

Please sign and return School Copy Page Harked by 10/30/2020 Returns

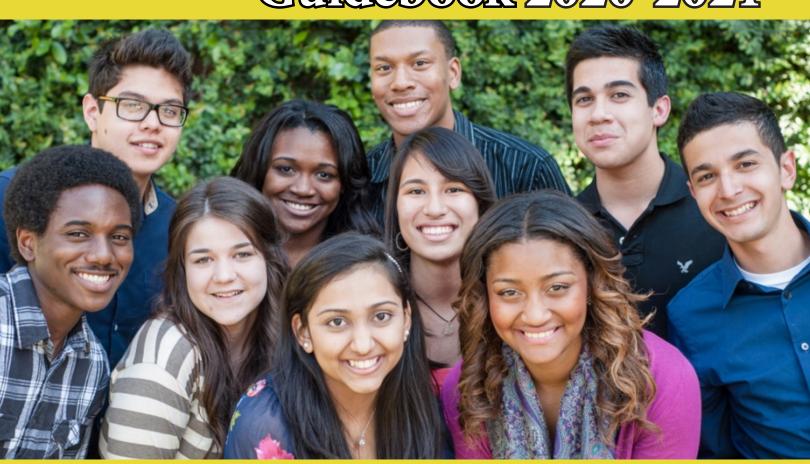
## BIBB COUNTY SCHOOL DISTRICT

Dr. Curtis L. Jones, Jr., Superintendent 2019 National Superintendent of the Year

Partnering with students, parents, and the community!

Title I

## Parent and Family Engagement Guidebook 2020-2021



Rutland High School



## GET HELP IN YOUR LANGUAGE!

English	Get help in your language.  You have the right to get information and help in your language for free. Call (478) 779-4386 or text (478) 508-9417 to request an interpreter.
Arabic ध⊮	احصل علي المساعدة بلغتك أومات الواردة في هذا الدليل مهمة لك وطفلك لديك الحق في الحصول علي هذه المعلومات والمساعدة بلغتك مجاذنا اتصل بالرقم (٤٧٨) ١٩٤١٧-٥٠٨ او لنص (٤٧٨) ١٩٤١٧-٥٠٨ لطلب مترخم
C <u>hinese</u> 史文	获得您使用的语言的帮助。 您有权获得这些信息并得到免费的 翻译帮助。如需要中文翻译,请致电 478-779-4386 或发短信到 478-508-9417。
Gu <u>jarati</u> ગુજરાતી	તમારી ભાષામાાં સહાય મેળવો. તમને માહફતા અને મદદ તમાારા ભાષામાાં અને મહતમાાં મેળવવાનો અદિઃદાર છતે. અનુવાદક મારોહવનાાંતા કરવા માારો કોલ (478)779-4386 અથવતા રહેકાર (478)508-9417 કરતો
Japanese 日本語	あなたの言語で情報得ることができます。 あなたにはこの情報得る権利があり、且つ無料であなたの言語による情報を得る 権利があります。通訳を要請するには、電話(478)779-4386 又はテキスト(478) 508-9417にてご連絡下さい。
Korean 한국어	한국어 서비스를 받을수 있습니다. 당신은 이것을 알권리가 있으며, 무료로 한국어 서비스를 받을수 있습니다. (478)779-4386 로 전화 하시거나 (478)508-9417 로 문자를 하셔서 통역을 요청하십시오.
Spanish Español	Obtenga avuda en su idioma. Tiene derecho a obtener información y avuda en su idioma de forma gratuita. Llame al (478) 779-4386 o envíe un mensaje de texto (478) 508-9417 para solicitar un intérprete.
Vietnamese <u>Tiếng</u> Việt	Nhân trợ giúp bằng ngôn ngữ của ban. Phụ huynh có quyền nhân thông tin và trợ giúp bằng ngôn ngữ của quý vị miễn phí. Xin vụi lòng gọi (478) 779-4386 hoặc nhắn tin đến (478) 508-9417 để yêu cầu thông dịch viên.

Bibb County School District 2020



## OFFICE OF DISTRICT EFFECTIVENESS AND FEDERAL PROGRAMS

## Receipt of 2020-2021 Title I Parent and Family Engagement Guidebook

September 2020

Dear Parent/Guardian:

Your participation in your child's education is extremely important to us. We believe in maintaining regular, two-way communication between home and school. As such, we distribute information to explain how parents can work with the school to ensure that students achieve their maximum potential. Please take time and carefully read all of the documents included in your child's Title I Parent and Family Engagement Guidebook. We also ask that you sign and return the appropriate forms to your child's teacher.

## Provided in the Title I Parent and Family Engagement Guidebook are the following documents:

- Receipt of 2020-2021 Title I Parent and Family Engagement Guidebook (School Copy-Please Return)
- School-Parent Compact Signature Letter (School Copy-Please Return)
- A Family's Guide to Title I
- Parent Right to Know Notification
- School Parent and Family Engagement Plan
- School-Parent Compact
- District Parent and Family Engagement Plan
- Before and After School Programs Notification
- McKinney-Vento Program Notification
- Migrant Education Program Notification
- Complaint Procedures

Please sign below and return this page <u>AND</u> the School-Parent Compact Signature Letter to your child's teacher by **October 30, 2020.** 

Should you have any questions, please contact your child's principal.

