staff to respond to any suggestions as soon as practicably possible. Parents were involved in the development of the policy by providing input and feedback through multiple stakeholder meetings held in the spring of each year at varying dates/times, through online feedback forms on the school's website and in the newsletter, and by notifying and inviting all stakeholders to review and revise the policy in multiple ways including: school system website, flyers, automated phone/email messaging system, social media, and newsletters.

Additionally, parent input and comments regarding this plan are welcome during the school year through an online form and at meetings. The plan is posted on the school website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and provide paper copies of the survey to ask parents for their suggestions on the plan and the use of funds for family engagement. Parents and family members can also give feedback during several parent meetings and activities. The School Parent and Family Engagement Policy is then updated and distributed to parents and the local community. If the school improvement plan is not satisfactory, AZ Kelsey Academy and Achievement Center will submit any unsatisfactory parent comments on the plan upon submission to the district.

#### **Who is it 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. AZ Kelsey Academy and Achievement Center will provide full opportunities and information, to the extent practicable in a language parents understand, for the participation of parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children.

#### **Where is it available?**

At the beginning of the year, a copy of the plan is distributed to all parents at Open House. It is also distributed to parents and the local community at parent engagement events. A copy of the plan is provided in the new student orientation packet, at parent workshops and in the front office. Additionally, the plan is posted on the school website and via social media. Parents can also retrieve a copy of the plan in the Parent Resource Center which is located at 200 Kelsey Ave. Griffin, GA in the front office.

## School-Parent Compact

As part of the jointly developed plan, AZ Kelsey Academy and Achievement Center and our families will jointly develop a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The compact will detail how a partnership will be built and developed to help children achieve the State's high standards. This was a collaborative effort achieved when the school:

- Jointly developed a School-Parent Compact with parents through multiple stakeholder meetings offered at two different times in which parents were able to give written and verbal feedback and suggestions, through online feedback forms on the website and in the school newsletter, and by notifying all parents of the invitation to participate and that the purpose of the meeting is to review and revise the School-Parent Compact through the school system website, flyers, automated phone/email messaging system, social media, and newsletters.
- Created a compact that outlined how parents, the entire school staff, and students will share the responsibility for improved student academic achievement by using input from teachers on suggested learning strategies, parents on the type of support they need, and students on what would help them learn. Parents are encouraged to attend annual revision meetings held in the spring each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and the compact.
- Described how they will build and develop a partnership to help children achieve the challenging State academic standards by the school providing specific activities/strategies to families for at home learning, and to promote student growth on identified school/grade level academic achievement goals. The family will utilize strategies provided by the school to support student learning. Teachers and families will partner to set reasonable expectations for student academic growth. The students will share responsibility for their learning targets jointly established with their teachers and families.

## Annual Title I Meeting

We encourage and invite all parents to an evening of information and learning about our Title I program. The meeting will cover our school's Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and parents' requirements. Meeting information will be posted in the school newsletter, on the school website, via social media and through Parent Link. This annual meeting will be held at a convenient time in August 2018 and will also be available to view online on the school website.

## Communications

AZ Kelsey Academy and Achievement Center will promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach achievement goals. The school will take the following measures to provide parents of participating children information and supports by:

- Providing timely information about Title I programs through various methods including at the Annual Title I meeting, through the Title I Information Sheet in the student's agenda, at Curriculum Night, at ongoing workshops, and in the parent resource center.
- Offering a flexible number of meetings in the morning, afternoon or evening by utilizing the parent survey data from the fall and spring parent surveys.
- Offering meetings in flexible formats by providing resources in person and online, and offering meetings at community establishments.
- Providing transportation to prevent barriers to parent and family engagement by inviting parents to RSVP to request transportation to the school or other location to attend school parent engagement events.
- Providing child care to prevent barriers to parent and family engagement by inviting parents to RSVP to request arrangements for child care while they attend parent engagement events.
- Addressing opportunities for regular meetings if requested for Title I programs/meetings within 2 school days.
- Providing information related to the school and parent programs in an understandable and uniform format, including alternative formats upon request and in a language parents can understand, by providing a Spanish statement on documents directing parents who to contact if translation is needed, by making translators available upon request and by using parent-friendly language void of acronyms and educational lingo.
- Responding to parent requests for Title I services within 2 school days through a phone call, email, note or in-person contact.
- Distributing the Parent and Family Engagement Policy to parents, family members and the community at open house, in the new student orientation packet, on the school website, via social media, in the front office, at parent workshops and in the school parent resource center.



