

2018 - 2019

ALLEN PARISH SCHOOL BOARD

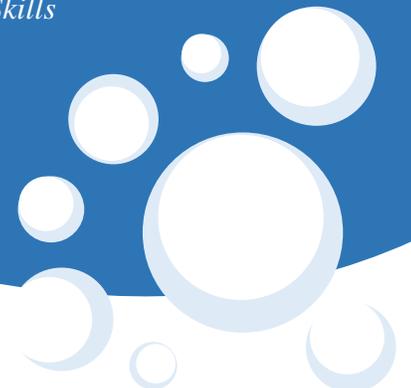
FAMILY ENGAGEMENT PLAN

REVISED BY THE DISTRICT ATP COMMITTEE

AUGUST 30, 2018

“In this complex world, it takes more than a good school to educate children. And it takes more than a good home. It takes these two major educational institutions working together.”

Dorothy Rich, author of *MegaSkills*



Allen Parish

District Action Team for Partnerships Committee

Elizabeth High School

Melissa Strother, Team Leader
Deidra Brady, Parent
Sue Ellen Reeves, Parent

Fairview High School

Courtney Pitre, Team Leader
Barbara Hill, Parent
Davina Phillipott, Parent

Kinder Elementary School

Sally Kelley, Team Leader
Casey Kuyper, Parent
Kim Poncho, Parent

Kinder Middle School

Katie Dorr, Team Leader
Nina Fuselier, Parent
Kari Guidry, Parent

Kinder High School

Corrie Roberts, Team Leader
Laura Weatherford, Parent
Amy Romero, Parent

Oakdale Elementary School

Paula Guillory, Team Leader
Sandra Bushnell, Parent
Carolyn Kaleel, Parent
Daryl Middleton, Parent
Brooke West, Parent

Oakdale Middle School

Cindy Carpenter, Team Leader
Anna Solomon, Team Leader
Rachel Brown, Parent
Mary Carlisle, Parent
Meghan Doyle, Parent
Latessa Jones, Parent

Oakdale High School

Brianna Jones, Team Leader
Miranda Laird, Parent
Leann Mezzacappo, Parent

Oberlin Elementary School

Melissa LeBlanc, Team Leader
Sara Manuel, Team Leader
Kasi Granger, Parent
Erica Rex, Parent

Oberlin High School

Sandra Fontenot, Team Leader
Rachel Brown, Parent
Allyson McCleon, Parent

Reeves High School

Michelle Willis, Team Leader
Crissy Broussard, Parent
Jenna Guillory, Parent

Allen Parish District Personnel

Jennifer Manuel, Title I Director
Brenda Green, Title I FE Coordinator

Family Engagement isn't an option. It's a necessity!



Allen Parish School Board District Level Family Engagement Plan 2018-2019

In support of strengthening student academic achievement, Allen Parish School Board (APSB) receives Title I, Part A funds and therefore must jointly develop with, agree upon, and distribute to families of participating children a written Family Engagement plan that contains information required by Section 1116(a)(3)(D) of the Every Student Succeeds Act (ESSA) of 2015. The plan establishes the LEA's expectation for Family Engagement and describes how the LEA will implement a number of specific Family Engagement activities, and it is incorporated into the LEA's plan submitted to the State Educational Agency (SEA), upon request.

The Allen Parish School Board (APSB) agrees to implement the following requirements as outlined by Section 1116:

- The school district will put into operation programs, activities, and procedures for the engagement of families in all of its schools including those with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with families of participating children.
- The school district will work with its schools to ensure that the required school-level Family Engagement Plan meets the requirements of Section 1116(a)(3)(D) of ESSA and includes, as a component, a school-parent compact consistent with Section 1116(a) and (b) of ESSA.
- In carrying out the Title I, Part A Family Engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of families with English learners, families with disabilities, and families of migratory children. This includes providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format with the inclusion of alternative formats upon request, to the extent practicable, in a language families understand.
- If the LEA plan for Title I, Part A, developed under Section 1112 of the ESSA, is not satisfactory to the families of participating children, the school district will submit any parent comments with the plan, upon request of the Louisiana Department of Education.
- The school district will be governed by the following definition of Family Engagement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Throughout this document are references to "Family Engagement." All such references may be interpreted to include any adult who plays an important role in a child's family life, since other adults such as grandparents, aunts, uncles, step-parents, foster parents, and guardians may carry the primary responsibility for such a child's education, development and well-being. Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) that families play an integral role in assisting their child's learning;
- (B) that families are encouraged to be actively involved in their child's education at school;
- (C) that families 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; and
- (D) that other activities are carried out, such as those described in Section 1116 of ESSA.

The aim of education should be to teach us rather how to think, than what to think—rather to improve our minds, so as to enable us to think for ourselves, than to load the memory with thoughts of other men.