I have received and read the 2020-2021 Title I Parent and Family Engagement Guidebook for				
Rutland High School.				
Parent's Signature	Date			
Student's Name	Grade Date			



## **Rutland High School**

School-Parent Compact Signature Letter
2020-2021
Revised May 18, 2020

September 2020

Dear Parent/Guardian,

Rutland High School students participating in the Title I, Part A program, and their families, agree that this School-Parent Compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. It describes how the school and parents will build and develop a partnership that will help children achieve the challenging State academic standards. Please review the attached School-Parent Compact.

Please **sign and date below** to acknowledge that you have read, received, and agree to this School-Parent Compact. **Once signed, please return the form to your child's teacher and keep the School-Parent Compact as a reminder of your commitment.\* The School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school. We look forward to our school-parent partnership!** 

Sincerely,

Dr. Wendy Pooler

Dr. Wendy Pooler Principal

Teacher/School Representative Signature: _		Date:
Parent/Guardian Signature:		Date:
Student Signature:	Grade:	Date:

\*Please **return one signed form for each student** in your household attending Rutland High School.

## A Family's Guide to Title I

## What is Title I?

Title I is the largest federally funded program for elementary, middle, and high schools. Title I helps students, teachers, and parents. Through Title I, school districts receive money based on the number of low-income families in each district. Each district uses its Title I money for extra educational services for children most in need of educational help. The focus of the Title I program is on helping the students meet the same high standards expected of all children. The Every Student Succeeds Act (ESSA) serves as the latest reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA) which focuses on the clear goal of fully preparing all students for success in college and careers and the right of parents to be involved in the education of their children.



## Which Bibb County Schools receive Title I services?

Alexander II Elementary
Appling Middle
Ballard-Hudson Middle
Bernd Elementary
Bruce Elementary
Burdell-Hunt Elementary
Carter Elementary
Central High
Hartley Elementary
Heard Elementary
Heritage Elementary

Howard High
Howard Middle
Ingram-Pye Elementary
M. L. King Elementary
Lane Elementary
J. R. Lewis Elementary
Miller Middle
Northeast High
Porter Elementary
Rutland High
Rutland Middle

Skyview Elementary
Southfield Elementary
Southwest High
Springdale Elementary
Taylor Elementary
Union Elementary
Veterans Elementary
Vineville Academy
Weaver Middle
Westside High
Williams Elementary

## What are your rights as a parent?

Under the Every Student Succeeds Act (ESSA), you may request information about the professional qualifications of your child's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether your child's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning the qualifications of your child's teacher and/or paraprofessional, please contact the school principal.



## What is My Role in Supporting My Child's Success?

Parents are an important part of the Title I team and are partners with the school in helping their students achieve. As the parent of a child in a Title I school, you have the right to:

Be *engaged* in the planning and implementation of the parent and family engagement plan and program in your school

**Ask** to read the progress reports on your child and school

Request information about the professional qualifications of your child's teacher(s) and/or paraprofessionals including the degrees and certifications held, and whether the teacher is certified in their respective area of instruction

Help to *decide* if Title I is meeting your child's needs, and offer suggestions for improvement

Ask about your child's school designation under the Every Student Succeeds Act (ESSA), Title I, Part A

Know if your child has been assigned or has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification, licensure requirements, or district requirements for certification

Help *develop* your school's plan for how parents and schools can work together.

## What is the School District's Role in Supporting My Child's Success?

Local educational agencies (LEAs) are defined as school districts, county offices of education, and direct-funded charter schools that are responsible for the following actions:

Plan and implement educational programs, activities, and procedures as required under Title I that engage parents

Reserve 1% of Title I funds for parent and family engagement activities if the LEA receives more than \$500,000

Develop a parent and family engagement plan with the participation of parents

Provide full opportunities for participation of parents with limited English proficiency, disabilities, and parents of migratory children, and when appropriate, in a language and format that they can understand

Conduct an annual evaluation of the parent and family engagement plan and implement changes based upon the findings of the evaluation

Build parent capacity by providing literacy and technology trainings that will help parents work with their children to improve academic achievement

Build capacity of school staff by providing resources that will assist staff in communicating with parents and working in partnership for students' academic success.

## What is the School's Role in Supporting My Child's Success?

Some Title I schools are schoolwide programs. This means that school staff work to improve the school's educational program in an effort to increase the achievement of all students, particularly those who are low achieving and thus could benefit from extra supports or services. Other schools may have a targeted assistance program, which means that only certain students and their parents can benefit from the additional services Title I provides. Title I schools are responsible for the following actions:

Involve parents in the planning, review, and improvement of Title I programs, including the school parent and family engagement plan

Develop jointly, with the parents of participating students, a school-parent compact focused on academic achievement

Inform parents in an understandable language and format

Offer parent meetings at various times or in various formats (schools may also pay for transportation and child care, when reasonable and necessary)

Provide information to parents about the state standards, curriculum, and assessments and how parents can monitor their child's progress

Build parent capacity by coordinating and integrating parent programs and activities with other federal, state, and local programs.



