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Dr. Paul Brooksher
Superintendent

Committed to Excellence
and Success in
ALL WE DO!

Title I
Parent and
Family
Engagement
Handbook

2017-2018



Bryan County Schools
Department of Federal & Special Programs

Title I Handbook

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- Complaint Procedures

Contact Information



Department of Federal and Special Programs

Main Line 912-851-4000

Family Engagement Coordinator

Diane Padgett

dpadgett@bryan.k12.ga.us

912-851-4000

Intervention Specialists at Title I Schools

Kerrin Daniel-Lanier Primary School

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Title I, Part A Overview

Title I is a part of the Elementary and Secondary Education Act, which provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools with high numbers or percentages of economically disadvantaged children. These funds help ensure that all children meet challenging State academic content and student academic achievement standards.

LEAs target Title I funds they receive to public schools with the highest percentages of children from low-income families. These funds may be used for children from preschool aged to high school. Title I is designed to support State and local school reform efforts tied to challenging State academic standards in order to reinforce and enhance efforts 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 parental involvement.

Under Title I, local educational agencies (LEAs) are required to provide services for eligible private school students, as well as eligible public school students. These services must be developed in consultation with officials of the private schools. The Title I services provided by the LEA for private school participants are designed to meet their educational needs and supplement the educational services provided by the private school.

Bryan County School District Parent and Family Engagement 2017-2018

(Revised April 27th, 2017)



What is Family Engagement?

The school district will be governed by the following definition of parent and family engagement and expects that the Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

Parent and Family Engagement means the participation of parents and families 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
- (E) To ensure all parents are informed, information is sent home to parents in the language primarily spoken in the home as chosen by the parent during enrollment, to the extent possible.

About the Parent and Family Engagement Plan

In support of strengthening student academic achievement, Bryan 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 plan that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The plan establishes the district's expectations and objectives for meaningful parent and family engagement and guides the strategies and resources that strengthen school and parent partnerships in the Title I schools. This plan will describe Bryan County School District's commitment to engage families in the education of their children and to build capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.



The Bryan 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 plans 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.



Jointly Developed

This districtwide parent and family engagement plan has been jointly developed 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 at the annual State of the District Revision Meeting in April. All parents were invited to participate and provide suggestions and ideas to improve the district plan for the 2017-2018 school year. The district sent an email to all parents informing them about this meeting and posted an announcement on the schools websites as well as through text messaging methods, social media and/or newsletters. During this meeting, parents also reviewed and discussed the Comprehensive LEA Improvement Plan (CLIP). Additionally, each Title I school used its Parent Advisory Council to review the district parent and family engagement plan before the end of the school year.

Upon final revision, the district parent and family engagement plan was incorporated into the CLIP which was submitted to the state. Parents are welcome to submit comments and feedback regarding the plan at any time on the school district website or by submitting written comments to the child's school. All feedback received by July was included with the plan for this school year.

The district parent and family engagement plan was posted on district and school websites, distributed during the annual Title I school meetings early in the school year, and made available in the schools' parent resource centers. The 2017-2018 plan will be distributed in multiple ways to all parents of participating Title I, Part A children on or before September 1, 2017.

Strengthening Our Schools

This year, the district family engagement coordinator (FEC) will provide assistance and support to all Title I schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Title I schools will receive notifications and resources from the district and the FEC to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district and the FEC will hold meetings and trainings with its Title I schools' principals and school FECs to review family engagement plans and activities.



Opportunities for Meaningful Parent Consultation

Input and suggestions from parents and family members are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals and participate in the annual survey.

School/District Stakeholders Meetings ~ Fall, 2017

Schools will hold an annual fall stakeholder's meeting to give parent information on Title I, the status of the school, school improvement goals for the year, and seek additional input on family engagement budgets.

Annual Title I Survey ~ March, 2018

This survey will contain questions related to parent and family engagement budget, school environment, communication with the schools, and programs to provide information on how parents can help their children be successful in school. There will also be an additional section for parent comments. The survey will be conducted in March so that results can be used to revise plans for the following year.