Bill Beattie

JOINTLY DEVELOPED

The APSB will take the following actions to engage families in the joint development of its LEA Family Engagement Plan under Section 1112 and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of ESSA:

Allen Parish School Board will have a district Action Team for Partnerships (ATP) that consists of the District Family Engagement (FE) Coordinator, Title I Director, Title I FE Coordinator, the ATP Team Leader and two parents from each of the schools (Title I and Non-Title I). During the annual District ATP meeting held in early fall, the district will develop or revise the District Family Engagement Plan utilizing suggestions and ideas to improve from all stakeholders. Letters are sent to all participants informing them about the meeting date, place, and time. An announcement is also posted on the Title I webpage. All feedback from stakeholders will be included in the plan for this year. The district plan will be posted on the District Title I website and in each school's handbook. It will also be available at the Title I Family Resource Center.

APSB will provide opportunities for families to become involved in the decision-making at the school level on how the family engagement programs will be designed, implemented, assessed, and strengthened through meaningful consultation. Action Teams for Partnerships (ATPs) will continue at each school and include administrators, teachers, paraprofessionals, parents/family members, and students. These school support teams will assist schools in increasing student learning by composing a family engagement plan geared to the school's needs. The school teams will continue to implement the Johns Hopkins model – the National Network of Partnership Schools. This model provides a variety of strategies for engaging families in planning at the district and school levels. This plan will be written/revised during the first ATP meeting of the school year. It will be discussed with all families during the Annual Title I Parent Orientation meeting at the beginning of the school year as well as included in the school handbooks.

TECHNICAL ASSISTANCE

The APSB will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective Family Engagement activities that are an intentional connection to learning in order to improve student academic achievement and school performance:

- Parent Meetings to assist families in understanding state academic content standards, accountability system, academic assessments, and monitoring their children's progress
- Parent Liaison-responsible for Family Resource Center and Take Home activities
- Literacy Intervention Strategies
- Classroom Connections Forms
- Family Reading/Math/Science/Technology Activities
- Title I Coordinators to provide technical assistance to schools, both public and non-public
- District Family Engagement Coordinator
- Student Progress Center

The Allen Parish School Board will collaborate to develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in family engagement activities such as:

- School Improvement Committee – Engage all stakeholders in development of School Improvement Plan
- Family Engagement Activities planned by Action Team for Partnerships (ATP), especially academically related ones (i.e. Family Reading/ Math/ Science/Technology Activities), utilizing community members/businesses, as appropriate.

The school district will, with the assistance of its schools and parents, educate all stakeholders, in:

1. how to reach out to, communicate with, and work with parents as equal partners;
2. the value and utility of contributions of parents and families;
3. how to implement and coordinate parent and family programs;
4. how to build ties between families and schools.

This will be done through the following:

- Providing training for school employees through annual training letter
- Engaging parents in quarterly Action Team for Partnerships (ATP) meetings
- Working with schools during Meet and Greets, Open House, or Parent Orientations
- Making the Family Resource Center available to all parents (Business Hours-8 A.M. – 4 P. M.)
521 West 6th Avenue, Oberlin, LA 70655 * Contact Brenda Green @ 337-639-2628

ANNUAL EVALUATION

The APSB and the District ATP Team will take the following actions to conduct an annual evaluation of the content and effectiveness of this Family Engagement Plan in improving the quality of its Title I, Part A schools. The school district will use the findings of the evaluation about its Family Engagement Plan and activities to design strategies to improve effective Family Engagement, to remove barriers to family participation, and to revise, if necessary (and with the involvement of families) its Family Engagement Plan.

The review is conducted through evaluation forms provided at family meetings and ATP meetings, as well as, our Annual District ATP Meeting in the fall. Comments by all stakeholders are used to revise the plan each year. In addition to these evaluation surveys, each school will also use their ATP meetings to discuss family needs in order to design strategies and activities for more effective family engagement. Each school will also do an annual End of Year Evaluation Survey to gauge the effectiveness of their program, as well as, reflect on the quality of their FE activities for the school year.

A rubric will be used by the district to monitor the effectiveness of the ATP team at each school. Points to be evaluated will be ATP reports, attendance at ATP meetings, meeting dates, activities held, evaluation summaries of those activities, use/spending of Family Engagement funds, and at-risk Classroom Connection forms sent to the Media Center. This rubric along with the End Year Evaluation Survey will guide the schools through the revisions of their own Family Engagement Plans.

RESERVATION OF FUNDS

The APSB will involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for Family Engagement is spent and will ensure that not less than 90 percent of the 1 percent reservation goes directly to the schools as described in section 1116 of ESSA.

The APSB Title I Staff will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and ATP recommendations. Funds are used to support programs that reach parents and family members at home, in the community, and at school.