For more information regarding Title I, contact the Office of District Effectiveness and Federal Programs at 478.765.8582.



Rutland High School 6250 Skipper Road Macon, GA 31216

## Right to Know Professional Qualifications of Teachers and Paraprofessionals

September 1, 2020

Dear Parent(s) or Legal Guardian(s),

In compliance with the requirements of the Every Students Succeeds Act (ESSA), **Rutland High School** would like to inform you that you may request information about the professional qualifications of your child's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether your child's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning the qualifications of your child's teacher and/or the paraprofessional, please contact me, **Dr. Wendy Pooler**, your child's principal, by phone at **478-779-3100** or by email at **Wendy.Pooler@bcsdk12.net**.

Thank you for your interest and involvement in your child's education.

Sincerely,

Dr. Wendy Pooler

Dr. Wendy Pooler Principal



## **Rutland High School**

6250 Skipper Road Macon, Georgia 31216



## Parent and Family Engagement Plan 2020-2021

Revised May 18, 2020

Dr. Wendy Pooler, Principal Valeka Franklin, Assistant Principal Travis Spell, Assistant Principal Telephone number: (478) 779-3100 https://rutlandhs.bcsdk12.net/

## What is Title I?

Rutland High is identified as a Title I school as part of the Every Student Succeeds Act (ESSA). Title I is designed to support state and local school reform efforts tied to challenging state academic standards 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 be jointly develop with parents and family members a written parent and family engagement plan and schoolwide plan to strengthen student academic achievement.

### **District Goals**

All students will reach high standards within a minimum attaining the following proficiency:

- Increase the percent of students achieving a Lexile measure at the targeted grade levels (3rd, 5th, 8th, HS American Lit) to 55% as measured by the Georgia Milestones assessment scores.
- Decrease the percentage of students absent from school 6 or more days from 48.4% to 30%.

## **School Goal**

- Increase the percentage of students achieving a Lexile measure on grade level or higher (1050+) to 70% as measured by the Georgia Milestones assessment scores.
- ♦ Increase average daily attendance to 94%.

## Focus Areas

- Provide high quality curriculum and support in a productive learning environment that enables students' literacy achievement standards.
- Increase on-time daily attendance to school.
- Coordinate attendance efforts with parents.
- Technology implementation and integration to improve instruction and student achievement.

## **School-Parent Compact**

Rutland High School-Parent Compact was jointly developed by the teachers, parents, and students. Our Compact is an agreement between the school, parents, and students stating what each party will do to ensure that all students achieve academic success. The Compact will be reviewed and updated annually based on feedback from parents, students, and teachers. The school-parent compact will be kept at home as a reminder of the agreement. Teachers will keep a copy on file if additional copies are needed. The Compact will also be reviewed during parent-teacher conferences.

## Parents, Teachers, and Students will Share Responsibility for Success

## What is this plan?

This plan explains how Rutland High School (RHS) will provide opportunities to improve family engagement to support student learning. Rutland High values the contributions and involvement of parents and family members to establish an equal partnership for the common goals of improving student achievement. RHS will support family engagement 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?

Parents are invited to attend the annual Family and Community Engagement (FACE) Forum in March to review and revise this plan, the Schoolwide Plan, School-Parent Compact, and family engagement budget. These meetings are scheduled at convenient times.

Additionally, parent input and comments regarding this plan are welcome during the school year through an online comment card. Parent feedback received will be used to revise the plan for the next school year. We also distribute an annual survey to ask parents for their suggestions on the plan and use of funds for family engagement.

## 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. Rutland High will provide full opportunity for the participation of parents and family members with limited English, with disabilities, and of migratory children. The Neglected and Delinquent Residential Facilities in the district are included in the family engagement correspondence and activities.

## Where is it available?

The plan will be sent home with each student and made available on the school's website, in the main office, and media center.

## **Family Engagement**

Rutland High School will take the following measures to promote and support families as an important foundation of the school in order to strengthen the school and reach our school goals. We will...

