

Shelby County Schools
District-Wide Parent and Family Engagement Plan
2021-2022

PART I General Expectations

The Shelby County Board of Education agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the engagement of all parents and families in all of its schools with Title I, Part A programs, consistent with section 1116 of the Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of section 1116 of ESSA, and each include, as a component, a school-parent compact consistent with section 1116(2)(d) of 2015 of the ESSA.
- The school district will incorporate this district-wide parent and family engagement policy into its Local Education Agency (LEA) plan developed under section 1112 of the ESSA.
- In carrying out the Title I, Part A parental engagement requirements, to the extent practicable, the school district 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 ESSA of 2015 in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESSA, is not satisfactory to the parents and families of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

- The school district will engage the parents and families of children served in Title I, Part A schools in decisions about how at least one percent of Title I, Part A funds reserved for parental engagement is spent, and will ensure that not less than 90 percent of the one percent reserved shall go directly to the schools.
- The school district will be governed by the following statutory definition of parental engagement, and expects that its Title Schools will carry out programs, activities and procedures in accordance with this definition:

Parental and family engagement means the participation of parents and families in regular, two-way and meaningful and communication involving student academic learning and other school activities, including ensuring –

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

PART II Description of How District Will Implement Required District-wide Parental Engagement Policy Components

1. The Shelby County Board of Education will take the following actions to engage parents and families in the joint development of its district wide parental engagement plan under section 1116 of the ESSA:

The district parent and families engagement liaison will develop a committee comprised of two parent representatives from each of the Title I schools. Parents will sign a sheet stating attendance, an agenda will be given to each parent, and minutes of the meeting

will be taken by a member of the committee. The previous year's policy will be disseminated to parents and families for review before the committee meets. At the meeting, the plan will be reviewed, discussed and evaluated. Changes will be made according to the committee's recommendations, including parent surveys, each year.

2. The Shelby County Board of Education will take the following actions to engage parents and families in the process of school review and improvement under section 1116 of the ESSA:

Every Title I school has a Parent and Families Advisory Committee. Each year, this committee meets to evaluate, make recommendations, and approve the local Title I Parent Involvement Plan. When preparing the local Title I Plan each year, at least one parent is included on every local school team. This parent(s) is given the opportunity to provide information and suggestions representing parents. All meetings are documented by sign-in sheets, agendas, and meeting notes.

3. The Shelby County Board of Education will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:

The local parent liaison will assist each school with implementing quality parent and family engagement programs by:

- Meeting with the local Title I committee annually and Parent Advisory Committee at least twice annually.
- Providing workshops on assessment data as requested.

- Providing resources to increase family engagement in the local schools.
- Coordinating district-wide Title I family literacy education training and family math education training. Parents attending literacy/math trainings will be given resources to take home listing specific activities they can do with their child.
- Distributing a parent survey for each school, and calculate the results. These results will be used by local school committees and by the District Advisory Committee. Parents will also be notified of these results. Information will be provided to parents based on these surveys.

4. The Shelby County Board of Education will coordinate and integrate parent and family engagement strategies in Part A with parental engagement strategies under the following other programs: School Based Preschoolers and Head Start, by:

- Providing the same opportunities for parents of school-based pre-schoolers that are provided to other parents in the local school.
- Coordinating a county-wide pre-registration day in the spring for incoming students and parents to visit and tour the school, as well as to register for the upcoming year.

5. The Shelby County Board of Education will take the following actions to conduct, with the engagement of parents and families, an annual evaluation of the content and effectiveness of their 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 and families 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 parent and family engagement, and revise, if necessary (and with the collaboration of parents and families) its parent and family engagement policies.

- Each year the District Parent Engagement Liaison will form a committee comprised of two parent representatives from each Title I school to form the District Parent Advisory Committee.
- Contact by mail, email, or phone will be made to secure the participants of the committee.
- An invitation will be sent, along with a copy of the current District Parent and Family Engagement Plan, to each member before the annual meeting.
- In the meeting, sign in sheets, an agenda, and meeting notes will be kept.
- The plan will be reviewed by all members of the committee during the meeting, and suggestions for revisions will be discussed.
- The revisions will be made and a copy of the Plan will be sent to each committee member.
- The local District Parental Engagement Plan will be available on the Shelby County Schools' web site.
- A listing of possible barriers for parent engagement will be generated by the committee. The district liaison's role will be as a facilitator in this discussion.
- This committee will convene before the first semester break of each year.
- An additional District Parent Advisory Committee meeting will take place before the end of the second semester. At this time, further revisions will be made to the district Parent and Family Engagement Plan for the next school year as needed.
- Beginning in the 2019-2020 school year, per the Alabama State Department of Education (ALSDE), parent surveys will be

completed on the eProve on-line platform. Surveys will be available in a variety of languages that parents and families can understand.

