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Dr. Curtis L. Jones, Jr.  
Superintendent

3600 Brookdale Avenue  
Macon, GA 31204



# BIBB COUNTY SCHOOL DISTRICT

## OFFICE OF DISTRICT EFFECTIVENESS AND FEDERAL PROGRAMS

### Receipt of 2018-2019 Title I Parent and Family Engagement Guidebook

**August 2018**

Dear Parent/Guardian:

Your participation in your child's education is extremely important to us. We believe in maintaining regular, two-way communication between home and school. As such, we distribute information to explain how parents can work with the school to ensure that students achieve their maximum potential. Please take time and carefully read all of the documents included in your child's Title I Parent and Family Engagement Guidebook. We also ask that you sign and return the appropriate forms to your child's teacher.

**Provided in the Title I Parent and Family Engagement Guidebook are the following documents:**

- Receipt of 2018-2019 Title I Parent and Family Engagement Guidebook **(School Copy-Please Return)**
- School-Parent Compact Signature Letter **(School Copy-Please Return)**
- A Family's Guide to Title I
- Parent Right to Know Notification
- School Parent and Family Engagement Plan
- School-Parent Compact
- District Parent and Family Engagement Plan
- Before and After School Programs Notification
- McKinney-Vento Program Notification
- Migrant Education Program Notification
- Complaint Procedures

Please sign below and return this page **AND** the School-Parent Compact Signature Letter to your child's teacher by **August 31, 2018**.

Should you have any questions, please contact your child's principal.

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**I have received and read the 2018-2019 Title I Parent and Family Engagement Guidebook for Brookdale Elementary School.**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_



## Brookdale Elementary School

### *School-Parent Compact Signature Cover Letter* 2018-2019

Revised March 7, 2018

August 1, 2018

Dear Parent/Guardian,

Brookdale Elementary School students participating in the Title I, Part A program, and their families, agree that this School-Parent Compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. It describes how the school and parents will build and develop a partnership that will help children achieve the challenging State academic standards. Please review the attached School-Parent Compact.

Please **sign and date below** to acknowledge that you have read, received, and agree to this School-Parent Compact. **Once signed, please return the form to your child's teacher and keep the School-Parent Compact as a reminder of your commitment.\*** The School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school. We look forward to our school-parent partnership!

Sincerely,

*Kim Tolbert*

Kim Tolbert  
Principal

Teacher/School Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please return one signed form for each student in your household attending Brookdale Elementary School.**

# A Family's Guide to Title I

## What is Title I?

Title I is the largest federally funded program for elementary, middle, and high schools. Title I helps students, teachers, and parents. Through Title I, school districts receive money based on the number of low-income families in each district. Each district uses its Title I money for extra educational services for children most in need of educational help. The focus of the Title I program is on helping the students meet the same high standards expected of all children. The Every Student Succeeds Act (ESSA) serves as the latest reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA) which focuses on the clear goal of fully preparing all students for success in college and careers and the right of parents to be involved in the education of their children.



## Which Bibb County Schools receive Title I services?

Alexander II Elementary	Howard Middle	
Appling Middle	Ingram-Pye Elementary	
Ballard-Hudson Middle	Lane Elementary	
Bernd Elementary	Miller Middle	
Brookdale Elementary	MLK Elementary	
Bruce Elementary	Northeast High	Springdale Elementary
Burdell-Hunt Elementary	Porter Elementary	Taylor Elementary
Carter Elementary	Riley Elementary	Union Elementary
Central High	Rutland High	Veterans Elementary
Hartley Elementary	Rutland Middle	Vineville Academy
Heard Elementary	Skyview Elementary	Weaver Middle
Heritage Elementary	Southfield Elementary	Westside High
Howard High	Southwest High	Williams Elementary

## What are your rights as a parent?

Under the Every Student Succeeds Act (ESSA), you may request information about the professional qualifications of your child's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether your child's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning the qualifications of your child's teacher and/or paraprofessional, please contact the school principal.





### ***What is My Role in Supporting My Child's Success?***

Parents are an important part of the Title I team and are partners with the school in helping their students achieve. **As the parent of a child in a Title I school, you have the right to:**

Be **engaged** in the planning and implementation of the parent and family engagement plan and program in your school

**Ask** to read the progress reports on your child and school

**Request** information about the professional qualifications of your child's teacher(s) and/or paraprofessionals including the degrees and certifications held, and whether the teacher is certified in their respective area of instruction

Help to **decide** if Title I is meeting your child's needs, and offer suggestions for improvement

**Ask** about your child's school designation under the Every Student Succeeds Act (ESSA), Title I, Part A

**Know** if your child has been assigned or has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification, licensure requirements, or district requirements for certification

Help **develop** your school's plan for how parents and schools can work together.

### ***What is the School District's Role in Supporting My Child's Success?***

Local educational agencies (LEAs) are defined as school districts, county offices of education, and direct-funded charter schools that **are responsible for the following actions:**

Plan and implement educational programs, activities, and procedures as required under Title I that engage parents

Reserve 1% of Title I funds for parent and family engagement activities if the LEA receives more than \$500,000

Develop a parent and family engagement plan with the participation of parents

Provide full opportunities for participation of parents with limited English proficiency, disabilities, and parents of migratory children, and when appropriate, in a language and format that they can understand

Conduct an annual evaluation of the parent and family engagement plan and implement changes based upon the findings of the evaluation

Build parent capacity by providing literacy and technology trainings that will help parents work with their children to improve academic achievement

Build capacity of school staff by providing resources that will assist staff in communicating with parents and working in partnership for students' academic success.