- Ensure that all information related to school and parent programs, meetings, and other activities is timely and published in both English and Spanish as needed. We will provide our parents and guardians with a schedule of engagement opportunities and events in a family-friendly format. At the parents' request, interpreter services are provided.
- Communicate with all families and the community on a regular basis about school meetings and events. At RHS, we communicate with parents through the callout messenger, email, Facebook and Twitter, flyers, school marquee, Remind, Stormwatch newsletters.
- ♦ Conduct staff development on family engagement practices and effective strategies for staff to work with parents as equal partners. RHS have faculty communication sessions during our Better Seeking Team Meetings to review school information and determine effective ways of communicating with parents, family members, and students. During staff/faculty meetings, we share the academic successes of our students.
- Partner with the community, sponsors, businesses, churches, and other programs to coordinate and integrate parent engagement activities to support the full participation of parents in their child's education. We offer Freshman and Sophomore Nights to inform parents of transitional information and requirements. Junior and Senior Nights consist of topics relating to graduation requirements, scholarships, and financial aid for students and parents.
- Provide necessary materials and training for parents to work with their children to improve their student achievement. At RHS, we provide our parents with curriculum updates and changes on the State standards and Assessments. Resources on test-taking strategies and online resources are available to parents.
- Listen and respond to parents' requests for additional support for family engagement activities by providing parent surveys to gain feedback, suggestions, and concerns. Parent may also provide feedback using the online "Share Your Ideas" comment card.
- Submit parent feedback about any part of schoolwide plan that parents feel is not satisfactory to the goals for student and school academic success to the local Title I office.
- Administration, Counselors, Title I Family Engagement Representative, Community Sponsors and Office Staff will encourage student achievement by actively engaging in the education of our students.



All volunteers are welcome at Rutland High. Volunteer application packets are located in the Family Engagement Representative Office. For more information, please contact the Title I Family Engagement Representative at (478) 779-3100.

## **Engagement Opportunities**

The following events will be offered to parents in order to strengthen family engagement. Support by the school, parents, sponsors, and community partners will encourage student success when all are actively engaged in the education or our students. All meetings for parent and family members will be held at flexible times.

### Open House: September 2020

Parents have the opportunity to meet their child's teacher, administrator, counselors, and our friendly staff.

## Title I Annual Meeting: September 2020

Parent will learn about the Title I program, including our Parent and Family Engagement Plan, Schoolwide Plan, and the School-Parent Compact.

Parent Information Night & Progress Report Open House: September 2020 Parents receive information about the curriculum, technology, digital literacy and copyright piracy as well as assessments.

## "Parent, Student, and Teacher Conferences - Ongoing

Teachers will provide updates on their child's progress. Student-led conferences will be held by request for students to share with their parents about how they are progressing from the beginning of the year.

### "Sophomore & Junior Night" - September 2020

Parent receive information about the curriculum, technology, digital literacy and copyright piracy as well as assessments.

"Senior Night" College & Career Readiness- September 2020

Open House/Parent-Teacher Conference: October 2020
Parents will meet teachers, receive reports cards, and information about Common Core Curriculum. Principal will share the Schoolwide Improvement Plan and updates on RHS school calendar.

Annual Title I Parent Survey: November 2020 Parents provide suggestions on the Family Engagement Program.

Academic Courses & Apply to College Day-November 2020

## Georgia Family Engagement Month/National Parental Involvement Day – November 19, 2020

Exciting events will be held to encourage families to get more involved in their children's academic success.

Family and Community Engagement (FACE) Forums: March 2021
A forum for parents to participate in roundtable discussions with the principal and staff regarding the school's Schoolwide Improvement Plan, Parent and Family Engagement Plan, School-Parent Compact, Needs Assessment, and family engagement budget.

## Open House/Parent-Teacher Conference: April 2021

Parents will meet teachers, receive reports cards, and information about Common Core Curriculum. Principal will share the Schoolwide Improvement Plan and updates on RHS school calendar.

Smooth Move – Transition Meeting – April/May 2021 Parents and family members will receive information about the school curriculum and expectations for high school students.

## School Parent Compact? What is a

The School-Parent Compact is a written agreement learning. This compact helps bridge the learning describing how parents, teachers, principals, and students will develop together to ensure student connection between school and home.



# Did You Know?

- meetings are held for parents, teachers, and school-parent compact. Each school year, members work together to develop our school data to review our progress and Parents, students, teachers, and faculty students to compare the compact with assess our goals.
- meet the needs and goals of our school and This compact is uniquely developed to students.

Parents can provide feedback on the compact at any time during the school year. Please call (478) 779-3100 or visit the Rutland High webpage https://rutlandhs.bcsdk12.net/ for more information.

# **Outreach Opportunities**



These are many opportunities for parents and family members to be involved and learn about Rutland High School:

- Parent, Teacher, and Student Association
- Parent Volunteer Program
- School Council
- Parent-Teacher Conferences
- Connect with Counselors and Support Team

observe in the classroom, please call (478) 779-3100 Representative. In addition, visit the RHS website If you would like to volunteer, participate, and/or and click on the Parent Information link to gain to speak with the Title I Family Engagement more information.

# School & Home Communication

providing regular two-way communication with families about student academics through the Rutland High School (RHS) is committed to following methods.

- Parent Portal
- Telephone and Text Messages  $\uparrow$
- RHS Webpage, Facebook, and Twitter  $\hat{\parallel}$
- Automated Messenger and Remind  $\hat{1}$
- RHS-Marquee  $\hat{\parallel}$
- "Stormwatch" Newsletter  $\uparrow$
- Announcements on Student Portal
- Parent Information Bulletin Boards  $\uparrow \uparrow$

# SCHOOL-PARENT COMPACT

Macon, Georgia 31216 Rutland High School 6250 Skipper Road (478)779-3100

Principal Revised: May 18, 2020 Dr. Wendy Pooler, https://rutlandhs.bcsdk12.net/

# Rutland High School It Can Be Done!

## Vision:

Each student will demonstrate strength of character and will be college or career ready.



