



**Colham Ferry Elementary School  
Parent and Family Engagement Plan  
2023-2024  
*Revised August 21, 2023***

**PART I: GENERAL EXPECTATIONS**

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to parents of participating children a written parent and family engagement policy, agreed on by such parents, that contains information required by section 1118 (b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The school will adhere to the following as required by law:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan (as applicable) under Section 1114 (b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parental involvement policy available to the local community.
- Provide full opportunities, to the extent practicable, 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, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan (if applicable) under Section 1114 (b)(2) of the ESEA 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 local educational agency.

- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and 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:

- (A) That parents and family members play an integral role in assisting their child's learning.
- (B) That parents and family members are encouraged to be actively involved in their child's education at school.
- (C) That parents and family members 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.
- (D) The carrying out of other activities, such as those described in Section 1118 of the ESEA.

## **PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. Colham Ferry Elementary School will take the following actions to involve parents and family members in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including involvement in the decisions regarding how funds for parent and family engagement will be used.
  - All parents, family members, and community stakeholders were invited and encouraged to offer feedback on the Targeted Assistance Plan, Parent & Family Engagement Plan, and the School-Parent Compact. Draft documents were posted on the CFES website for stakeholders to review and comment.
  - All CFES Title I Documents will be shared and discussed with parents at the annual Title I parent meeting(s).
  - All CFES Title I Documents will be revised annually by the principal, assistant principal, and the Title I teacher using parental input
  - The finalized policy will be posted on the school website. Paper copies will be provided at parent request.
  - All parents will be informed of the complaint procedure at the Annual Title I Meeting.
  - A school compact will be sent home annually as a home/school agreement about the importance of student success.
  - An annual survey will be distributed to parents to rate the effectiveness of our Title I Program and to provide feedback on ways the Title I program could be improved.

2. **Colham Ferry Elementary School** will take the following actions to conduct annual meeting(s), at a convenient time(s), and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide or Targeted Assistance plan, and the school-parent compact.

- Parents were invited to view all proposed 2023-2024 Title I documents via the CFES website and provide feedback by email, phone, and/or meeting(s).
- Parents were invited to attend the Title I Parent Input meetings on August 10, 2023 at 3:00 PM and August 11, 2023 at 7:45 AM. At these meetings parents were given an additional opportunity to provide feedback on the 2023-2024 document proposals. Parents who could not attend were encouraged to provide feedback by calling the Title I coordinator, emailing their suggestions, or filling out a digital parent input survey.
- The CFES Annual Title I Parent Informational Meetings will be held on August 31, 2023 at 5:30 PM and September 1, 2023 at 8:00 AM. At this meeting, the Title I Program and related documents will be discussed and shared with parents.

3. **Colham Ferry Elementary School** will take the following actions to offer a flexible number of meetings, such as meetings in the morning or evening, as it relates to parent and family engagement.

- CFES teachers will conference with parents at least twice during the school year. Teachers will offer multiple Fall and Spring conference times for parents of students.
- Parents may request a conference at any time to discuss their child's progress
- Parents will also be provided access to school staff through the following: teacher's email address on the CFES website, voicemail messaging on classroom telephones, and daily communication emails or agendas.

4. **Colham Ferry Elementary School** will take the following actions to provide parents and family members of participating children the following:

- Timely information about the Title I program.
- Description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.
- Parents were invited to view all proposed 2023-2024 Title I documents via the CFES website. Feedback could have been provided by email, phone, google survey, or at

the Parent Feedback Meeting(s) on August 10, 2023 at 3:00 PM or August 11, 2023 at 7:45 AM.

- The CFES Annual Title I Parent Meetings were held on August 31, 2023 at 5:30 PM and September 1, 2023 at 8:00 AM. At that time parents are given the opportunity to understand and ask questions regarding the 2023-2024 Title I Targeted Assistance Plan, School-Parent Compact, and the Parent & Family Engagement Plan.
- CFES teachers will confer with parents of students at least twice during the school year with at least one conference being face-to-face if possible. Parents may request a meeting at any time with their child's teacher(s) and/or the Title I coordinator.
- Parents will be provided with frequent reports on their child's progress using, but not limited to, the following:

\*MAP results will be shared in Fall, Winter, and Spring.

\*Progress reports will be issued quarterly on an as needed basis.

\*Progress monitoring data gathered through the RTI process will be shared as needed or requested.

\*Weekly Friday Folders with graded assignments.

A. **Colham Ferry Elementary School** will offer two-way communication and information related to the school and parent programs, meetings, and other activities to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language that parents can understand through the following methods

- Email
- Friday Folders
- Phone calls
- Face to face conferences
- Digital Conferences
- School Website
- Infinite Campus

5. **Colham Ferry Elementary School** will take the following actions to jointly develop with parents and family members of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- Provide Title I parents the opportunity to rate the effectiveness of the current Title I program by completing an annual survey
- The results of the Title I parent survey will be used to assess the effectiveness of the Title I program. Survey results and open-ended feedback will be used to make

revisions to the Title I program.