### ***What is the School's Role in Supporting My Child's Success?***

Some Title I schools are schoolwide programs. This means that school staff work to improve the school's educational program in an effort to increase the achievement of all students, particularly those who are low achieving and thus could benefit from extra supports or services. Other schools may have a targeted assistance program, which means that only certain students and their parents can benefit from the additional services Title I provides. **Title I schools are responsible for the following actions:**

Involve parents in the planning, review, and improvement of Title I programs, including the school parent and family engagement plan

Develop jointly, with the parents of participating students, a school-parent compact focused on academic achievement

Inform parents in an understandable language and format

Offer parent meetings at various times or in various formats (schools may also pay for transportation and child care, when reasonable and necessary)

Provide information to parents about the state standards, curriculum, and assessments and how parents can monitor their child's progress

Build parent capacity by coordinating and integrating parent programs and activities with other federal, state, and local programs.



For more information regarding Title I, contact the Office of District Effectiveness and Federal Programs at 478.765.8582.



**Brookdale Elementary School**  
**3600 Brookdale Avenue**  
**Macon, GA 31204**

**Right to Know Professional Qualifications of Teachers and Paraprofessionals**

**August 1, 2018**

Dear Parent(s) or Legal Guardian(s),

In compliance with the requirements of the Every Students Succeeds Act (ESSA), **Brookdale Elementary School** would like to inform you that you may request information about the professional qualifications of your child's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether your child's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning the qualifications of your child's teacher and/or the paraprofessional, please contact me, **Kim Tolbert**, your child's principal, by phone at **478-779-2800** or by email at **Kim.Tolbert@bcsdk12.net**.

Thank you for your interest and involvement in your child's education.

Sincerely,

*Kim Tolbert*

Kim Tolbert  
Principal



## BROOKDALE ELEMENTARY SCHOOL

*Kim Tolbert, Principal*

3600 Brookdale Avenue  
Macon, Georgia 31206  
(478) 779-2800  
[www.bcsdk12.net/brookdale](http://www.bcsdk12.net/brookdale)

## PARENT AND FAMILY ENGAGEMENT PLAN

**2018-2019**

*Revised: March 7, 2018*

### What is Title I?

As part of the Every Student Succeeds Act (ESSA), Title I, Part A, Brookdale is identified as a Title I School. Title I is designed to support State and local school reform efforts tied to challenging State academic standards in order to reinforce and enhance efforts to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support parent and family engagement. All Title I schools must jointly develop with all parents and family members a written parent and family engagement plan and schoolwide plan to strengthen student academic achievement.

### DISTRICT GOALS

All students will reach high standards with a minimum attaining the following proficiency:

- Increase the percent of students achieving a Lexile measure at the targeted grade levels (3rd, 5th, 8th, HS American Lit) to 55% as measured by the Georgia Milestones Assessment scores.
- Decrease the percentage of students absent for 6 or more days from 48.4% to 30%.

### SCHOOL GOALS

#### Reading/ELA

**Kindergarten.** To increase sight word recognition so that all students are reaching 85 words or higher by the end of the year.

**1st Grade.** To increase Scale scores by 100 points or higher on STAR 360 Early Literacy Assessment.

**2nd Grade.** To increase Lexile scores by 100 points or higher on STAR 360 Reading Assessment.

**3rd - 5th Grades.** To increase Lexile scores by 100 points or higher on Georgia Milestones Assessment.

#### Math

**Grades K-2.** To increase performance by 15% in Number Operations on STAR 360 Assessment.

**Grades 3-5.** To increase performance by 15% in Number Operations on STAR 360 Assessment.

### Parents, Teachers, and Students Share Responsibility for Success

**What is this plan?** This plan explains how Brookdale Elementary School will provide various opportunities for involvement of parent and family members. At Brookdale we value parent and family member input. By working together, the common goal of student success will be accomplished. Parents and family members are encouraged to assist with the planning of activities that will promote student success.

**How is it developed?** Parents and family members are invited to several review meetings that are scheduled for their convenience. Once completed, feedback is welcomed at any time during the year. All comments made will be used to revise the plan for the next year. We also distribute an annual survey to ask parents and family members for their suggestions on the plan and use of funds for family engagement.

**Who is the plan for?** Our plan is available for all students participating in the Title I program, and their families are encouraged and invited to fully participate in a decision making role, as appropriate, in the opportunities offered in this plan. Brookdale will provide an equal opportunity for the participation of families with limited English, parents with disabilities and parents of migratory children. The Neglected and Delinquent Residential Facilities in the district are included in the parent and family engagement correspondence and activities.

**When will the plan be available?** The plan will be sent home with each student in his/her signed papers folder. The plan will be available for further distribution at the Annual Title I meeting. The plan will also be posted on the school website, in the front office, and in the media center.

### School-Parent Compact

A school-parent compact will be developed through collaboration with parents, students, teachers, and administrators. The purpose of the compact is to show how all involved will work together in order to ensure that all students are successful. The compact will be reviewed annually and updated based on feedback from students, teachers, and parents. Each parent will receive a copy of the compact. Teachers will keep a copy on file as additional copies are needed.