# **Academic Achievement Goals**

# District Goals

All students will reach high standards within a minimum attaining the following proficiency:

- Increase the percent of students achieving a Lexile measure at the targeted grade levels (3rd, 5th, 8th, HS American Lit) to 55% as measured by the Georgia Milestones assessment scores.
- Decrease the percentage of students absent from school 6 or more days from 48.4% to 30%

# School Goals

- Increase the percentage of students achieving a Lexile measure on grade level or higher (1050+) to 70% as measured by the Georgia Milestones assessment scores.
- Increase average daily attendance to 94%.

## Focus Areas

- Provide high quality curriculum and support in a productive learning environment that enables students' literacy achievement.
- Increase on-time daily attendance to school.
- Coordinate attendance efforts with parents.

# Increasing Literacy Proficiency

**As a School:** We will provide eligible students with targeted remediation classes and include Accelerated Reader and structured reading time in class. We will utilize USA Test Prep, School City and Renaissance (STAR Reading levels) to identify eligible students and monitor progress.

As a Parent: I will support the school's effort to increase literacy akills by using Infinite Campus Parent Portal and ensuring that my child attends tutoring if needed. I will keep an open dialog with the teachers regarding parent support. I will use the free resources on my student's Class Link page (USA Test Prep, Accelerated Reader, School City.)

As a Student: I will participate fully in class and interact with hands-on math preparation activities, work at home with my parents, and attend the extended math tutoring.

# Increasing Average Daily Attendance

As a School: We will utilize PBIS to recognize and reward student attendance achievements every 9 weeks. The school attendance clerk will communicate with parents.

**As a Parent:** I will help my child arrive at school on-time every day by utilizing Parent Portal and MyStop transportation app.

As a Student: I will be aware of attendance policies and attend school on time every day.

# Mutual Promises that Lead to Student Achievement



# Increasing Use of Technology Resources at Home

As a School: We will provide students and parents with the appropriate resources needed to develop the standard reading, writing, and math skills to practice at home.

As a Parent: I will use the provided resources on Class Link as well as Infinite Campus Parent Portal to ensure my student's success.

As a Student: I will utilize the resources provided via Class Link to help increase my reading, writing, and math skills and practice at home.



The School-Parent Compact will be sent home with each student in our Title I Parent and Family Engagement Guidebook. The compact will also be posted on the school website

https://rutlandhs.bcsdk12.net/, the main office, Title1 Family Engagement Representative office, and in the media center.



# 2019-2020 PARENT AND FAMILY ENGAGEMENT

Revised March 18, 2019

Dr. Curtis L. Jones Jr, Superintendent 2019 National Superintendent of the Year 484 Mulberry Street ■ Macon, GA 31201 ■ www.bcsdk12.net \* Due to COVID-19, this plan may remain active for the 2020-2021 school year.
Revisions and updates will be made and distributed to families as changes are made with our goal of having a new and updated Family and Community Engagement Plan for the 2021-2022 school year.

## WHAT'S INSIDE

ABOUT THE PARENT AND FAMILY ENGAGEMENT PLAN

JOINTLY DEVELOPED

STRENGTHENING OUR SCHOOLS

RESERVATION OF FUNDS

OPPORTUNITIES FOR MEANINGFUL PARENT INPUT

BUILDING CAPACITY OF FAMILIES AND STAFF

PARENT AND FAMILY ENGAGEMENT EVALUATION

ACCESSIBILITY FOR ALL FAMILIES

ADOPTION AND DISTRIBUTION OF PLAN

**UPCOMING EVENTS** 

## WHAT IS 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:

- 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.
- 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, such as those described in Section 1116 of the Every Student Succeeds Act (ESSA).



What is the most underused resource in education today?
"Parents."

## ABOUT THE PARENT AND FAMILY ENGAGEMENT PLAN

In support of strengthening student academic achievement, the Bibb County School District (BCSD) developed this parent and family engagement plan that establishes the district's expectations and objectives for meaningful family engagement. It describes BCSD's commitment to engage families in the education of their children and builds the capacity of its Title I schools to succeed in reaching the district and student academic achievement goals.



When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more.

Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of the Every Student Succeeds Act (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 BCSD will work with its Title I schools to ensure that the required school-level parent and family engagement plans 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**

During the annual State of the District Forums in the spring, all parents are invited to participate and provide suggestions and ideas to improve the district parent and family engagement plan for the 2019-2020 school year. The district uses advertisements via social media, district and school websites, automated calling system (in English and Spanish), emails, and flyers to inform parents about the meetings. During the meetings, parents also review and discuss the Comprehensive LEA Improvement Plan (CLIP). At the school Family and Community Engagement (FACE) Forums, parents are invited to review and provide input on developing the district and school improvement plans.

