Henry County Public Schools

School Year: 2025-2026

Parent and Family Engagement Policy/Plan and Procedures

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN **REQUIRED** COMPONENTS

A. Henry County Public Schools will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.

B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
Our annual meetings took place on Back-to-School nights on August 7, 2025, at 3:00 and 6:00 at each elementary school. Parents were notified about the meeting in their students' teacher placement letters mailed to them on Thursday, July 24, 2025.

C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.
We provide notice for our parents of all family engagement events. There are times that parents come in during the daytime for special engagement activities including making gingerbread houses for a STEM experience. The other events are hosted in the evenings. The principals make home visits when needed to connect with parents in an effort to improve students' academic and emotional well-being.

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.
Each month, each elementary school has a portion of our Parent/Teacher Organization meetings that is dedicated to Title I and providing information to families so that they are engaged in and informed of school improvement goals and strategies. Parents are strongly encouraged to weigh in on school goals and strategies during the meetings. Our division has a Parent Cabinet that meets with the Superintendent and division leaders monthly.

E. Implement an effective means of outreach to parents of English learners, in a language the parents can understand, to inform them regarding how they can—
- be involved in the education of their children; and
- be active participants in assisting their children to—
    - attain English proficiency;
    - achieve at high levels within a well-rounded education; and
    - meet the challenging State academic standards expected of all students

In the past two years, HCPS has hired many additional EL teachers and an EL liaison to serve our community of English Learners. These teachers and liaisons will ensure that they establish positive relationships with the students and their families while helping students master state academic standards and meet their socio-emotional needs.

F. Provide parents of participating children—

- timely information about programs under this part;
- a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

Students and families are provided with a weekly planner for the school year outlining assessments and grading policies for the division. Elementary teachers also have weekly home/school communication folders that help to keep families informed and provide a means of communication beyond technological platforms. Teachers will hold parent/teacher conferences this school year to involve parents in making instructional decisions for their children and informing them of their progress on mastery of state academic standards. SOLS are posted on school websites for easy access for parents.

G. If a schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

PART II-**REQUIRED** SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement. All parents receive the Title I Compact and the parent, student, and teacher all sign the compact prior to the start of the school year.
- Provide frequent reports to parents on their child's progress. Progress reports and report cards are issued quarterly.
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities. Volunteer procedures are outlined on the Division website and parents are informed of this during the annual meeting and through weekly division newsletters.
- Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. Henry County Public Schools uses ParentSquare online platform for sending messages to parents. This platform will translate messages from English to the language that parents specify. Teachers keep in contact with parents regularly, documenting these communications in a communication log to track them. Teachers break down the standards and explain educational acronyms that are used when communicating with parents/guardians to ensure they understand. Elementary teachers use home to school communication folders and weekly planners for additional communication with parents.

BUILDING **CAPACITY** FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must**:

- Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
    - Provide academic planners with information
    - Invite parents to Annual Title I meeting and monthly PTO meetings where Title I is on the agenda
    - Have parent teacher conferences in the elementary schools
    - Frequent communication home- documented in communication log and through ParentSquare

- Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
  This year, our schools will host a Reading Night to help parents learn strategies to help their children at home learn/practice reading skills. We will also have a STEM night where parents will learn to use some of the instructional technology that their students are using in school. Schools will also host mathematics nights to help parents understand instructional methods and expectations so that they are able to help their children at home, as well.

- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.

HCPS has instituted non-negotiables for our division staff. The first non-negotiable is building positive relationships with students, families, and colleagues. The district curriculum team developed training for the principals to present to the faculty. All faculty members received this training before the start of school in August 2024 and principals will continue to uphold this nonnegotiable with staff.

- Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement. We have VPI classrooms in our schools and offer parental support and workshops through the VPI program.

- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents. of participating children in a format and, to the extent practicable, in a language the parents can understand. All communications are delivered in a variety of formats and are offered in English and Spanish for our families. Our ParentSquare messenger translates all documents into the students' selected home language. District newsletters are also translated for parents to keep them updated on events and expectations.

The following are allowable activities:

1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
2) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
3) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
4) May train parents to enhance the involvement of other parents.
5) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.
6) May adopt and implement model approaches to improving Parent and Family Engagement.
7) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. All communications go home in students' native language. Our ParentSquare messenger translates all documents into the students' selected home language. District newsletters are also translated for parents to keep them updated on events and expectations. Our schools all have interpreters available for family engagement nights.

PART IV-ADOPTION – This Henry County Public Schools Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

Signature of Title I Authorized Representative: Elizabeth Motley

Date: 8/23/24