## PARENT AND FAMILY ENGAGEMENT 2018-2019

Brookdale will take the following measures to promote and support parents and family members as an important foundation of the school.

We will —

- ✓ Ensure that all information related to school and family programs, meetings, and other activities is timely and published in both English and Spanish, as needed. At the family's request, and to the extent practical, an interpreter in the family's home language will be made available for meetings and school events.
- ✓ Communicate with all families and the community on a regular basis about school meetings and events such as by mail, flyers, and phone calls as appropriate.
- ✓ Conduct trainings, in consultation with parents, on effective family engagement practices and strategies for staff and families to work together as equal partners. During regular staff meetings, through emails and handouts, we will present tips for building ties between home and school.
- ✓ Partner with Federal, state, and local preschool programs to coordinate and integrate family engagement activities to support the full participation of parents and family members of Pre-K and 5th grade students through tours and workshop as students transition from one setting to another.
- ✓ Provide necessary materials and training for parents to work with their children to improve their children's achievement.
- ✓ Listen and respond to parents' requests for additional support for family engagement activities through parent surveys, event evaluations, and the online "Share Your Ideas" comment card.
- ✓ Submit parent feedback about any part of the schoolwide plan that parents feel is not satisfactory to the goals for student and school academic achievement to the local Title I office.

### Volunteer Opportunities

Family Nights  
Curriculum Workshops  
Test Proctors  
PTO Meetings  
*Quarterly*  
Classroom Helpers



Community volunteers are welcomed and appreciated. The staff is grateful for any time you are able to spend at our school. Contact Latesha Dixon at 478-779-2800 ext. 2776.

The following events will be offered to parents and family members to strengthen family engagement. Events are held at various times and dates.

- ♦ **July 2018 Open House/PTO Meeting:** Parents and family members have an opportunity to visit their child's classroom/teachers and hear about what's upcoming for PTO and other school events.
- ♦ **August 2018-Annual Title I Meeting/Open House:** Come learn about the benefits of the Title I program, including the School-Parent Compact, Parent and Family Engagement Plan, and Schoolwide Improvement Plan.
- ♦ **September 2018-Career Day:** Parents and community member will have the opportunity to share their career paths and present information about their chosen profession.
- ♦ **September 2018-Math Standards and Curriculum Night:** Parents and family members will have the opportunity to experience their child's math class and use interactive hands-on exemplars to build student success in math.
- ♦ **Building Staff Capacity (ongoing):** Faculty, staff, and parents will learn about effective ways to communicate (October, December, January and March).
- ♦ **October 2018-Assessments, Performance Measures, Digital Literacy, and Copyright Piracy:** Parents and family members are invited to gather information and resources to assist their child with state assessments, achievement measures, and digital literacy.
- ♦ **October 2018-National Dictionary Day:** Families are invited to watch as staff and students make words come to life. After all of the words have been paraded around the school, join us to learn innovative ways to increase student vocabulary and strengthen your child's writing skills.
- ♦ **November 2018-Georgia Family Engagement Month Celebration:** Parents and family members can come and receive ideas on how to get engaged to help students meet our district and school goals.
- ♦ **November 2018-Title I Parent Survey:** Share your feedback about our family engagement program
- ♦ **November 2018/March 2019-Smooth Move:** Join us at Miller Middle or Howard Middle to assist your fifth grade child with making a smooth transition from elementary to middle school.
- ♦ **January 2019-Literacy Standards and Curriculum Night-** Gain helpful tools to encourage your child to excel in reading and learn about other state curriculum guidelines.
- ♦ **February 2019-Family and Community Engagement (FACE) Forum:** Come share your ideas about Brookdale's goals and make decisions concerning the School-Parent Compact, Parent and Family Engagement Plan and family engagement budget.
- ♦ **May 2019-Moving on Up Transition Workshop:** Come hear helpful tips on how to prepare your child for kindergarten.
- ♦ **Health Empowers—Monthly:** Parents will have an opportunity to explore healthy lifestyle choices.
- ♦ **Second Thursday after Progress Report: Parent-Teacher Conferences:** Parents will have an opportunity to talk with the teacher about their child's progress each nine weeks.



## What is a School-Parent Compact?

A School-Parent Compact is an agreement that parents, students and teachers develop together. This compact provides strategies to help connect learning at school and home.

An Effective Compact:

- ◆ Links goals to the school improvement plan.
- ◆ Focuses on student learning skills.
- ◆ Describes how teachers will help students develop those skills using high-quality instruction.
- ◆ Shares strategies parents can use at home.
- ◆ Explains how teachers and parents will communicate about student progress.
- ◆ Describes opportunities for parents to volunteer, observe, and participate in the classroom.

## Activities to Build Partnerships

The following actions will be taken in order to promote partnerships:

- ◆ Invite parents and community members to volunteer in the school.
- ◆ Plan two Family Fun Nights to provide engaging interactive activities for parents and students to share in learning.
- ◆ Organize and host quarterly PTO and Student Council meetings.
- ◆ Provide surveys and feedback opportunities for parents to provide input.
- ◆ Host frequent Parent Teacher Conferences to share up to date information on student progress.

Details on specific events will be sent home in Wednesday folders.

## Developing the Compact

We will provide multiple opportunities for parents, students and teachers to share their thoughts with regards to what is in the best interest of our students to promote academic success.

Parents, teachers, students, and the school administration will work together to provide input as to the best ways to enhance student learning in areas identified by parents, teachers, and students.

