

Clay County Schools 2023-2024

Parent and Family Engagement Written Policy (Sec. 116 (2))

Sec. 1116(a)(2)(A))

- A. Describe how the Local Education will involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d).**

In recognition that the parent is the child's first and most important teacher and the parent's continued involvement is essential for the child's success, the Clay County Board of Education is committed to building a strong parent and family-school partnership. Understanding the significant impact family engagement has on a child's educational success, Clay County Schools promotes and encourages parents and families, school personnel, local daycare providers, and Head Start to be involved in all aspects of their child's/student's education, including:

- Parent and family involvement on system committees - Federal Programs Advisory, Special Education Advisory Council
- Community Involvement - Clay County Chamber of Commerce Education Youth Services Committee; the Clay County Education Foundation; and Exchange Club
- Communication - system calendar of events; annual fall Parent Day; Clay County School System website, individual school websites, and teacher email

Sec. 1116(a)(2)(B))

- B. Describe how the Local Education Agency will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.**

Capacity Building - provide financial and technical assistance to individual schools to support parent and family engagement plans, including a variety of workshops (i.e. technology, reading and math strategies, student assessment, discipline, etc.) In addition to the Director of Federal Programs, Clay County Schools will provide technical (i.e., parent and family engagement liaison and public information liaison) and financial assistance to participating schools in planning, developing, and implementing a comprehensive parent and family engagement program to improve student academic achievement and school performance.

Sec. 1116(a)(2)(C))

C. Describe how the Local Education Agency will coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State and local laws and programs.

To maintain strong school and family partnerships, additional meetings with parents at the school level to understand Federal Programs requirements, including Parents' Right to Know, proficiency levels of academic standards and curriculum, interpretation of state and local assessments, and methods for monitoring their child(ren) education at home will be provided. Appropriate school personnel will inform parents of continuing education opportunities and work with them on techniques and activities to help their child(ren) achieve challenging state content standards. The LEA Parent and Family Engagement Plan have been revised to meet the ESSA guidelines. Also, each ACIP contains a component describing strategies to increase the active participation of parents in their child's education. A copy of these plans is located in the Director of Federal Programs' office and at each local school.

The Clay County Board of Education Policy's descriptive procedures allows all parents to make and submit to the ALSDE comments if they disagree with any aspect or component of the LEA consolidated application. Procedures are also in place to allow parents to submit to the Clay County Board of Education comments of dissatisfaction with the School Parent and Family Engagement Policy and Plan.

Sec.1116(a)(2)(D))

D. Describe how the Local Education Agency will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and quality of all schools served under this part, including identifying:

(i) Barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)

Parents are surveyed annually to determine whether parent engagement needs are being met effectively and appropriately through implementing the parent and family engagement programs. Parents are given the option to complete the survey via paper copy or electronically.

(ii) The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers

Implementation of the contract will provide a means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. At the beginning of the school year, parents will be encouraged to sign a school-parent-compact that outlines how parents, the entire school staff, and students will share the responsibility for

improved student academic achievement. The school-parent-compact will be included in the student handbook to be signed by all parties and returned to the local school. Compacts will be filed in each student's permanent folder in their class or homeroom.

(iii) Strategies to support successful school and family interactions

Clay County Schools, with the assistance of its schools and parents, educate its teachers, support personnel, principals, and other school leaders on the value and utility of contributions of parents and how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools by:

- Sending home newsletters
- Sending graded home papers
- Scheduling parent/teacher conferences
- Making phone calls, sending home homework, and notes in weekly folders
- Encouraging parents to serve as volunteers/tutors
- Serving together on school committees
- Conduct Reading and Math nights for parents and grandparents
- Pictures with Santa and local Mascots
- School website
- Utilize ideas from Parent Parties

Sec. 1116(a)(2)(E))

- E. Describe how the Local Education Agency will use the findings of such evaluation described in the section above (Sec. 1116(2)(D)) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary the parent and family engagement policies described in this section.**

The results of these surveys are used to develop school improvement strategies and revise the district and school Parent and Family Engagement Policies. These results are also used in planning future parent workshops and meetings that pay particular attention to parents with various backgrounds, including homeless families and EL families. Areas evaluated include academics and school leadership, parent involvement, Title I, school environment, and the school Parent and Family Engagement Program.