State of the District Meeting ~ April, 2018

All parents are welcome to hear the latest updates from the Bryan County School District as well as review and provide input into the district parent and family engagement plans and the Comprehensive LEA Improvement Plan for the 2018-19 school year. Notices regarding this meeting will be emailed to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school district website, text messaging, and social media.

Unable to attend these meetings? Please visit www.bryan.k12.ga.us to review the meeting documents and minutes and leave your input.

You may also contact the Family Engagement Coordinator, Diane Padgett

dpadgett@bryan.k12.ga.us

912-851-4000

Building Capacity

The Bryan County School District will build the schools' and parents' capacity for strong family engagement, in order to ensure effective involvement of parents and family members and to support a partnership among the Title I schools, parents, and the community to improve student academic achievement through the following districtwide activities and programs:

Of Parents –

- The district and the schools will provide workshops at various locations and times for parents on topics identified at the different stakeholder meetings. The district/schools will provide assistance to parents in understanding state and district academic information connected to their students' learning and progress as well as the Title I program. This will be done through School Council, at PTO meetings, School Improvement team meetings, Academic Nights, and workshops. Invitations will be sent out about these meetings to all parents and posted on the schools' websites.
- The district and the schools will also coordinate pages on the district and school websites that will contain resources and materials, including parent guides, study guides, practice assessments, and activities, to help parents work with their children at home. Copies of these materials will be made available at all Title I schools for those families who may have limited internet access, including copies in Spanish or other preferred home languages, as feasible. To assist parents with understanding the online student information system and other digital educational resources (including education about the harms of copyright piracy), Dates and times for these workshops will be determined and announced by each individual school.
- The district and the schools have established a districtwide Parent Advisory Council comprised of parent representatives from each Title I school's Parent Advisory Council to provide advice on all matters related to family engagement in Title I, Part A programs. 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 minutes and feedback on the website and increase participation by utilizing video clips to accommodate the schedules of these valuable partners.
- The district and the schools will coordinate and integrate the district's family engagement programs with school transition programs. Pre-K and Head Start parents are invited to a workshop given by kindergarten teachers about what to expect in kindergarten. Information on this meeting will be given to community daycare centers and put in local newspapers in order to invite upcoming kindergarten students and parents. They are also invited to visit the school in the spring for a tour of the building and the classrooms. Upcoming 3rd graders and families are invited to attend a transition meeting to meet the teachers, tour the building, gather information and ask questions. Upcoming 6th graders and families are invited to attend a transition meeting to meet the teachers, tour the building, gather information and ask questions.
- Each school will maintain a resource center that will contain books, hands-on materials, DVDs/videos with information about how to work with students to improve academic achievement as well as other issues that may hinder a student's ability to be successful. Technology is available through the use of computers available in the schools for parents to use.
- Community based organizations and businesses are given the opportunity to participate in school activities and functions. Community agencies provide support and information to parents and students through informational sessions and other support.

Of School Staff - The FEC will provide professional development at each Title I school quarterly to discuss strategies to increase family engagement, improve school-family communication, and build ties with parents and the community. The professional development will consist of faculty meetings for staff and/or Google Classroom assignments given with the assistance of the Intervention Specialists to be carried out in PLC meetings for the different grade levels/departments.

Parent and Family Engagement Evaluation

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

Beginning in March, each Title I school will send home a survey and email a link to the survey for parents to provide valuable feedback regarding the parent and family engagement activities and programs. These surveys will also be posted on the district and school

websites for parents to complete. In addition to the annual survey, each Title I school will also use the School Improvement Forum to facilitate group discussions of possible additional needs/strategies to enhance more effective family engagement.

The district will use the findings from the school forums and the survey results 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 coordinator will communicate and collaborate with the Federal Programs Director 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.