Parents are welcome to make comments at any time by filling out a comment card and placing it in the suggestion box in the Parent Resource Center.

## Communication about Student Learning

As a means of continuous communication, we will consistently provide the following opportunities:

- ◆ Beginning of the year Open House
- ◆ Progress Reports every 4 1/2 weeks/Report Cards every 9 Weeks
- ◆ School and Teacher websites
- ◆ Parent Portal
- ◆ Parent-Teacher Conferences
- ◆ Newsletters, *weekly*
- ◆ School Messenger/Remind text messages
- ◆ Class Dojo

If you wish to volunteer or visit your child's class, please contact Latesha Dixon at [latesha.dixon@bcsdk12.net](mailto:latesha.dixon@bcsdk12.net) or call 478-779-2800.

# School-Parent Compact 2018-2019 Grades K-2



## Brookdale Elementary School

*Kim Tolbert, Principal*

3600 Brookdale Avenue  
Macon, GA 31204  
(478) 779-2800  
[www.bcsdk12.net/brookdale](http://www.bcsdk12.net/brookdale)

**Revised:  
March 7, 2018**

## Panther Goals for Student Achievement

2018-2019

### DISTRICT GOALS

All students will reach high standards with a minimum attaining the following proficiency:

- Increase the percent of students achieving a Lexile measure at the targeted grade levels (3rd, 5th, 8th, HS American Lit) to 55% as measured by the Georgia Milestones Assessment scores.
- Decrease the percentage of students absent for 6 or more days from 48.4% to 30%.

### SCHOOL GOALS

#### READING/ELA

**Kindergarten.** To increase sight word recognition so that all students are reading 85 words or higher by the end of the year.

**1st Grade.** To increase all students' Scale scores by 100 points or higher on the STAR 360 Early Literacy Assessment.

**2nd Grade.** To increase all students Lexile scores by 100 points or higher on the STAR 360 Reading Assessment.

#### MATH

**Grades K-2.** To increase student performance by 15% in Numbers and Operations on the Math STAR 360 Assessment.

#### Areas of Emphasis

**ELA-**Students will understand phonics letters and sounds, recognize sight words, and read for fluency.

**Math-**Students will fluently add and subtract.

## Working Together to Promote Student Success

### As a K-2<sup>nd</sup> Grade Teacher, I will....

- ◆ Provide families' home resources and materials in order to help students with reading and math such as reading logs and math manipulatives.
- ◆ Provide flash card sight words and math facts for families to help students complete drills at home.
- ◆ Send home information about the Internet based reading and math software to be used to extend classroom learning at home (Moby Max & ABCYa)
- ◆ Send home weekly newsletters with homework assignments to include reading and math activities.
- ◆ Keep parents aware of how students are doing with assessments such as iRead and STAR 360.



### As a Parent, I will....

- Assist my child with reading and math assignments sent home.
- Allow my child time to explore online resources to strengthen his/her reading and math skills.
- Use the Internet and web-based software to help my child with writing ad math.
- Communicate with my child's teacher often about his/her progress in the areas of reading and math.
- Participate in workshops and training offered by the school to assist my child with reading and writing.
- Read with my child daily.

### As a Student, I will....

- Practice math and reading every day.
- Practice strategies that my teacher taught me in class.
- Challenge myself by finding ways to connect reading and math to everything I do.
- Read and complete more Accelerated Reader (AR) assessments.
- Be an active participant during Guided Reading and Math.
- Use manipulatives, technology, and other resources to help practice my math and reading skills.

## What is a School-Parent Compact?

A School-Parent Compact is an agreement that parents, students and teachers develop together. This compact provides strategies to help connect learning at school and home.

An Effective Compact:

- ◆ Links goals to the school improvement plan.
- ◆ Focuses on student learning skills.
- ◆ Describes how teachers will help students develop those skills using high-quality instruction.
- ◆ Shares strategies parents can use at home.
- ◆ Explains how teachers and parents will communicate about student progress.
- ◆ Describes opportunities for parents to volunteer, observe, and participate in the classroom.

## Developing the Compact

We will provide multiple opportunities for parents, students and teachers to share their thoughts with regards to what is in the best interest of our students to promote academic success.

Parents, teachers, students, and the school administration will work together to provide input as to the best ways to enhance student learning in areas identified by parents, teachers, and students.

Parents are welcome to make comments at any time by filling out a comment card and placing it in the suggestion box in the Parent Resource Center.

## Activities to Build Partnerships

The following actions will be taken in order to promote partnerships:

- ◆ Invite parents and community members to volunteer in the school.
- ◆ Plan two Family Fun Nights to provide engaging interactive activities for parents and students to share in learning.
- ◆ Organize and host quarterly PTO and Student Council meetings.
- ◆ Provide surveys and feedback opportunities for parents to provide input.
- ◆ Host frequent Parent Teacher Conferences to share up to date information on student progress.

Details on specific events will be sent home in Wednesday folders.

## Communication about Student Learning

As a means of continuous communication, we will consistently provide the following opportunities:

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- ◆ Class Dojo

If you wish to volunteer or visit your child's class, please contact Latesha Dixon at [latesha.dixon@bcsdk12.net](mailto:latesha.dixon@bcsdk12.net) or call 478-779-2800.