- Parents were invited to view the proposed 2023-2024 School-Parent Compact, Family Engagement Plan, and Targeted Assistance Plan on the CFES website. Feedback was welcomed by email, phone, google survey, or at the Parent Feedback meeting on August 31, 2023 at 3:00 PM and September 1, 2023 at 7:45 AM.
- The CFES Annual Title I Parent Meetings were held on August 31, 2023 at 5:30 PM and September 1, 2023 at 8:00 AM. At that time parents are given the opportunity to understand and ask questions regarding the 2023-2024 Family Engagement Plan, Targeted Assistance Plan, and Parent Compact.
- If applicable, **Colham Ferry Elementary School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:
  - All parents, family members and community stakeholders were invited to offer input on the Targeted Assistance Plan, Parent & Family Engagement Plan, and the School-Parent Compact. Draft documents were posted on the school website to review and comment in addition to the stakeholder input meetings.
  - All Title I Documents will be shared and reviewed at the Annual Title I meeting, which will include information regarding the use of the 1% set aside funds at **Colham Ferry Elementary School**.

6. **Colham Ferry Elementary School** will build the school's, parents', and family members' capacity for strong parent and family engagement to ensure effective involvement of parents and family members and to support a partnership among the school, parents, family members, and the community to improve student academic achievement through the following activities specifically described below.

A. **Colham Ferry Elementary School** will provide assistance to parents of participating children, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- The challenging academic standards of the State.
- The State and local academic assessments including alternate assessments.
- The requirements of Title I, Part A.
- How to monitor their child's progress.
- How to work with educators to improve the achievement of their child.

Colham Ferry Elementary School will communicate with parents of participating children with 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 through the following:

- The Annual Title I parent meeting
- Regular parent/teacher conferences scheduled by the parents or teachers to discuss specific interventions implemented to match each student's academic needs.
- Monitoring by the Title I teacher and school coordinator
- MAP Assessment Parent Reports
- Parent notification with a letter describing the Pyramid of Interventions / RTI (Response to Intervention) Process.
- Curriculum Night
- Friday Folders
- PowerSchool
- Infinite Campus
- Email

All documents that are necessary for parents to understand the Title I program will be translated into Spanish and other languages as practicable upon request. Upon identification, interpreters will be provided for face-to-face meetings and/or upon parent request. An over-the-phone interpretation service, called Language Line, is available for phone communication with parents who are not proficient in English. Finally, the schools and the district will strive to ensure that all documents are written in clear, jargon-free language that parents can understand.

B. **Colham Ferry Elementary School** will provide materials and training to help parents and family members to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement by:

- The Title I Coordinator will share literacy strategies for parents through a newsletter(s) and, or informational pamphlets.
- Teachers will support parents' understanding of school initiatives as well as providing parents complimentary parent education meetings on how to support their child(ren) at home.
- The Title I teacher will share monthly newsletters with academic advice.

C. **Colham Ferry Elementary School** will provide training to educate teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate, and work with parents and family members as equal partners, in the value and utility of contributions of parents and family members and in how to implement and coordinate parent and family engagement programs and build ties between parents, family members, and the school by:

- All CFES Faculty and Staff will be required to complete a Family Engagement module focusing on family-school partnerships, best practices and strategies for supporting students through strengthening family

engagement and support.

- All CFES Faculty and Staff will participate in Parent-Family Engagement trainings twice per semester on topics such as but not limited to, the value and utility of contributions of parents, how to reach out to communicate with, and work with parents as equal partners, building ties between parents and schools, and communication with parents in a format and, to the extent practicable, in a language that parents can understand.
- All CFES Faculty and Staff will receive continuous communication in the form of emails with links to articles, online training modules, tip sheets, handouts, brochures, and / or website resources regarding parent engagement.

D. **Colham Ferry Elementary School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children by:

CFES school personnel, working with federal programs (Title I-A, Special Education, ESOL) will combine efforts to involve parents for student success. A Parent Mentor is employed by the school system to assist parents of children with disabilities. The CFES school counselor and assigned social workers will support the parents of all students as well.

E. **Colham Ferry Elementary School** will take the following actions to ensure that information related to the school and parent and family engagement programs, meetings, and other activities, is sent to the parents and family members of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

All documents that are necessary for parents to understand the Title I program, will be translated into Spanish and other languages as practicable. Upon identification of parental need and / or request for information in another language or in another format, the school will take steps to ensure that the parent need and / or request is fulfilled.

- Letter, flyer, and newsletter translation
- Interpretation services for parent conferences and or Parent Trainings
- Use of Language Line services for interpretation

F. **Colham Ferry Elementary School** will provide other reasonable support for parent

and family engagement activities under Section 1118 as parents may request by:

Meetings and conferences will be scheduled at a variety of times to maximize opportunities for parents to participate.

### **PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

The Oconee County School District may provide opportunities to build parents' and family members' capacity for engagement in the school and school system to support their children's academic achievement, such as some or all of the following discretionary activities listed under Section 1118 (e) of the ESEA:

- Involving parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of that training
- Providing necessary literacy training for parents and family members from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- Paying reasonable and necessary expenses associated with parent and family engagement activities.
- Training parents and family members to enhance the engagement of other parents and family members
- Maximize parent and family engagement and participation in their children's education, arranging school meetings at a variety of times or conducting conferences between teachers or other educators who work directly with participating children.
- Adopting and implementing model approaches to improving parent and family engagement
- Establishing a LEA parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement

Oconee County Schools District Parent and Family Engagement Plan 2023-2024 is outlined and available for review at:

<https://www.oconeeschools.org/Page/822>

### **PART IV: ADOPTION**

This school parent and family engagement policy has been developed jointly and agreed on with parents of children participating in the Title I, Part A program, as evidenced by copies of invitations to participate, meeting sign-in sheets, and copies of emails.



This policy was adopted by **Colham Ferry Elementary School** on August 2023 and will be in effect for the period of one year. The school will have this policy available for public viewing on the CFES website and parents of participating Title I, Part A children may view or obtain a copy by request on or before October 31, 2023.