

**Lauderdale County School System
Parent and Family Engagement Policy
2019-2020**

Sec. 1116(a)(2)(A)

- A. Describe how the Local Education will involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d).

The Federal Programs Advisory Committee will meet to develop the Parent and Family Engagement Written Policy. Incorporate parent ideas/suggestions into the LEA Parent and Family Engagement Policy. Send parent suggestions from the LEA Parent and Family Engagement Policy to Title I Schools in an effort to improve parent and family engagement. An adequate representation of parents will serve on the local school continuous improvement team to help develop and review the continuous improvement plan. Local schools will review current academic data based on state assessments to determine if the school is meeting accountability models. Review results of parent feedback, program evaluations, and achievement data for the annual school review and use these data as needed to modify Parent Family Engagement Policy.

Sec. 1116(a)(2)(B))

- B. Describe how the Local Education Agency will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

Provide parenting tips via district newsletters and websites. Provide parental involvement templates for use of local schools (examples: School-Parent Compacts, CIP support, Annual Meeting PowerPoint, etc.). Assist schools with assigning a Parent and Family Engagement Representative and organizing a Parenting Committee. Assist schools in developing effective ways to communicate with parents (such as a Calendar of Events, Text Remind, or Call-Out system). Assist schools in determining and scheduling volunteer opportunities for parents. Assist schools in addressing identified barriers to parental involvement.

Sec. 1116(a)(2)(C))

- C. Describe how the Local Education Agency will coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.

Upon request, information and presenters are available for meetings held for counselors, school staff, and principals. Assist Parents with enrollment through the online registration.

Sec. 1116(a)(2)(D))

- D. Describe how the Local Education Agency will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—

(i) barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)

Local school administrators will be responsible for conducting an evaluation of parental engagement with the assistance of district personnel.
Review, evaluate, and revise the District Parent and Family Engagement Policy annually.
The annual parent survey will be distributed through the local schools. The results of the surveys will be analyzed and reported to the LEA.
Individual school's recommendations will be brought before the LEA Parent Advisory Committee who will discuss the results and identify trends. This information will be used to revise the LEA Title I Parent and Family Engagement Policy.
Survey results will be shared with school administrators and leadership teams.
Comments of concern, discontent, or disagreement with the current plan should be sent to the Federal Programs Director.

(ii) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers

The local schools provide training sessions for parents to attend. These trainings are conducted by school staff and administrators. Parents can be informed about the school's extra services (e.g., counseling, speech therapy, etc.). They can also be informed about how additional help in reading and math is given to students through the Title I program (as applicable). Schools may also inform parents about the school's referral program to community services outside of the school (e.g., adult literacy programs, social services, health services, GED, adult career development, etc.)

(iii) strategies to support successful school and family interactions

All Lauderdale County Schools have an open door policy for our families to have ongoing interaction through volunteerism, community events, and school functions. Schools can inform parents about volunteer work they can do at the school.

Sec. 1116(a)(2)(E))

- E. Describe how the Local Education Agency will use the findings of such evaluation described in the section above (Sec. 1116(2)(D)) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary the parent and family engagement policies described in this section.

An adequate representation of parents will serve on the local school continuous improvement team to help develop and review the continuous improvement plan.
Local schools will review current academic data based on state. Assessments to determine if the school is meeting accountability models.
Parents will be informed in writing if their local school does not meet accountability requirements.
Local schools may inform parents about how to be involved in school planning and review committees.

Sec. 1116(a)(2)(F))

- F. Describe how the Local Education Agency will involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

Develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.
Provide reasonable support for parental involvement activities as parents may request.
Review, evaluate, and revise the District Parent and Family Engagement Policy annually.
Individual school's recommendations will be brought before the Federal Programs Advisory Committee who will discuss the results and identify trends. This information will be used to revise the LEA Parent and Family Engagement Policy.
Survey results will be shared with school administrators and leadership teams.
Comments of concern, discontent, or disagreement with the current plan should be sent to the Federal Programs Director.