PART III Building Capacity for Parent and Family Engagement

1. The Shelby County Board of Education will build the schools' and parents' and families' capacity for strong parent and family engagement, in order to ensure effective engagement of parents and families, and to support a partnership among the schools involved, parents, families, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph - -

- **The State's College and Career Readiness Standards (CCRS)**
- **The State and local academic assessments including alternate assessments,**
- **The requirements of Part A**
- **How to monitor their child's progress, and**
- **How to work with educators**

The aforementioned information will be disseminated through:

- An annual meeting of parents and families of Title I students
- Workshops will be provided for parents throughout the year on various, relevant topics. These workshops are based on specific school needs and parent survey results.
- In conjunction with the ALSDE's Parent Visitation Month held in October, local schools offer various workshops associated with academics, assessments, and tests used at elementary and secondary levels. During the 2020-2021

school year elementary schools will use the following formal assessments: AlaKids beginning the year assessment for all Kindergarten students; iReady reading and math, K-5, administered three times a year; ACAP Summative, grades 2 - 5, reading and math; ACAP, 4th grade, science; Houghton Mifflin Harcourt, Kindergarten – grade 5, math for each math module taught. The ACAP Summative assessment is also used in grades 6 – 8. Grades 6 – 12 will use iXL for English Language Arts and math. High schools will administer the PreACT in grade 10, the ACT in grade 11, and ACT WorkKeys in grade 12. Grades 9 – 12 will also use Scantron's Performance Series for English Language Arts and math. K-12 English Language learners use ACCESS testing.

- Schools offer a Meet the Teacher Night or Open House to discuss classroom policies, teacher conferences, and strategies to help their children at home.
- Progress updates will be sent home to parents. These updates will give information related to the CCRS for every subject for the designated period of time.
- All parents of Title I students will participate in a parent-teacher conference at least once annually. These conferences will be provided at differing times, according to needs of the parents. Before school, afternoon, and late afternoon conferences will be offered as necessary to accommodate parents' schedules.
- Information will be provided about progress monitoring and how it occurs throughout the year.

B. The school district will, with the assistance of its schools, provide materials and training to help parents and families 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:

During the 2020- 2021 school year, parents of Title I schools will be given the opportunity to participate in literacy and math events.

Beginning literacy resources will align with the Alabama College and Career Ready Standards. Literacy resources will have activities for the parent and child to do together at home. The math resources will align with concepts found in the State College and Career Ready Standards and taught through AMSTI and will provide school-home extensions as well.

The district provides a link on the Shelby County Schools' web page under Student and Parent Resources to the Parent Institute newsletter, *Helping Children Learn*; it includes parenting tips and strategies and is available in both English and Spanish. Links to other web sites for parents are also included on the district web page under the Technology home page. Local schools will offer workshops at various times on literacy, math and technology as needed and appropriate.

The district began a Family Engagement Academy (FEA) in the fall of 2015-2016. The academy will be held every other year. Each FEA session will focus on a topic to support family engagement and student success. The FEA focuses on topics that support family engagement and foster student learning success. Each session provides opportunities for participants to reflect and to talk with other families about relevant issues as well as ways to take the information to their respective communities. During each session, participants receive a resource and information about how to use it to successfully engage their children in learning. In addition, each session will provide opportunities for families to talk with other families about current issues and ways to take the information back to their respective school communities.

C. The school district will, with the assistance of its schools and parents and families, 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 and family programs and build ties between parents and families and schools, by:

- Each year, Title I schools ask their parents to complete a survey. This survey includes a space in which parents and families can write: workshop topics that they would like to see offered; a preferred time of day to participate in workshops and; indicate how the school system can effectively plan family engagement activities.
- A monthly newsletter, Helping Your Child Learn, is posted on Shelby County Schools' website under Student and Parent Resources; it is available in both English and Spanish. This subscription is purchased by Shelby County Schools from the Parent Institute.
- New teacher orientation includes a segment about effectively communicating with parents and families.
- The district liaison provides materials to principals about various parent and family topics.
- Materials/resources/information about various parent engagement topics are provided to PTOs or other parent and family groups as requested.

D. The school district will, to the extent reasonable and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Reading First, Early Reading First, 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 and family resource centers, that encourage and support parents and families in more fully participating in the education of their children, by:

- Each school will make family resources available in a location that can be readily accessed by parents and

family members. Materials provided in this area can include pamphlets, books, videos, and other media on parenting topics such as: appropriate discipline; ADHD; social-emotional learning; the needs of various learners such as gifted and students with special needs and; other topics that families list of interest on the parent and family survey.

- Preschool students housed in local school buildings will be included in all activities involving parents and families as parents of students enrolled in school are.
- There are Head Start sites in some of the Title I communities in our county. The local schools close to these sites will include students and families, to the extent feasible, in parent engagement activities.
- The HIPPY (Home Instruction for Parents of Preschool Youngsters) program is offered to parents of 3 – 4 year olds in Calera, Columbiana, Montevallo, Shelby, Vincent, and Wilsonville areas.

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

- Parent and family surveys are made available in both English and Spanish.
- Information may be translated as needed by the Shelby County ESL Department.
- Interpreters are provided for meetings as needed for parents that do not speak English.
- Materials will be provided in an understandable format.
- Local schools hold ESL parent and family information sessions. Information is given to parents and families on various topics, and parents are given an opportunity to ask questions and provide input.

PART IV Adoption*

The District-wide Parent and Family Engagement Plan has been developed jointly with, and agreed on with, families of children participating in Title I, Part A programs, as evidenced by meeting agenda and sign-in sheets.

This plan was originally adopted by the Shelby County District Advisory Committee on April 4, 2006 and will be in effect until such policy is amended by this Committee. It is updated annually in collaboration with the Parent Advisory Committee. The school district will distribute this policy to all parents of participating Title I, Part A children during the fall of the 2019-2020 school year; it will also be posted on the Shelby County Schools' web site.

*This plan is in effect during the 2020-2021 school year unless it is superseded by regulations enacted due to the COVID-19 pandemic.

Amended 11-15-06
Amended 5-14-08
Amended 5-15-09
Amended 5-18-10
Amended 10-26-10
Amended 5-12-11
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