Each Title I school holds quarterly meetings where families are invited to provide suggestions on how family engagement funds will be used in the upcoming year. Minutes from these meetings will document areas of need and consideration to the Family Engagement budget.

COORDINATION OF SERVICES

The APSB will, to the extent feasible and appropriate, coordinate and integrate Family Engagement strategies with Head Start, Model Early (8g), Educational Excellence Fund (EEF), LA4 and TANF, locally funded classrooms, and non-public preschool programs to serve all pre-school age children

and conduct other activities, such as the Family Resource Center, that encourage and support families in more fully participating in the education of their children by:

- Coordination of registration efforts in all pre-school classes by providing registration packets and collaboration with Pupil Appraisal Services.
- Collaboration with all providers to ensure a smooth transition into Kindergarten.
- Integration of all Pre-School staff members and parents in training and informational meetings.
- Required semi-annual Parent/Teacher conference days.
- Home-School Communication through Home Connection activities (English and Spanish versions) throughout the year.
- Criteria for promotion will be sent home periodically throughout the school year.

BUILDING SCHOOL AND PARENT CAPACITY

The APSB will build the schools' and parent/families' capacity for strong family engagement in order to ensure effective engagement of families to support a partnership with the Title I schools, Non-Title I Schools, and Non-Public schools, in coordination with parents, families, and the community. Building these relationships will improve student academic achievement by providing information for the following topics in an understanding format, to the extent practicable, and in a language that families can understand:

- District Family Engagement Plan
- Title I Parent Orientation Meetings at each school including the requirements of Part A
- School-Parent-Student Compacts (Section 1116(a), (b), ESSA)
- Family Volunteer Programs
- Pupil Progression
- Family Resource Center (**FRC**)
- Student Handbooks including *Parents' Right to Know* with the following information:
 - a. how families can request information regarding the professional qualifications of their child's classroom teachers or paraprofessionals
 - b. how families will be provided information related to their child's academic achievement if the student has been assigned a teacher who does not meet applicable State certification or licensure requirements for more than 4 weeks
- Level of achievement in each academic assessment required by state and federal laws
- Easy-to-understand annual LEA Report Card
- State or local policies on student participation in statewide assessments, including their rights to opt-out

APSB Title I will also provide a district Title I webpage linked to the APSB district website that will contain resources and materials to help families work with their children at home. Copies of needed materials will be made available at all Title I schools for those families who may have limited internet access.

The FRC Parent Liaison will assist families with understanding the online Student Progress Center as well as linking all children in a family together for ease of access.

The APSB will ensure that information related to district, school, and family meetings and activities is available to all families. The FRC will send home a district wide calendar of events at the beginning of the year. The district will also utilize school message systems, school websites, local news media, newspapers, and social media to post information for parent/families.

The APSB Title I will conduct two trainings during the year for principals and ATP team leaders to learn and discuss strategies to increase family engagement, improve school-family communication, and build ties with families and the community. When needed, these trainings will be redelivered to the faculty and staff of Title I schools. The Title I Family Engagement Coordinator will visit each Title I school's ATP meetings to assist in the review of their school's Family Engagement requirements and initiatives.

The APSB has established a district wide Action Team for Partnerships comprised of family representatives from all schools in the district, school team leaders, and district personnel to provide advice and suggestions related to family engagement and be informed of the latest updates for district and federal guidelines.

The APSB will encourage schools to maximize Family Engagement and participation in their children's education, arranging school meetings at a variety of times or sending information home for families that are unable to attend those activities at school.

ADOPTION

This District Family Engagement Plan has been developed jointly and agreed on with families of children participating in Title I, Part A programs, as evidenced by the collaboration of families, school, and district personnel at the Annual District ATP meeting.

This plan was adopted by the *APSB District Action Team for Partnerships* on August 30, 2018, and will be in effect for the period of the school year 2018-2019. The school district will distribute this plan to all families of participating Title I, Part A children on or before September 14, 2018.



Louisiana Department of Education Complaint Procedures for The Elementary & Secondary Education Act of 1965

If the Allen Parish Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with *The Louisiana Handbook for School Administrators*, Bulletin 741, Section 349, which is available online at the following website: <http://www.doe.louisiana.gov/osr/lac/28v115/28v115.doc>.

Parents may also request a copy of this bulletin by calling the Department's **toll-free** number: **1-877-453-2721**. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C §6301, et. seq. (ESEA).

Summarized from the above handbook, complaints to the Louisiana Department of Education must:

- (1) be in writing, and
- (2) describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

- A statement of the violation of a requirement of a pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The parent's signature and contact information;
- Only violations occurring within the past year.

A parent is notified when a complaint has been received by the Department and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

*The term "parent" refers to any caregiver for the child (i.e., guardian, family member, foster parent, etc.)