Reservations of Funds

The Bryan County School District sets aside 1% of the total Title I allocation to be used at each Title I school for family engagement activities. The Family Engagement Coordinator (FEC) surveys parents and staff of each Title I school annually to assess how stakeholders believe these dedicated funds should be used to further support parent and family engagement at the school level. How funds should be allocated and used are also topics of the annual Title I meetings. Parents have multiple opportunities to voice suggestions and make requests. The FEC and Federal Programs Director meet with principals in the late summer and throughout the school year to provide guidance and support as each builds and manages the Title I budget for their school. As with all the Title I allocations, the parent and family engagement funds must align to the identified needs, objectives, and commitments that have been outlined in the meeting agendas/notes as well as the School Parent Compacts and School Improvement Plans. Bryan County dedicates the required Parent Family Engagement funds that are set aside and frequently creates additional funds specifically for school-level parent and family engagement use.





FERPA

The *Family Educational Rights and Privacy Act (FERPA)* is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

Contact Information

For further information about FERPA, contact the Department's Family Policy Compliance Office

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington, D.C. 20202-5920
202-260-3887

For quick, informal responses to routine questions about FERPA, parents may also email the Family Policy Compliance Office at FERPA.Customer@ED.Gov.

Additional information about guidance may be found at FPCO's Website at
<http://www.ed.gov-policy/gen-guid/fpcol/index.html>.

Complaint Procedures for Federal All Programs Operated by Bryan County Schools

Grounds for a Complaint

Any individual, organization or agency may file a complaint with the Bryan County School District if that individual, organization or agency believes and alleges that the BCSD is violating a Federal Statute or regulation that applies to a program under the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered ongoing.

Filing a Complaint

Complaints and grievances shall be handled and resolved as close to their origin as possible and through the proper channels using the following procedures:

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the BCSD has violated a requirement of a Federal statute or regulation that applies to an applicable program;
- A date on which the violation occurred;
- The facts on which the statement is based and the specific requirement allegedly violated;
- A list of the names and telephone numbers of individuals who can provide additional information;
- Whether a complaint has been filed with any other government agency, and if so, which agency;
- Copies of all applicable documents supporting the complainant's position; and the address of the complainant.

The complaint must be addressed to:

Teaching and Learning Assistant Superintendent

Dr. Bradley Anderson

Bryan County School District

8810 U.S. Hwy 280 E

Black Creek, GA 31308

912-851-4000

banderson@bryan.k12.ga.us

Investigation of the Complaint:

1. Any complaints of grievances shall be forwarded to the appropriate staff member. The appropriate staff member or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date the complaint was received;
- How the complainant may provide additional information;
- A statement of the ways in which the appropriate staff member may investigate or address the complaint; and
- Any other pertinent information

2. The decision of the system staff may be appealed to the Superintendent in writing.

3. The decision of the Superintendent may be appealed to the Bryan County Board of Education in writing.

4. All decisions and appeals shall be submitted in writing.

5. Complaint will be tracked by the appropriate staff member by maintain documentation of all written complaints and other supporting information.

6. Reports will be maintained with letters of complaint and final resolutions.

If the complainant is dissatisfied with the decision of the Local Board of Education, an appeal may be filed with the Deputy Superintendent of Teacher and Student Support at Georgia Department of Education, 2052 Twin Towers East, Atlanta, GA 30334.

**Bryan County School District Complaint Form
For Federal Program Under the
Elementary and Secondary Education Act of 1965 (ESEA)**

Please Print:

Name (Complainant):	
Mailing Address:	
Phone Number (home):	Phone Number (work):
Program complaint is being filed against:	
Date on which violation occurred:	
Statement that the Bryan County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation):	
The facts on which the statement is based and the specific requirement allegedly violated: (attach additional sheet if necessary)	
List the names and telephone numbers of individuals who can provide additional information:	
Has a complaint been filed with any other government agency? If so, provide additional information:	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant:	Date:
Mail this form to: Teaching and Learning Assistant Superintendent Dr. Bradley Anderson Bryan County School District 8810 U.S. Hwy 280 E Black Creek, GA 31308	