Sec. 1116(a)(2)(F))

- F. Describe how the Local Education Agency will involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.**

Clay County Schools will name a Federal Programs Parent and Family Advisory Committee, composed of representatives from the community, parents, teachers, and administrators involved

in all Title I Schoolwide Programs. The selected members are responsible for any programmatic and financial decisions stated in federal and state legislation, including Title I Policy and Plan; program development, implementation, and evaluation; and distributing any information needed to their constituency groups.

The focus of Clay County Schools' Parent and Family Engagement Policy is to involve parents and families in the educational process of their child(ren) through professional development, communication, school activities, and volunteer programs. Goals and progress are communicated to the stakeholders through Parent Teacher and Student (PTSO) meetings, local school staff meetings, newsletters, and the local media, so there is a shared commitment to quality education for all students in Clay County Schools

The descriptive procedure in the Clay County Schools' Parent Involvement Policy allows all parents to make and submit concerns about the Parent Involvement Plan or Local Education Association Consolidated Application to the principal. Suppose these concerns were not addressed to the satisfaction of the parent. In that case, the parent may submit in writing these concerns to the Federal Program Coordinator who will in turn forward them to the Federal Program Coordinator at the State Department of Education. A copy of the Clay County Schools Parent Involvement Plan will be located in the Superintendent's office, Federal Program Coordinator's office, and each school media center.

In order to build capacity for Parent and Family Engagement, the Local Education Agency will ensure effective involvement of parents and will support a partnership among the schools involved, the parents, and the community to improve student academic achievement, the LEA shall:

G. Describe how it will provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.

Parents will receive results of individual student assessments and the interpretation of those results through dissemination as they become available from the state for standardized assessments and periodically for system-level reviews.

H. Describe how it will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.

Clay County Schools will use its allocation of parent involvement funds to purchase Parent/Student Communication Folders to promote communication between home and school, provide materials and training to help parents to work with their children to improve their children's achievement; and purchase a library of books, pamphlets, videos, tapes, etc. that

provide parents with resources in a variety of topics including harms of copyright privacy to meet the needs of their children.

- I. Describe how it will educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.**

Training sessions for staff members will be held to strengthen their skills in working with parents and our community of stakeholders. Parents will be afforded training opportunities to help their children at home via various means; examples include PTSO meetings and EL training sessions. Workshops will focus on core curricular subjects, such as language arts, math, science, study skills, technology, student assessment strategies, assistance in interpreting student assessment data, and successful parenting techniques.

- J. Describe how it will to the extent feasible and appropriate, coordinate and integrate parent involvement 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 parents in more fully participating in the education of their children.**

Clay County Schools will coordinate and integrate the district's parental engagement programs with the Head Start program and other state-funded preschool programs in the community by inviting faculty and staff from those programs to attend planning meetings focused on parent engagement activities. Elementary schools will host Kindergarten transition initiatives so parents may tour the schools and receive information to help prepare them and their children for kindergarten. Clay County Schools will also coordinate with these programs to ensure parents are informed about available resources.

- K. Describe how it will 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.**

To ensure that information related to district, school, and parent programs, meetings, and activities is available to all parents in an understandable and uniform format, each Title I school will send home a district-wide calendar of events with information for parents at the beginning of the year. The district will also utilize school websites, local news media, and other school message systems to post information for parents. Parent notifications and resources will be sent home in parents' native language, where applicable, and interpreters will be available at parent events and meetings. The information posted on the district website will be translated to the extent practicable.

