

**Columbus County Schools  
Parent and Family Engagement Plan  
Hallsboro/Artesia Elementary School 2021-2022**

Title I Requirement	Evidence of Compliance	Participants	Activities/Strategies	Time/Date
1. <b>Shall jointly develop</b> with and distribute to, parents of participating children a written parental involvement policy.	* Attendance logs * Copies of policy	* Principal * Parents * Advisory Board * Teachers *Parent Involvement Team	* Advisory Board meets quarterly to revise and review * Provide copies at parent conferences	End of 1st quarter
2. <b>Shall convene</b> an annual meeting.	*Attendance Logs	* Administrators * Parents * Faculty	* Open House agendas for each parent include a write-up of the Title I program * Provide copies of policy at parent meetings/conferences	Monday, September 20, 2021 at 6pm
3. <b>Shall distribute</b> and discuss school-parent agreement forms annually.	*Student Accountability agreements filed in Accountability folders *Student Handbook	* Principal * Teacher * Parents * Student	* Sign at Back to School Orientation * Review at Parent/Teacher Conferences	August 19, 2021 (ongoing as students enroll)
4. <b>Shall provide</b> assistance to parents in understanding such topics as standard course of study, EOG and local assessments.	*Connect ED messages *School website *Spanish language information sheets *Information flyers School Messenger Texts *School's Facebook Page	*Administrators *Staff *Parent Involvement Team Specialists *Speakers from central office staff * Parents	* Telephone calls * ConnectEd System * Conferences * Display information on bulletin boards * Family Fun Nights * PTO meetings * Class newsletters * Monthly Calendar of Events	August 23, 2021

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5. <b>Shall provide</b> materials and training to help parents to work with their children at home.	* Workshop schedules and agendas * Attendance log * EOY Parent Survey results * Flyers/invitations *Monthly Calendar	* Administrators * Parent Involvement Team *Community Partnerships * Staff * Parents * Speakers	* Survey parents to determine interests and needs * Develop schedules * Conduct EOY survey * ConnectEd system * Schedule special speakers as needed	September 2021- May 2022
6. <b>Shall offer</b> a flexible number of meetings, such as meeting in the morning or evening and may provide transportation, childcare or home visits with funds for parental involvement.	* Attendance logs * Copies of hand-outs * Announcement flyers *Monthly Calendar	*Parent Involvement *Specialist *Administrators *Parents *Speakers	* Survey parents to develop workshops to meet needs * Schedule workshops to explain state testing program.	October 2021 - May 2022

7. <b>Shall involve</b> parents in the planning, review, evaluating and improvement of the program.	* SIT meeting minutes	* Principal	* Meet as representative on SIT	*Monthly scheduled
	* Parent Advisory council meetings	* SIT members * Parent Advisory council members	* Meet as representative on Parent Advisory Council	SIT meetings *Quarterly scheduled Parent Advisory Council meetings
	* PTO			
	*Parent Involvement Team			
8. <b>Shall ensure</b> that information related to school and parent programs, meetings and other activities is sent to parents in a format, and language the parents can understand.	* Workshop agendas	* Administrators	* Coordinate special needs equipment	8/26/2021- 06/03/22
	* Attendance Logs	* Staff		
	* Flyers and invitations	* Parent Involvement Specialist	* Schedule interpreters as needed	
	* Connect Ed	* Parents		
		* Speakers/Interpreters		

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9. <b>Shall provide</b> training for teachers, staff and principals on how to work together in a joint effort to reach out, communicate with and work with parents as equal partners.	* Agendas	* Principal	* Family oriented programs such as Food Lion Family Math Night	August 27, 2021- 6/6/2022
	* Attendance logs	* All Staff Members	* Parent Conferences	
	* Copies of handouts	* Parents	*HAES Literacy Night	
	* Principal surveys		*School Book Fairs	
	* SIT			
10. <b>Shall coordinate</b> and integrate parent involvement program activities with Head Start, Even Start and other pre-school programs.	* Pre-school handbook	* Principal	* Schedule school visits for children /parents	April 2021-May 2022
	* Attendance logs	* Parent Involvement Specialist	* Arrange classroom visits in kindergarten classes	
	* Flyers to the community	* Pre-K Teacher	* Connect Ed message about registration	
	*School Messenger	* Kindergarten Teachers		
	*Schools Facebook Page			