Upon final revision, the district parent and family engagement plan is incorporated into the CLIP, which is submitted to the state. Parents are welcome to submit comments and feedback regarding the plan at any time on the district website or by submitting written comments to their child's school. All feedback received by March 15, 2019 is included with the plan for the 2019-2020 school year.

The district parent and family engagement plan is posted on the district and school websites and distributed during the annual Title I school meetings held prior to September 3, 2019. The plan is included in the Title I Parent and Family Engagement Guidebook that is sent home with students at the beginning of the school year and made available in the schools' parent resource areas.

## STRENGTHENING OUR SCHOOLS

The district utilizes the PTA's National Standards for Family-School Partnership, adopted by the State Board of Education in 2010, to support family and community engagement.

The six standards are welcoming all families, communicating effectively, supporting student success, speaking up for every child, sharing power, and collaborating with the community.

A district Family Engagement Coordinator (FEC) and Family Engagement Specialists (FES) will provide technical assistance and coordinate district family engagement activities with the school Family Engagement Facilitator (FEF) or school representative to ensure the six standards are being satisfied and that processes and activities are implemented and evaluated. In addition to school visits and webinars, the FEC and FESs will hold frequent meetings/trainings with principals and FEFs to review family engagement plans; learn and discuss strategies to increase family and community engagement; and develop effective forms of two-way communication. Additionally, the district convenes a Victory in Progress (VIP) meeting in July for principals to review family engagement requirements, timelines and guidance on Title I, Part A. The district collaborates with Head Start and United Way of Central Georgia to engage parents and family members effectively in education.

## **RESERVATION OF FUNDS**

The BCSD reserves one percent from the total amount of Title I funds it receives for 2019-2020 to carry out the parent and family engagement requirements consistent with this plan and as described in Section 1116 of the ESSA. Furthermore, the BCSD distributes 90 percent of the one percent reserved to Title I schools to support their local-level family engagement programs and activities. The district provides 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.

At the State of the District and school FACE Forums in the spring, parents provide input on how the one percent required family engagement funds are used in the upcoming year at the district and school-level. Each Title I school will survey parents in November for suggestions. Survey results and stakeholder input forms from the forums are reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget.

## **OPPORTUNITIES FOR MEANINGFUL PARENT INPUT**

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 on decisions to help the district, schools, and students reach our student academic achievement goals.

## **State of the District Forums** February 5 and 6, 2020

All parents are welcome to hear the latest updates from the Bibb County School District as well as review and provide input into the District Parent and Family Engagement Plan and the Comprehensive LEA Improvement Plan for the 2020-2021 school year. Notices regarding the forums are made available to all parents in advance of the meetings. The district also communicates information regarding these input meetings on the school and district websites.

## <u>Family and Community Engagement (FACE) Forums</u> February 10-March 13, 2020

Each Title I school will host a forum for parents and family members to participate in discussions to review the schoolwide plan, school parent and family engagement plan, school-parent compact as well as provide input on the family engagement budget and building staff capacity. Each Title I school will send information home and post details on social media notifying parents and family members about the date and time of the forum. Information regarding the FACE Forums will also be made available on each Title I school website.



Parent input on decisions regarding use of Title I funds to support family engagement programs may also be submitted through the annual parent survey. The survey will contain questions related to the family engagement budget as well as a section for parents to provide their comments.



## **BUILDING CAPACITY OF FAMILIES AND STAFF**

The BCSD will build school and parent capacity for strong family engagement to ensure effective involvement of family members and the community, as equal partners, to improve student academic achievement through districtwide activities and programs.

## **OF PARENTS**

Supporting Student Success. The district and through its Title I schools will work to Support Student Success by providing assistance to parents and family members in understanding state and district academic information connected to their children's learning and progress and information regarding the Title I program. The district provides Victory in Schools Parent University (VISPU), a family engagement model, to help families build upon skills, knowledge and support systems to improve student success. VISPU offers online resources and workshops for parents to gain knowledge about Georgia Standards of Excellence, state curriculum and achievement goals, as well as required assessments including alternative forms of assessments for Georgia students. Additional materials will be available in each school parent resource area for those families who may have limited internet access, including resources in Spanish, where possible.

Communicating Effectively. Each Title I school will host monthly workshops and have a parent page on its website that contains grade level resources, including study guides and practice assessments to help parents work with their children at home. The district family engagement specialists, coordinator and technology coaches will support Title I schools in assisting parents with how to monitor their child's progress using Parent Portal, the online student information system. Parents will receive information about other digital educational resources (including education about the harms of copyright piracy). Dates and times for workshops will be determined.

Speaking Up For Every Child. To empower parents and community leaders to become advocates for their own and other children, the BCSD has a districtwide Superintendent Parent Advisory Council and a Business in Education Partnership (BEP). Parents, community leaders, and business partners are invited to serve on each respective council to share ideas on all matters related to school policies, procedures, and family and community engagement. In addition, each school has an active council at the school-level.

**Sharing Power.** The district and schools are committed to encouraging opportunities for parents and family members to serve as parent leaders by organizing events, volunteering at school, participating in PTA/PTO, and networking with each other and with the community.