Clay County Schools will provide program information to parents through parent notices, a monthly calendar of events, brochures, flyers, news releases, posters, and a newsletter.

L. Describe how it will ensure provide such other reasonable support for parental involvement activities under this section as parents may request.

ESSA requires all school systems to notify all parents that they have the right to request and receive timely information about the professional qualifications of their child's classroom teacher(s) and Paraprofessional (s). A summary of this policy shall be placed in the Student Code of Conduct to ensure that parents are aware of this right. Parents wishing to request the professional qualifications of their child's classroom teacher(s) and Paraprofessional(s) must complete the "Parent's Right to Know Notice" form and forward it to the Director of Federal Programs at the Clay County BOE.

ESSA also requires timely notice when a student has been assigned to or taught for four or more consecutive weeks by a teacher who has not met state certification. Notification to the parent shall be made in writing and delivered by the United States mail or hand delivery.

M. Describe how the LEA may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

The school shall involve parents in the planning, review, and improvement of programs under Title I, which explains how the schools will require components of a quality education program for all students. Parents will be invited to participate in developing plans from the beginning to ensure collaboration between schools and parents as equal partners. A comprehensive needs assessment will be conducted, and objectives based on the results of the evaluation will be developed. A plan will be developed that is clear and specific enough to result in quality education for all participating students. The entire school community will share, understand and implement the plan.

Parents will be involved in developing a plan that involves:

- An enriched curriculum aligned with state standards
- Effective instructional methods
- Timely and practical assistance whenever students are having difficulty mastering any of the standards
- State-certified teachers who are receiving high-quality, ongoing professional development to enable every student to meet the state standards

N. Describe how the LEA may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.

Clay County Schools will use its allocation of parent involvement funds to purchase Parent/Student Communication Folders to promote communication between home and school, provide materials and training to help parents to work with their children to improve their children's achievement; and to purchase a library of books, pamphlets, videos, tapes, etc. that provide parents with resources in a variety of topics including harms of copyright privacy to meet the needs of their children. Clay County Schools will provide materials and training to help parents work with their children to improve their children's academic achievement, such as

literacy training and using appropriate technology to foster parent engagement. These may include, but are not limited to, the following:

- Library Night/Literacy Night
- Math Take-Home Activities
- Monthly Newsletters
- Monthly Calendars
- Parent Conferences
- Back-To-School Night
- Open House

O. Describe how the LEA may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

Clay County Schools will reserve one percent from the total Title I funds it received to carry out the parental involvement requirements listed in this policy and as described in ESSA. Clay County Schools will also distribute 90 percent of the amount reserved to all Title I schools to support their local-level parental involvement programs and activities. The district keep 10 percent of the one percent to promote parent engagement at the district level. The District Parent Engagement Coordinator will provide clear guidance and communication to assist each Title I school in developing an adequate parental involvement budget that addresses their needs assessment and parent recommendations.

P. Describe how the LEA may train parents to enhance the involvement of other parents.

All parents are encouraged to participate in such activities as Awards Day, Grandparents Day, Thanksgiving Dinner, Veterans Day Program, Christmas Dinner and Activities, Fall Festival, Assist on field trips, Field Day Activities, Homework, and Family Reading Nights.

Workshops will be conducted to train parents to enhance the involvement of other parents in the implementation of some of the following activities:

- Coordinating school Parent Volunteer Program
- Helping with classroom projects and special activities
- Helping with fundraisers
- Serving as chaperones on field trips
- Assisting at classroom parties
- Creating bulletin boards
- Assisting in the library
- Assisting in various school functions (Fall Festival and May Day)
- Participating in the Parent Teacher Student Organization (PTSO)
- Assisting in the Physical Education Department

Q. Describe how the LEA 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 parental involvement and participation.

Each Title I school will conduct an annual Title I meeting for parents to provide suggestions regarding how parent engagement funds will be used at the district and school levels in the upcoming year. The district will review surveys and minutes from the annual Title I meetings to determine areas of need for the upcoming school year and consider changes to the parental involvement budget.