## School-Parent Compact 2018-2019 Grades 3-5



## Brookdale Elementary School

*Kim Tolbert, Principal*

3600 Brookdale Avenue

Macon, GA 31204

(478) 779-2800

[www.bcsdk12.net/brookdale](http://www.bcsdk12.net/brookdale)

**Revised:  
March 7, 2018**

## Panther Goals for Student Achievement

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- Decrease the percentage of students absent for 6 or more days from 48.4% to 30%.

### SCHOOL GOALS

#### English / Language Arts

- ♦ To increase all students' Lexile scores by 100 points or higher on the Georgia Milestones Assessment.

#### Math

- ♦ To increase student performance by 15% in Numbers and Operation on the Georgia Milestones Assessment.

#### Areas of Emphasis

**ELA**-Students will read for fluency and comprehension.

**Math**-Students will develop an understanding of multiplication and division and be able to do so fluently.

## Working Together to Promote Student Success

### As a 3-5 Grade Teacher, I will....

- ♦ Provide parents with learning materials to help students with reading and math.
- ♦ Send home information about the Internet based reading and math software to extend classroom learning at home.
- ♦ Review student data notebooks with students and parents during conferences.
- ♦ Provide multiplication and division flashcards for students to use at home.
- ♦ Send home weekly newsletters with homework assignments to include reading and math activities.
- ♦ Provide parents with training on how to time student reading for fluency.
- ♦ Provide weekly real world word problems for parents and students to work to solve together.



### As a Parent, I will.....

- ♦ Assist my child with reading and math assignments sent home.
- ♦ Allow my child time to explore online resources to strengthen his/her reading and math skills.
- ♦ Use the Internet and web-based software to help my child with writing and math.
- ♦ Communicate with my child's teacher often about his/her progress in the areas of reading and math.
- ♦ Attend workshops and trainings to assist my child with reading and math academic achievement.
- ♦ Read with my child daily.

### As a Student, I will....

- ♦ Practice math and reading every day.
- ♦ Read and complete more AR assessments.
- ♦ Challenge myself to read chapter books and books with higher Lexiles.
- ♦ Be an active participant during Guided Reading and Math.
- ♦ Use the newsletter and class web pages to practice writing and math skills with my family.
- ♦ Use manipulatives, technology, and other resources to help practice my math and reading skills.
- ♦ Use daily journals to review what was learned in class.





# 2018-2019

BIBB COUNTY SCHOOL DISTRICT

# Parent and Family Engagement Plan

*Revised March 22, 2018*

## What is Family Engagement?

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:

- That parents play an integral role in assisting their child's learning.
- That parents are encouraged to be actively involved in their child's education.
- That parents 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.
- The carrying out of other activities, such as those described in Section 1116 of the Every Student Succeeds Act (ESSA).

## WHAT'S INSIDE

About the Parent and Family Engagement Plan

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Jointly Developed

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Parent and Family Engagement Strengthens Schools

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Reservation of Funds

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Opportunities for Meaningful Parent Input

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Building Capacity of Families and Staff

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Parent and Family Engagement Evaluation

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Accessibility for All Families

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Adoption and Distribution of Plan

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Upcoming Events



Dr. Curtis L. Jones, Jr.  
Superintendent

484 Mulberry Street  
Macon, GA 31201  
[www.bcsdk12.net](http://www.bcsdk12.net)

# About the Parent and Family Engagement Plan

In support of strengthening student academic achievement, the Bibb County School District (BCSD) developed this parent and family engagement plan that establishes the district's expectations and objectives for meaningful family engagement. It describes BCSD's commitment to engage families in the education of their children and builds the capacity of its Title I schools to succeed in reaching the district and student academic achievement goals.



**When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more.**

Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of the Every Student Succeeds Act (ESSA) contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. Consistent with Section 1116, the BCSD will work with its Title I schools to ensure that the required school-level parent and family engagement plans meet the requirements of Section 1116(b) and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESSA.

## Jointly Developed

During the annual State of the District Forums in the spring, all parents are invited to participate and provide suggestions and ideas to improve the district parent and family engagement plan for the 2018-2019 school year. The district uses advertisements via social media, district and school websites, automated calling system (in English and Spanish), emails, and flyers to inform parents about the meetings. During the meetings, parents also review and discuss the Comprehensive LEA Improvement Plan (CLIP). At the school Family and Community Engagement (FACE) Forums, parents are invited to review and provide input on developing the district and school improvement plans.

Upon final revision, the district parent and family engagement plan is incorporated into the CLIP, which is submitted to the state. Parents are welcome to submit comments and feedback regarding the plan at any time on the district website or by submitting written comments to their child's school. All feedback received by March 22, 2018 is included with the plan for the 2018-2019 school year.

The district parent and family engagement plan is posted on the district and school websites and distributed during the annual Title I school meetings held prior to September 1, 2018. The plan is included in the Title I Parent and Family Engagement Guidebook that is sent home with students at the beginning of the school year and made available in the schools' parent resource areas.

## Strengthening Our Schools

The district utilizes the PTA's National Standards for Family-School Partnership, adopted by the State Board of Education in 2010, to support family and community engagement.

