

Colleton County School District will take the following actions to involve parents in the joint development of its district and school parental engagement plans:

Each Colleton County school will select parent/staff/community representatives for a District School Team (school teams) that will act as direct representatives of the parent community as a whole and for their school. The District Parent and Family Engagement Coordinator will ensure parent surveys and District School Team recommendations are considered in the development of Parent and Family Engagement plans, compacts, school/district improvement, and strategic plans.

The written Parent and Family Engagement policy is developed with input from all stakeholders and will be distributed to all parents in hard copy and electronic format. This distribution will include information on how to comment on the policy in person, in writing, and electronically. Parent's comments and suggestions will be solicited via printed and online surveys made available on the school, school district, and Federal Programs section of the district website.

The Title I schools and Colleton County School District will take the following actions to involve parents in the process of school review and improvement:

During the Annual Meeting at each school, Colleton County Schools will publicize and disseminate the results of its local annual review of each school (i.e., the review used to determine whether the school is meeting the academic needs) to parents, students, teachers, principals, schools, and the community so that they can provide input through one or more of the following: orally, via email, via school website, online survey, printed survey, or letter.

One parent per grade level, or some other representative sample of parents/stakeholders, will be asked to serve on the District School Team which will share in decision making of school review and improvement. The school Title I planning team will include at least two parents.

The school will present student/school data and the Title I plan at the Annual Meeting, PTO and SIC nights, and/or via letters, auto dialer, online, newsletter. This meeting will include the implementation of The Every Student Succeeds Act (ESSA).

The Title One schools and Colleton County School District will 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 Title I, and the right of the parents to be involved.

The Annual Meeting will be held at each school at a convenient time for parents to attend. Comments will be accepted year-round through one or more of the following: orally (via phone or in person), via email, via school website, online survey, printed survey, or letter.

The Annual Meeting will inform parents of their school's participation in Title I, explain the requirements of Title I, the right of the parents to be involved, review the past year's expenditures and initiatives, and inform parents of the State's academic content standards, the State's student academic achievement standards, the State and local academic assessments including alternate assessments, how to monitor their child's progress, and how to work with educators.

The Title One schools and Colleton County School District will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits

Parents referred for the District School Team will be given an opportunity via survey to select days and time periods that would be most convenient for parent meetings. A consensus will be found and used to schedule meeting times and locations that will ensure that parents' engagement are maximized.

, as such services relate to parental engagement.

The schools, through the Parent and Family Engagement Coordinator and District School Team members, will request input from parents in more than one of the following ways: at School Improvement and/or PTO meetings, at meetings held in the morning or evening, at family nights, online, via surveys, and at community events in order to design, implement, and increase opportunities for parent involvement.

Each Colleton County Title I school will decide if additional measures to promote meeting attendance are warranted.

The Title One schools and Colleton County School District will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental engagement activities to improve student academic achievement and school performance:

The Parent and Family Engagement Coordinator, school Parent and Family Engagement Facilitator, and District School Team will identify programs, events, activities and topics of interest to parents in the school community that are shown to support/improve student academic achievement in core content areas and family health and wellness, and will facilitate those programs at the school.

The District Parent and Family Engagement Coordinator will design materials (which may include one or more of the following: a handbook, newsletters, flyers, auto-dialer messages, websites, social networking campaigns, and text messages) to inform parents of activities and make activities available in one or more alternative formats by translation into other languages, making available online, and/or providing other accessibility features.

The District will make available volunteer training at various times to allow parents get necessary training in order to volunteer within the school.

The Title One Schools and the Colleton County School District will coordinate and integrate parental engagement strategies in Part A with parental engagement strategies under the following other programs: Head Start, First Steps, Parents As Teachers, and State-operated preschool programs, by:

Parents of preschool-aged children will be allowed to utilize Title I schools' parent centers and technology centers (possibly including the computer lab, library, or classrooms, as designated by school administration); the school will provide staff to assist them with usage of the facility, if needed.

The District Parent and Family Engagement Coordinator will communicate and collaborate with pre-school programs and organizations to encourage parents to attend UPLIFT (Uniting Parents to Lead, Inspire, Foster, and Teach) sessions at local schools, use resources available online, and promote school success and early **literacy skills** through a variety of programs.

Schools may form partnerships and communicate with the directors of Head Start and the partnership board of First Steps to include them in decision-making processes and to include these groups in school hosted functions; parents may be allowed to schedule opportunities to visit and tour the school along with their children; parents of pre-school aged children may be encouraged to come into the school library and classrooms, and to volunteer to read to students to promote reading in and outside of school.

