FAIRFIELD CITY SCHOOLS

Parent and Family Engagement Plan

2019-2020

Dr. Regina Thompson
Superintendent

Mrs. Ardrene Bishop, Director
Federal Programs/Special Education

Revised FY2020
The involvement of parents and community members is an essential component of nurturing our students. Every effort to invite and consider parent and community input must be made to ensure the success of our students. During the 2019-2020 school terms, teams of parents, teachers, and administrative representatives from all four schools will meet and develop the following school system/local educational agency (LEA) parental involvement plan. Each representative is involved in the decision making process of the plan during a committee meeting held at the central office. All are given a chance to add or delete to the projected plan. Members who are not able to attend submit their input in writing to the committee. Input is also solicited from the PTA Counsel for Fairfield City Schools. Many provide input regarding which items will be implemented and which items will be revised or added. Each Title I school will host an Annual Title I Parent Meeting. A committee will be formed consisting of parents, teachers, and the principal. Meetings will be held throughout the year using a flexible schedule (day and evening) to discuss plans and evaluation of progress for the year.

Fairfield City Schools’ Parent Involvement Plan is made available to parents, students, and stakeholders annually. The Plan is placed on the school system’s web site, as well as in each school’s library, parent resource center, and in the Federal Programs department located at the district office. Efforts are being made to make the plan available in Spanish and/or alternative formats upon request. Additionally, administrators and teachers review the plan with parents and students at the beginning of the year. Parents are asked to read and discuss the plan with their students and sign and return an acknowledgement form. In addition, information about school policies and involvement opportunities are communicated through direct parent contact. The District’s Parent and Family Engagement Committee will meet biannually to discuss, review, and assess the plan as well as the schools ACIPs and Compacts.
The school system will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- Participating in “School Transitioning” workshops
- Conducting School Level “Meet and Greet” Sessions
- Advertising the “Parent Resource Center”
- Distributing fliers and brochures

Parents will be a part of the Title I Advisory Committee and will be updated on the parent engagement policy revisions.

An annual evaluation process of parent/community involvement will be conducted at the end of each school year. Parent surveys will be conducted to identify barriers to parent and family engagement. The evaluation will specifically look at barriers to parent/community involvement, level of parent/community involvement and strategies to increase involvement of all population segments.

The school system will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

- Conducting Back to School Night/Open House
- Implementing Books and Breakfast
- Conducting “Make It Take It” Workshops
- Conducting Math Night for Parents and Students
- Planning Technology Rallies and Celebrations
- Maintaining a Parent Involvement Resource Center
- Parent Trainings
- Parent Newsletters/Brochures/Notices
- “Family Reading” Activities
- Providing “Homework Help – Tutoring” for students and parents

Making available designated areas in schools so that parents may access the internet.

An annual evaluation process of parent/community involvement will be conducted at the end of each school year. The evaluation will specifically look at barriers to parent/community involvement, level of parent/community involvement and strategies to increase involvement of all population segments. The evaluation will be composed of: Parent/community surveys.
The school system will, with the assistance of its schools and parents, educate its teachers, student services personnel, principals and other staff, in how to recruit, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

- Providing training during staff development days on ways to set up school and home partnerships
- Conducting "How To..." workshops with system personnel regarding proper protocols with parents and students.
- Utilizing community agencies such as the Department of Human Resource, Police Department, Family Court Judges, etc. to assist with staff training.

Also,
(1) Encourage parents to participate in school activities
(2) Provide translators for parents as needed
(3) Provide registration assistance

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A. Parent/community survey

B. Parent/community forum discussions

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Parents/community members are enabled to play these key roles:

1. **Teacher**— Helping their child to complete and understand school assignments

   Strategy: Free after school tutoring

2. **Supporter**— Contribute their skills to the school

   Strategy: Create a “volunteer bank” of community members and parents and noting their talents and interests

3. **Advocate**— Helping their child to receive fair treatment

   Strategy: Empower students and parents by informing them of school policies and providing a prompt, unbiased response to their concerns.

4. **Decision maker**— Participate in joint problem solving with the school at every level

   Parents will be invited to participate with the Title I Advisory Committee.

The school system will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school system or school, as appropriate, in understanding topics such as the following:

- the State’s academic content standards,
- the State’s student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child’s progress, and
- how to work with educators

To ensure successful communication to parents regarding the aforementioned topics, the school system and its Title I, Part A schools (as appropriate) will schedule parent workshops throughout the school year, hold regularly scheduled PTA meetings, conduct education celebrations and fairs, participate in Parental Involvement Awareness Month in October, provide parents with materials and supplies such as informative brochures, fliers, and handbooks. Parents will be informed about changes in local academic assessments.
The Title I plan and parent and family engagement plans will be discussed during administrative meetings, as well as the following:

- The use of TransAct of documents
- Parent surveys
- Trainings provided for Parents
- Teacher availability during planning times to meet with parents and Parent-Teacher conferences
- Call Cast, LEA and school websites, school “open houses”, phone conferences, and face time meetings
- At least two parents and up to two parents from each school are part of the Title I Advisory Committee
- LEA seeking partnerships with local businesses and community organizations
- The use of translator-line/software as well as a translator.

This LEA Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs as evidenced by Title I Advisory Committee Meetings. The school district will distribute this policy to all parents of participating Title I, Part A children on or before November 1, 2019.

PARENTS RIGHT-TO-KNOW REQUIRED INFORMATION

(1) INFORMATION FOR PARENTS

(A) IN GENERAL. — At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

(i) Whether the student’s teacher—

(I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction

(II) is teaching under emergency or other provisional status through which State qualification nor licensing criteria have been waived; and

(III) is teaching in the field of discipline of the certification of the teacher.

(ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) ADDITIONAL INFORMATION. — In addition to the information that parents may request under subparagraph(A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student—

(i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and

(ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
Fairfield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Ardrene Bishop, Title IX Coordinator
6405 Avenue D · Fairfield, AL 35064 · (205) 783-6850 · Email: gfears@fairfield.k12.al.us

Mrs. Zenobia Odoms, 504 Coordinator
6405 Avenue D · Fairfield, AL 35064 · (205) 783-6850 · Email: zodoms@fairfield.k12.al.us