*The six standards are welcoming all families, communicating effectively, supporting student success, speaking up for every child, sharing power, and collaborating with the community.*



A district Family Engagement Coordinator (FEC) and Family Engagement Specialists (FES) will provide technical assistance and coordinate district family engagement activities with the school Family Engagement Facilitator (FEF) or school representative to ensure the six standards are being satisfied and that processes and activities are implemented and evaluated. In addition to school visits and webinars, the FEC and FESs will hold frequent meetings/trainings with principals and FEFs to review family engagement plans; learn and discuss strategies to increase family and community engagement; and develop effective forms of two-way communication. Additionally, the district convenes a Victory in Progress (VIP) meeting in July for principals to review family engagement requirements, timelines and guidance on Title I, Part A. The district collaborates with Communities in Schools and United Way of Central Georgia to engage parents and family members effectively in education.

## Reservation of Funds

The BCSD reserves one percent from the total amount of Title I funds it receives for 2018-2019 to carry out the parent and family engagement requirements consistent with this plan and as described in Section 1116 of the ESSA. Furthermore, the BCSD distributes 90 percent of the one percent reserved to Title I schools to support their local-level family engagement programs and activities. The district provides clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

At the State of the District and school FACE Forums in the spring, parents provide input on how the one percent required family engagement funds are used in the upcoming year at the district and school-level. Each Title I school will survey parents in November for suggestions. Survey results and stakeholder input forms from the forums are reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget.





# Opportunities for Meaningful Parent Input

Input and suggestions from parents and family members are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions on decisions to help the district, schools, and students to reach our student academic achievement goals.

## **State of the District Forums**

### **February 6 and 7, 2019**

All parents are welcome to hear the latest updates from the Bibb County School District as well as review and provide input into the District Parent and Family Engagement Plan and the Comprehensive LEA Improvement Plan for the 2019-2020 school year. Notices regarding the forums are made available to all parents in advance of the meetings. The district also communicates information regarding these input meetings on the school and district websites.

## **Family and Community Engagement (FACE) Forums**

### **February 7-March 7, 2019**

Each Title I school will host a forum for parents and family members to participate in discussions to review the schoolwide plan, school parent and family engagement plan, school-parent compact as well as provide input on the family engagement budget and program activities. Each Title I school will send information home and post details on social media notifying parents and family members about the date and time of the forum. Information regarding the FACE Forums will also be made available on each Title I school website.

Parent input on decisions regarding use of Title I funds to support family engagement programs may also be submitted through the annual district survey. The survey will contain questions related to the family engagement budget as well as a section for parents to provide their comments.

Unable to attend these meetings? Please visit [www.bcsdk12.net/TitleI](http://www.bcsdk12.net/TitleI) to review the meeting documents and minutes and leave your input.



*Scan this code with your smartphone or tablet to access Title I and family engagement information from the BCSD website.*



# Building Capacity of Families and Staff

The BCSD will build school and parent capacity for strong family engagement to ensure effective involvement of family members and the community, as equal partners, to improve student academic achievement through districtwide activities and programs.

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## OF FAMILIES

**SUPPORTING STUDENT SUCCESS.** The district and through its Title I schools will work to Support Student Success by providing assistance to parents and family members in understanding state and district academic information connected to their children's learning and progress and information regarding the Title I program. The district provides Victory in Schools (VIS) Parent University, a family engagement model, to help families build upon skills, knowledge and support systems to improve student success. VIS Parent University offers online resources and workshops for parents to gain knowledge about Georgia Standards of Excellence, state curriculum and achievement goals, as well as required assessments including alternative forms of assessments for Georgia students. Additional materials will be available in each school parent resource area for those families who may have limited internet access, including resources in Spanish, where possible.



**SPEAKING UP FOR EVERY CHILD.** To empower parents and community leaders to become advocates for their own and other children, the BCSD has a districtwide Superintendent Parent Advisory Council and a Business in Education Partnership (BEP). Parents, community leaders, and business partners are invited to serve on each respective council to share ideas on all matters related to school policies, procedures, and family and community engagement. In addition, each school has an active council at the school-level.

**SHARING POWER.** The district and schools are committed to encouraging opportunities for parents and family members to serve as parent leaders by organizing events, volunteering at school, participating in PTA/PTO, and networking with each other and with the community.



**COMMUNICATING EFFECTIVELY.** Each Title I school will host monthly workshops and have a parent page on its website that contains grade level resources, including



study guides and practice assessments to help parents work with their children at home. The district family engagement specialists and technology specialists will support Title I schools in

assisting parents with how to monitor their child's progress using Parent Portal, the online student information system. Parents will receive information about other digital educational resources (including education about the harms of copyright piracy). Dates and times for workshops will be determined.

**COLLABORATING WITH THE COMMUNITY.** BCSD will develop resources to expand learning, community service, and civic participation that enhance the school environment.

**WELCOMING ALL FAMILIES.** To ensure a smooth transition from one school environment to another for parents of rising kindergarten, 6<sup>th</sup> and 9<sup>th</sup> grade students, BCSD will host Kindergarten Roundup and Smooth Move events so parents may tour schools and receive information to help them prepare for a new setting. BCSD will coordinate with other federal and state funded preschool programs to plan and integrate family engagement activities and resources.

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## OF STAFF

The BCSD will conduct quarterly trainings for principals and FEFs to learn and discuss strategies to strengthen family engagement and build ties with families and the community. The district will create, with input from parents and family members, several presentations on Creating a Welcoming Environment and Improving Communication with Families that will be available to schools for training purposes.