The Title One schools and Colleton County School District will take the following actions to conduct, with the engagement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental engagement activities (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). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parental engagement and to revise, if necessary (and with the engagement of parents) its parental and family engagement policies.

A survey will be sent to all parents concerning parental engagement. We will ensure that the survey can be utilized by all groups within the school. This includes parents of limited English proficiency, limited literacy, and all ethnic groups.

Parents and/or students will receive incentives for returning completed surveys.

The information from the survey would then be analyzed to determine barriers for parent and family engagement.

Opportunities will be provided to parents to give suggestions to overcome these barriers. These suggestions would then be included in the revisions to the parent and family engagement policy.

The school district will use surveys, comment cards, and comments of participants to evaluate the parental and family engagement policy and activities, design strategies for more effective parental engagement, and to revise, if necessary (and with the engagement of parents) its parental engagement policies.

The Title One schools and Colleton County School District will build the schools' and parent's capacity for strong parental engagement, in order to ensure effective engagement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

The school district will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:

- **the State's academic content standards**
- **the State's student academic achievement standards**
- **the State and local academic assessments including alternate assessments**
- **how to monitor their child's progress, and how to work with educators**

By undertaking the actions described:

Each Colleton County School will host "Open House" and an Annual Meeting during the first quarter of the school year to inform parents of (among other school business) the curriculum that will be used, the forms of academic assessment used to measure student progress, proficiency levels students are expected to meet, and how to assist children with test preparation among other required topics. The information will be made available in various formats following the meeting.

Colleton County Schools will host parent-teacher conferences to discuss student and school performance will be conducted a minimum of two times per school year at various times throughout the day and after school hours. Progress reports will be sent to parents two to four times per school year, depending on student grade level, administrators and staff will be available to discuss and explain the document(s).

Colleton County Schools will provide parents with the achievement scores, curriculum and achievement standards, and various assessments annually in a variety of formats; administration or parent center staff will be available to discuss content through in person visits, phone, email or home visits if needed.

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental engagement, by:

Providing various forms of media, including books, books and periodicals on tape/CD, e-readers, electronic subscriptions, and educational DVD's to parents to improve knowledge and skills on a variety of topics crucial to student achievement in core content areas, health, and wellness through the school/school library's parent center and/or the district parent center.

Parents will receive technological support to support the parental role of "first teacher" through checking out hardware (Study Buddies) and receiving access to software programs to enhance their child's achievement and literacy goals.

The District/School will provide classes in teaching, academic, personal, and/or parenting skills (as requested by parents via survey, suggestion forms, and/or identified by the District Parent Involvement Specialist) and/or informational sessions in multiple formats including one or more of the following: online, via local cable television, video streaming from school/district websites, or DVD checkout from the school/district.

The Title One Parent Center will support student and family literacy by providing informational sessions in core content areas and providing parents with materials and strategies to use with their children to promote student success.

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

The District Federal Programs Director and District Parent Engagement Coordinator will meet with school staff (teachers, administration, etc.) at scheduled staff meetings (identified by school administrators), in-service days, or provide in distance education format, staff/professional development on how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental and family engagement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschoolers, 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 in more fully participating in the education of their children, by:

Allowing and encouraging parents of preschool students to utilize the district parent center.

Providing printed and/or electronic materials to help parents prepare pre-school aged children to begin school.

Welcoming parents of preschool and Head Start students to use the school's technology and or parent centers and providing staff to assist them with usage of the equipment.

Forming partnerships and communicating with the directors of Head Start and the partnership board of First Steps to include them in decision making processes and to include these groups in school hosted functions

Providing in-home and/ or in-community materials and interventions to assist parents in building early learning skills including early and family literacy.

Policy and Procedure Suggestions/Comments:

All parents are encouraged to comment on the policy or other areas of concern. To comment, please send a letter that includes your specific concern, the school your child attends, and your name and contact information to:

Office of Federal Programs

Dr. Vanessa Nelson-Reed, Director
500 Forest Circle
Walterboro, SC 29488

Tangela Green,
Parent & Family Engagement Coordinator

Or use one of the following methods:

Call: 843-782-4522, ext. 2 or 843-782-4522, ext. 3

Fax: 843-782-0023

Email: vreed@colleton.k12.sc.us

tgreen@colleton.k12.sc.us

We look forward to hearing from you!



Office of Federal Programs

**2020-21
Title I
District Parent & Family
Engagement Policy**

**Dr. Vanessa Reed,
Director of Federal Programs**



**Making a World of Difference
to Make a Different World**

The mission of the Office of Federal Programs is to provide resources and services that enable disadvantaged children to meet or exceed state standards.