## Reservation of Funds

School districts that receive more than \$500,000 in Title I funds are required to reserve 1% of funds for parent and family engagement activities. AZ Kelsey Academy and Achievement Center will take the following actions to engage parents in decisions about how Title I, Part A funds are spent by:

- Sharing the budget for parent and family engagement activities and programs with parents by requesting input through fall and spring surveys and feedback forms at workshops, stakeholder meetings, in the newsletter and on the school website to determine how Title I funds should be spent.
- Involving parents in input opportunities for how the funds are used by discussing it at workshops, by notifying all stakeholders of the multiple meetings at varying dates/times to provide input on the 1 percent reservation of parent engagement funds and through multiple feedback forms on the website, in surveys and at meetings.

## Coordination of Services

AZ Kelsey Academy and Achievement Center will coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs. The school will also conduct other activities that encourage and support parents in more fully participating in the education of their children by the school:

- Coordinating and integrating parent and family engagement programs, activities, and strategies to host informational sessions and events with college and career ready resources, Special Education or English to Speakers of Other Languages (ESOL) for parents to obtain information and resources.
- Translating important parent correspondence into a language that a significant percent of the students and families speak. Documents which are not translated will contain a statement for identified languages indicating who to contact for translation assistance.
- Coordinating with other organizations, businesses, and community partners to provide additional supports and content area resources to families.
- Making resources available through a Parent Resource Center that contains reading comprehension resources, books, brochures, and multimedia resources for parental use. Many materials will be available in identified languages.

## Building Capacity of School Staff

AZ Kelsey Academy and Achievement Center will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the:

- Value and utility of contributions of parents.
- How to reach out to, communicate with and work with parents as equal partners.
- Implementing and coordinating parent programs.
- Building ties between home and school.

The school will train staff by:

- Providing in-person trainings at grade level/faculty meetings.
- Providing online avenues to build staff capacity.
- Emailing staff information to build parent capacity with reflection questions.
- Sharing information in a parent-friendly language.

AZ Kelsey Academy and Achievement Center will provide reasonable support for parent and family engagement activities as parents may request by:

- Providing monthly newsletters that feature tips, games, web resources, and other activities, focusing on the identified school goals.
- Providing information through open house, curriculum night, the Title I meeting, workshops, in the new student orientation packet, stakeholder meetings, in the parent resource center, during parent-teacher conferences, at combined events with another program and at community events.
- Using a variety of methods to support families including online videos, online feedback opportunities, transportation, child care and translation/interpretation services.



## Building Capacity for Family Engagement

AZ Kelsey Academy and Achievement Center will provide the following activities that have been chosen, in meaningful consultation with our parents, to be undertaken to build parents' capacity for engagement in the school to support their children's academic achievement:

- Engaging parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training by asking parents for feedback on topics for staff training through surveys and workshops, and using a parent co-presenter at the training.
- Providing necessary literacy training for parents after the district has exhausted all other reasonable available sources for funding of such training by holding workshops and events with community organizations and another program that will offer resources for parents on ways to improve their child's achievement with a focus on literacy. Additionally, newsletter tips, and reading comprehension resources are available in the parent resource center.
- Paying reasonable and necessary expenses for activities, including transportation and child care costs, to enable parents to participate in school-related meetings and trainings by using school resources for transportation and/or child care based on parent requests.
- Training parents to enhance the engagement of other parents by designing a role for co-presenters to speak at parent engagement events.
- Maximizing parent and family engagement and parent participation by arranging school meetings at a variety of times and providing online options by recording workshops or a video summary of the workshop with contact information and posting it on the school website and/or social media, and by providing events in the community and sending information via email to parents who request information from the workshop if they are not able to attend.
- Adopting and implementing model approaches to improving parent and family engagement by providing online opportunities for families to be engaged.
- Encouraging parent participation on the districtwide parent advisory council to provide advice on all matters related to parental engagement in Title I, Part A programs by reaching out to and submitting a list of engaged parents to participate on the District Parent Advisory Council (DPAC).
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in engagement activities by supporting parent meetings/events.