To ensure that information related to district, school and parents programs is available to all parents, each Title I school will send home in August a Title I Parent and Family Engagement Guidebook, which provides information related to meetings and other activities in an understandable and uniform format. FEFs and appropriate school staff will be trained on parent notifications and resources to be sent home in parents' native language, where applicable. Interpreters will be available for parent events and meetings. In addition, the district and schools will distribute information about school policies, programs and activities on the district/school websites, through flyers, newsletters, emails, social media, and the district's automated calling system.

# Parent and Family Engagement Evaluation

Parents are provided opportunities to participate, as equal partners, in the decisions that affect children and families. The BCSD will conduct an evaluation of the content and effectiveness of this parent and family engagement plan and the family engagement activities to improve the academic quality of the Title I schools through an annual parent survey and the State of the District and school FACE Forums.

Beginning in November, each Title I school will send home a survey for parents to provide valuable feedback regarding the family engagement activities and programs. These surveys will also be posted on the district and school websites for parents to complete. In addition to the annual survey, each Title I school will also use the school FACE Forums to facilitate group discussions to obtain input from parents of children eligible to receive Title I services and to design strategies for more effective family engagement.

The district and schools will use the findings from the forums and the survey results to implement processes for effective family engagement, to remove possible barriers to parent participation, and to revise parent and family engagement plans.



## Mark Your Calendar

» UPCOMING EVENTS

### ***For Parents***

Understanding Curriculum, Instruction and Assessment  
September 2018

Helping My Child Succeed  
October 2018

Annual Parent Survey  
November 12-December 14, 2018

State of the District Forums  
February 6 and 7, 2019

School FACE Forums  
February 7-March 7, 2019  
Local school site

### ***For Schools***

Victory in Progress (VIP)  
District/Administrators  
July 2018

Family Engagement Facilitator Meeting  
July 2018

Effective Two-Way Communication  
August 2018

Building Parent and Staff Capacity  
September-November 2018

FEF Zone Meeting  
January 2019

### ***Superintendent's Listening Sessions***

September and December 2018  
March 2019

## Accessibility

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district FEC will communicate and collaborate with the Office of Student Affairs. To ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, the district will provide information and school reports in a language parents can understand to the extent possible.

## Adoption

This district parent and family engagement plan has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school, and district personnel at the annual State of the District Forum.

This plan was adopted by the Bibb County School District on March 22, 2018 and will be in effect for the 2018-2019 academic school year. The school district will distribute this plan in multiple ways to all parents of participating Title I, Part A children on or before September 1, 2018.



## BIBB COUNTY SCHOOL DISTRICT

### **Title IV, Part B - 21st Century Community Learning Centers Before and After School Programs Information for Parents**

The purpose of 21st Century Community Learning Centers Program is to provide federal funds for communities to establish or expand activities in community learning centers that operate during out-of-school hours and serve three specific purposes:

- To provide opportunities for academic enrichment and tutorial services to help students
- To offer students a broad array of additional services, programs, and activities that are designed to reinforce and complement the regular academic program; and
- To offer families of 21st CCLC students opportunities for active and meaningful engagement in their children's education.

Specifically, the goal of 21st CCLC is to impact students through an intentional focus on improved reading, mathematics, positive youth development, and parent and family engagement outcomes. Bibb County School District has four grant-based 21st Century Community Learning Centers—Ingram-Pye Elementary, Riley Elementary, Southfield Elementary, and Veterans Elementary.

There are nine fee-based afterschool programs. The expected outcomes of the fee-based afterschool programs are: to enhance and enrich the student's regular day activities; to increase class participation; to improve homework completion; to improve academic achievement along with test scores; and to decrease discipline problems at school and at home. By providing learning experiences that are not part of the regular school day, Bibb County Afterschool Programs can impact the whole child; not only academically but socially and emotionally.

#### **Before and After School Fee-Based Sites**

Alexander II Elementary  
Heard Elementary  
Lane Elementary  
Springdale Elementary  
Weaver Middle

#### **After School Fee-Based Sites**

Carter Elementary  
Heritage Elementary  
Northwoods Academy  
Skyview Elementary  
Vineville Elementary

#### **Before School Fee-Based Sites**

Appling Middle  
Ballard Hudson Middle  
Howard Middle  
Miller Middle  
Rutland Middle

#### **Early School Fee-Based Site**

Porter Elementary

*For additional information, please call 478.765.8660.*



## BIBB COUNTY SCHOOL DISTRICT

### **McKinney-Vento Homeless Education Act Information for Parents or Unaccompanied Youth**

This information is provided to assist you in ensuring that your child receives services for which they are eligible through the McKinney-Vento Homeless Education Act.

**If your family is temporarily living in any of the following situations:**

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and



**Then, under the McKinney-Vento Act, your preschool-aged and school-aged children have the right to:**

- enroll in school immediately, even if they are missing records and documents normally required for enrollment (i.e., birth certificate, proof of residence, previous school records, or immunization/medical records)
- attend either the school in which their residence is zoned or the school of origin, whichever is in their best interest. The school of origin is the school the child attended when permanently housed or the school in which they were last enrolled.
- receive transportation to and from the school
- have access to the same programs and services that are available to all other students including transportation and supplemental educational services

**If you have questions or need assistance, please contact:**

Dr. Danielle S. Jones  
Title I Homeless Liaison  
Office 478-765-8633  
Cellular 478-508-1966  
Danielle.Jones@bcsdk12.net  
[www.bcsdk12.net/page/40197](http://www.bcsdk12.net/page/40197)





## **Title I, Part C Migrant Education Program Information for Parents**

**Your children and Youth through the age of 21 may be able to receive extra educational help.**

Have you worked in...