To assist in providing the opportunity for all parents to attend, the meetings are offered on various days of the week and times and/or virtual viewing and interactions are options. These times allow a parent who works the opportunity to participate in the annual parent meeting.

R. Describe how the LEA may adopt and implement model approaches to improving parental involvement.

The Title I schools in Clay County, through the guidance of the Parent and Family Engagement Liaison, will conduct and implement Parent Parties strategies. Local Title I Schools will provide opportunities for parents to share concerns, apprehensions, and expectations. Information regarding the curricular expectations and requirements for kindergarten will be shared with parents during registration and orientation. Counselors will offer counseling services to those in need. In addition, Clay County Schools may choose from the following model approaches to improving parental involvement: Parents as Teachers; Teachers Involve Parents in Schoolwork (TIPS); and Cooperative Extensive Service.

S. Describe how the LEA may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.

Clay County Schools believes in involving parents in all aspects of its Title I program. Two parents serve on our Title I committee (one from each Title I school). The school-wide program, including the parental involvement plan, is reviewed and evaluated each year. Parents are active participants in the development of the plan. Results of parent surveys are reviewed by the parent representatives and Title I committee to determine needed changes.

T. Describe how the LEA may develop appropriate roles for community-based organizations and businesses in parent involvement activities.

Clay County School System schools will communicate with organizations and businesses throughout the area in order to encourage building partnerships with Title I school. The local organizations and businesses are welcome to become involved with the LEA in able to foster parental involvement in such areas as:

- Allow time off from work to attend school-related meetings
- Provide tutors
- Have community and business leaders as speakers at parent meetings and workshops

- Donate to schools on behalf of parents who are employees or members
- Sponsor School-wide events promoting student achievement

Sec. 1116(f)

U. Describe how the Local Education Agency will 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.

To the extent practicable, Clay County Schools shall provide opportunities for the participation of parents with limited English proficiency and parents with disabilities. We have a bilingual teacher available to assist in verbal communications with students and parents with limited English proficiency. Individual academic assessments, and the interpretation of those results, will be interpreted for parents in a language they can understand through the assistance of our ESL specialists and translators available through the Clay County Board of Education. At this time, Clay County does not have any migrant students. Every effort is made to accommodate parents with disabilities. The Clay County School System policy for homebound services is followed as needs exist. Parents requiring such assistance should contact the counselor, nurse, or administration for referral forms and help with the application process. Homebound services are provided through the central office of the Clay County School System.

The 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:

Carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the Clay County School System and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format, as described above including alternative formats upon request, and to the extent practicable, in a language parents understand.

The foundation of any effective school is to establish consistent high expectations for curriculum development and academic achievement along with valid, reliable assessments that provide educators, students, and families, with the information they need to measure progress and make sound decisions about both policy and practice.

Clay County Schools will advance this work under ESSA through:

Utilizing state Assessments for grades 3-8,11, and 12; ACAP Summative for grades 3-8, ACCESS 2.0 for grades K-12; and Alabama Alternative Assessment (AAA) , Pre ACT (10), ACT with Writing(11) and ACT Workkeys (12) for grades 3-12. Teachers will use state assessments to determine the success of students in meeting the state's student performance standards and school improvement goals by using the Alabama Continuous School Improvement Plan (ACIP). In addition, state assessments will be used to communicate the progress of students

meeting these standards to teachers, students, parents, and the community; assist in diagnosing, teaching, and utilizing appropriate learning strategies; and to modify instruction so all students meet or exceed state standards. Program evaluation will help to determine program effectiveness for the purpose of revising program components when necessary.

Additional high quality academic assessments will be utilized to assist all students in meeting challenging academic standards include:

The school district will distribute this policy to all parents of participating Title I, Part A children on or before October 18, 2023.

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