**Collaborating With The Community.** BCSD will develop resources to expand learning, community service, and civic participation that enhance the school environment.

Welcoming All Families. To ensure a smooth transition from one school environment to another for parents of rising kindergarten, 6th and 9th grade students, BCSD will host Kindergarten Roundup and Smooth Move events so parents may tour schools and receive information to help them prepare for a new setting. BCSD will coordinate with other federal and state funded preschool programs to plan and integrate family engagement activities and resources.

## **OF STAFF**

The BCSD will conduct quarterly trainings for principals and FEFs to learn and discuss strategies to strengthen family engagement and build ties with families and the community. The district will create, with input from parents and family members, several presentations on Creating a Welcoming Environment and Improving Communication with Families that will be available to schools for training purposes.

To ensure that information related to district, school and parent programs is available to all parents, each Title I school will send home in August a Title I Parent and Family Engagement Guidebook, which provides information related to meetings and other activities in an understandable and uniform format. FEFs and appropriate school staff will be trained on parent notifications and resources to be sent home in parents' native language, where applicable. Interpreters will be available for parent events and meetings. In addition, the district and schools will distribute information about school policies, programs and activities on the district/school websites, through flyers, newsletters, emails, social media, and the district's automated calling system.

## PARENT AND FAMILY ENGAGEMENT EVALUATION

Parents are provided opportunities to participate, as equal partners, in the decisions that affect children and families. The BCSD 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 State of the District and school FACE Forums.

Beginning in November, each Title I school will send home a survey for parents to provide valuable feedback regarding the family engagement activities and programs. The survey 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 FACE Forums to facilitate group discussions to obtain input from parents of children eligible to receive Title I services and to design strategies for more effective family engagement.

The district and schools will use the findings from the forums and the survey results to implement processes for effective family engagement, to remove possible barriers to parent participation, and to revise parent and family engagement plans.

"Identify your problems but give your power and energy to solutions."



## **For Parents**

Understanding Curriculum, Instruction and Assessment September 2019

Helping My Child Succeed
October 2019

Annual Parent Survey
November 11-December 20, 2019

State of the District Forums February 5 and 6, 2020

School FACE Forums
February 10-March 13, 2020
Local School Site

## For Schools

<u>Victory in Progress (VIP)</u> District/Administrators July 2019

Family Engagement
Facilitator Meeting
July 2019

Effective Two-Way
Communication
August 2019

Building Parent and Staff Capacity
September-November 2019

FEF Zone Meeting January 2020

Superintendent's Listening Sessions

September and December 2019 March 2020

## **ACCESSIBILITY FOR ALL FAMILIES**

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district FEC will communicate and collaborate with the Offices of Student Affairs and Teaching and Learning. To ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, the district will provide information and school reports in a language parents can understand to the extent possible.

## **ADOPTION AND DISTRIBUTION OF PLAN**

This district parent and family engagement plan has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, schools, and district personnel at the annual State of the District Forums. This plan was adopted by the Bibb County School District on March 20, 2019 and will be in effect for the 2019-2020 academic school year. The school district will distribute this plan in multiple ways to all parents of participating Title I, Part A children on or before September 3, 2019.



## Title IV, Part B - 21st Century Community Learning Centers Before and After School Programs Information for Parents

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## McKinney-Vento Homeless Education Act Information for Parents or Unaccompanied Youth

This information is provided to assist you in ensuring that your child receives services for which they are eligible through the McKinney-Vento Homeless Education Act.

## If your family is temporarily living in any of the following situations:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

## Then, under the McKinney-Vento Act, your preschool-aged and school-aged children have the right to:

- enroll in school immediately, even if they are missing records and documents normally required for enrollment (i.e., birth certificate, proof of residence, previous school records, or immunization/medical records)
- attend either the school in which their residence is zoned or the school of origin, whichever is in their best interest. The school of origin is the school the child attended when permanently housed or the school in which they were last enrolled.
- receive transportation to and from the school
- have access to the same programs and services that are available to all other students including transportation and supplemental educational services

## If you have questions or need assistance, please contact:

Dr. Danielle S. Jones Title I Homeless Liaison Office 478-765-8633 Cellular 478-508-1966 Danielle.Jones@bcsdk12.net www.bcsdk12.net/MVmigrant



## **Title I, Part C Migrant Education Program Information for Parents**

Your children and Youth through the age of 21 may be able to receive extra educational help.

Have you worked in...
Farming?
Commercial Fishing?
Planting or Growing trees (Nursery)?
Cutting trees (Forestry)?
Processing (meat, poultry, seafood, dairy)?

Do you currently work, have worked or have looked for these types of agricultural work during the last three years? Do your children move with you and change schools?

If you answered YES to any of these questions, your children may be eligible to qualify for supplemental services in or outside of school!

For more information call 1-866-505-3182 or 470-218-5361 Migrant Liaison 478-765-8591

## Título I, Parte C Información del programa de educación de migrantes para los padres

Sus niños y jóvenes hasta la edad de 21 años pueden recibir ayuda educacional extra.