Farming?

Commercial Fishing?

Planting or Growing trees (Nursery)?

Cutting trees (Forestry)?

Processing (meat, poultry, seafood, dairy)?

Do you currently work, have worked or have looked for these types of agricultural work during the last three years? Do your children move with you and change schools?

If you answered YES to any of these questions, your children may be eligible to qualify for supplemental services in or outside of school!

For more information call 1-866-505-3182 or 470-218-5361

Migrant Liaison

478-765-8591

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## **Título I, Parte C Información del programa de educación de migrantes para los padres**

**Sus niños y jóvenes hasta la edad de 21 años pueden recibir ayuda educacional extra.**

¿Has trabajado en ...

¿Agricultura?

¿Pesca comercial?

¿Plantando o Cultivando árboles (vivero)?

¿Cortando árboles (silvicultura)?

¿Procesando (carne, aves, mariscos, y productos lácteos)?

¿Trabajó, trabaja o buscó usted este tipo de trabajo durante los últimos 3 años?

¿Sus hijos viajan con usted y cambian de escuela?

¡Si ha contestado SI a alguna de estas preguntas, sus hijos podrían calificar para obtener servicios suplementarios dentro o fuera de la escuela!

Para más información llame al 1-866-505-3182 o al 470-218-5361

Coordinador Migrante

478-765-8591



# BIBB COUNTY SCHOOL DISTRICT

## COMPLAINT PROCEDURES FOR FEDERAL PROGRAMS

### A. Grounds for a Complaint

Any individual, organization, or agency (“complainant”) may file a complaint with Bibb County School District (BCSD) if that individual, organization, or agency believes and alleges that BCSD is violating a Federal statute or regulation under the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA) of 2015, that applies to the programs listed below:

### B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A - Improving Academic Achievement of the Disadvantage
2. Title I, Part A - Academic Achievement Awards
3. Title I, Part A - Foster Care Program
4. Title I, Part A - Family-School Partnership Program
5. Title I, Part C - Education of Migratory Children
6. School Improvement 1003(g) (SIG)
7. Title I, Part D - Programs for Neglected or Delinquent Children
8. Title II, Part A - Supporting Effective Instruction
9. Title III, Part A - Language Instruction for English Learners and Immigrant Students
10. Title IV, Part A - Student Support and Academic Enrichment
11. Title IV, Part B - 21<sup>st</sup> Century Community Learning Centers
12. Title IX, Part A - McKinney-Vento Homeless Assistance Act
13. The Individuals with Disabilities Act (IDEA)

### C. Complaints Originating at the Local Level

As part of its Assurances within ESEA program grant applications and pursuant to Section 9306 of ESEA, an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with Bibb County School District to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with Bibb County School District.

### D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. The complaint must include the following:

1. A statement that Bibb County School District has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant’s position; and the address of the complainant.

**The complaint must be addressed to:**

Bibb County School District  
The Office of Superintendent  
484 Mulberry Street  
Macon, GA 31201

Once the complaint is received by Bibb County School District, it will be copied and forwarded to the appropriate Federal Program Director/Coordinator.

**E. Investigation of Complaint**

Within ten (10) days of receipt of the complaint, Bibb County School District will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date BCSD received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which BCSD may investigate or address the complaint; and
4. Any other pertinent information.

If additional information or an investigation is necessary, BCSD will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

**F. Right of Appeal**

If an individual, organization, or agency is aggrieved by the final decision of Bibb County School District, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Bibb County School District's decision and include a complete statement of the reasons supporting the appeal.

**BIBB COUNTY SCHOOL DISTRICT**  
**Complaint Form for Federal Programs**

Please Print Name (Complainant):	
Mailing Address:	
Phone Number (home): Phone Number (work/cell):	
Date on which violation occurred:	
Statement that the Bibb County School District (BCSD) has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):	
The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):	
List the names and telephone numbers of individuals who can provide additional information.	
Has a complaint been filed with any other government agency? If so, provide the name of the agency.	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant:	Date:
<b>Mail this form to:</b> Bibb County School District The Office of Superintendent 484 Mulberry Street Macon, GA 31201	



[illegible]

# Bibb County School District | 2018-2019 CALENDAR

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

25-31 Pre-Planning

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-2 Holiday Break  
3 Professional Learning Day  
4 Second Semester Begins  
21 Dr. M.L. King Jr. Day

19 Days of Instruction

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 First Day of School

23 Days of Instruction

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 Presidents Day  
19-22 Winter Break  
21-22 Potential Inclement Weather Make-up Days

15 Days of Instruction

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Labor Day

19 Days of Instruction

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25-29 Spring Break

16 Days of Instruction

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 Professional Learning Day (No Students)  
8-12 Fall Break  
5 Potential Weather Make-up Day for Students  
8 Potential Make-up Day for Teachers

17 Days of Instruction

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22 Days of Instruction

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19-23 Thanksgiving Break  
19 Potential Inclement Weather Make-up Day

17 Days of Instruction

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 Last Day of School  
24-25 Graduation  
27 Memorial Day  
28-30 Post-Planning

18 Days of Instruction

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Last Day of Semester  
21-31 Holiday Break

14 Days of Instruction

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						