## Parent and Family Engagement

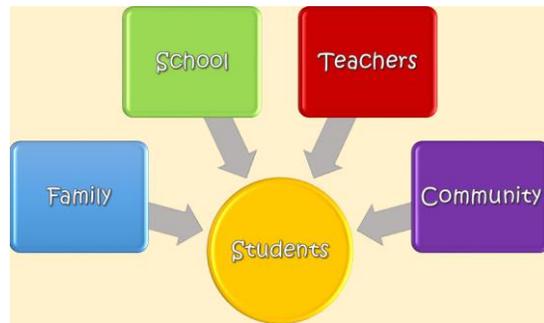
To AZ Kelsey Academy and Achievement Center, parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:

- Parents play an integral role in assisting their child's learning
- Parents are encouraged to be actively involved in their child's education at school
- 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

## School Parent Resource Center

Come visit the school Parent Resource Center at 200 Kelsey Ave. in the front office to check out books, pamphlets, study materials, and activities to use at home with your child.

Hours: Monday-Friday, 7:15am-3:30pm



## District Parent Resource Center

Books, DVDs, pamphlets in identified languages, and computer access are available at the District Parent Resource Center located in Room B112 on 234 E. Taylor Street. The center is open Monday-Friday from 8:00am-4:00pm and after hours by appointment.

**Melinda Owens**

District Family and Community Engagement Specialist

[melinda.owens@gscs.org](mailto:melinda.owens@gscs.org)

770-229-3710 ext. 10363

## Building Capacity of Parents

AZ Kelsey Academy and Achievement Center are committed to building parents' capacity for strong parent and family engagement to ensure effective engagement of parents and to support a partnership among the school and the community to improve student academic achievement. The school will:

- Provide materials and training to help parents work with their children to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement by providing parents with resources online, at parent-teacher conferences, packets from the parent engagement coordinator, resources at workshops, and through the parent resource center.
- Provide assistance to parents in understanding topics such as:
  - Description and explanation of the curriculum in use at the school by providing resources at curriculum night, open house, parent workshops, and parent-teacher conferences.
  - Challenging State academic standards and achievement levels of standards by providing resources at curriculum night, sharing tips and helpful websites in the monthly newsletter, offering parent workshops, and implementing parent-teacher conferences.
  - State and local academic assessments including alternate assessments and a description and explanation of the assessments used to measure student progress by providing resources at curriculum night, during parent-teacher conferences, at workshops, and in the monthly school newsletter.
  - Requirements of Title I, Part A by offering the annual Title I meeting and providing the Title I Information Sheet in your child's agenda.
  - How to monitor their child's progress through parent-teacher conferences, workshops, progress reports and report cards, curriculum night, and online resources on your child's teacher's website.
  - How to work with educators to improve the achievement of their child by offering parent-teacher conferences throughout the school year and by parent request, contacting the parents regularly, and offering parent workshops.
  - Strategies parents can use to support their child's academic progress by providing parent workshops about various academic tips and strategies, offering a monthly school newsletter for strategies and tips, and sharing information online at the school's website, YouTube channel, or Facebook page.
  - Partnering with teachers to support their child's academic achievement by providing materials and resources to help parents work with their child to improve their child's achievement through regularly communicating, sharing Infinite Campus resources, offering parent-teacher meetings and facilitating parent workshops.
- Provide parents individual student academic assessment results and interpretation of those results by hosting workshops about the Georgia Milestones Assessment, and sharing online resources for the Georgia Milestones Assessment (GMA).