¿Has trabajado en ...
¿Agricultura?
¿Pesca comercial?
¿Plantando o Cultivando árboles (vivero)?
¿Cortando árboles (silvicultura)?
¿Procesando (carnes, aves, mariscos, y productos lácteos)?

¿Trabajó, trabaja o buscó usted este tipo de trabajo durante los últimos 3 años? ¿Sus hijos viajan con usted y cambian de escuela?

¡Si ha contestado SI a alguna de estas preguntas, sus hijos podrían calificar para obtener servicios suplementarios dentro o fuera de la escuela!

Para más información llame al 1-866-505-3182 o al 470-218-5361 Coordinador Migrante 478-765-8591



## COMPLAINT PROCEDURES FOR FEDERAL PROGRAMS

## A. Grounds for a Complaint

Any individual, organization, or agency ("complainant") may file a complaint with Bibb County School District (BCSD) if that individual, organization, or agency believes and alleges that BCSD is violating a Federal statute or regulation under the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA) of 2015, that applies to the programs listed below:

## B. Federal Programs for Which Complaints Can Be Filed

- 1. Title I, Part A Improving Academic Achievement of the Disadvantage
- 2. Title I, Part A Academic Achievement Awards
- 3. Title I, Part A Foster Care Program
- 4. Title I, Part A Family-School Partnership Program
- 5. Title I, Part C Education of Migratory Children
- 6. School Improvement 1003(g) (SIG)
- 7. Title I, Part D Programs for Neglected or Delinquent Children
- 8. Title II, Part A Supporting Effective Instruction
- 9. Title III, Part A Language Instruction for English Learners and Immigrant Students
- 10. Title IV, Part A Student Support and Academic Enrichment
- 11. Title IV, Part B 21st Century Community Learning Centers
- 12. Title IX, Part A McKinney-Vento Homeless Assistance Act
- 13. The Individuals with Disabilities Act (IDEA)

## C. Complaints Originating at the Local Level

As part of its Assurances within ESEA program grant applications and pursuant to Section 9306 of ESEA, an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with Bibb County School District to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with Bibb County School District.

## D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. The complaint must include the following:

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

## The complaint must be addressed to:

Bibb County School District The Office of Superintendent 484 Mulberry Street Macon, GA 31201

Once the complaint is received by Bibb County School District, it will be copied and forwarded to the appropriate Federal Program Director/Coordinator.

## E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, Bibb County School District will issue a Letter of Acknowledgement to the complainant that contains the following information:

- 1. The date BCSD received the complaint;
- 2. How the complainant may provide additional information;
- 3. A statement of the ways in which BCSD may investigate or address the complaint; and
- 4. Any other pertinent information.

If additional information or an investigation is necessary, BCSD will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

## F. Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of Bibb County School District, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Bibb County School District's decision and include a complete statement of the reasons supporting the appeal.

## **BIBB COUNTY SCHOOL DISTRICT Complaint Form for Federal Programs**

Please Print	
Name (Complainant):	
Mailing Address:	
Phone Number (home):	
Phone Number (work/cell):	
Date on which violation occurred:	
Statement that the Bibb County School District (BCSD has violated a requirement of a Federal statute or	
regulation that applies to an applicable program (include citation to the Federal statute or regulation)	
(attach additional sheets if necessary):	
The facts on which the statement is based and the specific requirement allegedly violated	
(attach additional sheets if necessary):	
(attach additional sheets 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 the name of the agency.	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant: Date:	
Signature of Complanant.	
Mail this form to:	
Bibb County School District	
The Office of Superintendent	
484 Mulberry Street	
Macon, GA 31201	

# **Important Numbers and Dates**

# **Conference Notes**

# **Conference Notes**

## **Bibb County School District | 2020-2021 CALENDAR**



First & Last Day of Semester

Holidays

Pre or Post Planning & Professional Learning

AUGUST 2020								
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August 6 – Sept. 4, 2020 Pre-Planning

SEPTEMBER 2020							
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September 7 Labor Day Holiday September 8 First Day of School

ĺ	OCTOBER 2020								
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November 11 Veterans Day November 25 - 27 Thanksgiving Break

ĺ	DECEMBER 2020									
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December 23 – January 4, 2021 Holiday Break

I	JANUARY 2021									
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January 5, 2021 Professional Learning (No Students) January 6 Students Return from Holiday January 15
First Semester Ends January 18 Dr. Martin Luther King, Jr. Day January 19 Professional Learning (No Students) Inclement Weather Make-up Day January 20 Second Semester Begins

FEBRUARY 2021								
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February 15 - 16 Winter Break Inclement Weather Make-up February 17 Professional Learning (No Students) Inclement Weather Make-up

ĺ	MARCH 2021								
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March 22 - 26 Spring Break

	APRIL 2021							
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May 26
Last Day of School
(½ Day for Students)
May 26 - 28
High School Graduation
May 27 - 28
Post-Planning
May 31
Memorial Day