In order to build capacity for Parent and Family Engagement, the Local Education Agency will ensure effective involvement of parents and will support a partnership among the schools involved, the parents, and the community to improve student academic achievement, the LEA shall:

- G. Describe how it will provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.

The State's academic content standards
The State's student academic achievement standards
The State and local academic assessments including alternate assessments
How to monitor their child's progress
How to work with educators:
Inform parents of current academic content standards.
Distribute student academic assessment data to parents.
Provide training for parents in understanding state & local assessments.
Send home student progress reports every grading period and at mid-nine weeks.
Conduct Annual Title I Parent meetings to discuss requirements of Part A and inform parents of their rights and continue to inform parents about what it means to be a Title I school and what their rights are.

- H. Describe how it will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.

Provide take home materials that help parents understand the use of technology in the classroom.
School counselors assist families in finding resources and/or providing referrals to agencies to address family needs.
Communicate important information to parents through emails, school websites, all call system, etc.

- I. Describe how it will educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

Inform schools when workshops and information are available on various subjects.
Purchase materials and provide training for a cross section of school personnel on how to effectively work with parents, including building parental capacity to increase academic achievement.
Provide training for new teachers on benefits of working closely with parents.
Compile and distribute a list of community agencies.
Work with teachers and administrators through in-services, faculty meetings, and grade level meetings in understanding the importance of parental involvement.
Remind parents of the School-Parent Compact throughout the year to remind them of activities they can do to help their child do better in school.

- J. Describe how it will to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Maintaining Pre-K and pre-school partnerships
Provide information on school expectations and standards on effective parent communication.
Provide materials and resources in school counselors' offices.

- K. Describe how it will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

Provide translated student registration handbook and student handbook.
Send translated forms, letters, etc... to parents with limited English proficiency, when practical.
Translate communications and relative policies.
To the extent practical, parent resource materials will be provided in a language that parents can understand.
Post the LEA Parent and Family Engagement Policy on the Lauderdale County School System's website.

- L. Describe how it will ensure provide such other reasonable support for parental involvement activities under this section as parents may request.

Provide training for parents to understand state and local assessments.
Provide take home materials that help parents to understand the changes in education such as grading, Chromebooks, etc.
Provide reasonable support at a district level involving parent activities and trainings.

- M. Describe how the LEA may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

Lauderdale County schools may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training. Parents may be trained on district changes. Training may be offered based on parent feedback, including but not limited to technology and use of technology.

- N. Describe how the LEA may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.

If all other reasonably available sources of funding have been exhausted, we will inform parents of the importance of reading to their child and how best to help him/her at home by providing reading materials and associated information.

- O. Describe how the LEA may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
Pay reasonable and necessary expenses associated with parental and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
Purchase reasonable and necessary materials for parent and family engagement activities.
Train parents to engage the involvement of other parents.
In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
Adopt and implement model approaches to improving parent and family engagement.
Establish a LEA parent advisory committee to provide advice on all matters related to parental involvement in Title I, Part A programs.
Develop appropriate roles for community-based organizations and businesses in parental and family engagement activities.
Provide other reasonable support for parental involvement activities under section 1116 as parents may request.

- P. Describe how the LEA may train parents to enhance the involvement of other parents.

We may institute parent meetings at district level so that parents can conduct turnaround meetings at local schools over topics, strategies, and use of technology in Lauderdale County Schools.

- Q. Describe how the LEA may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

Lauderdale County schools provides a variety of times and ways for parents to meet. When parents are unable to attend conferences, teachers and administration set up conference calls or use technology to communicate. We have email addresses on all parents in Lauderdale County Schools offer different dates and times of meetings to accommodate parents throughout the year. Lauderdale County also has an INOW Parent Portal so that parents can view their child's grades, discipline, schedule, attendance and information.

R. Describe how the LEA may adopt and implement model approaches to improving parental involvement.

Lauderdale County will use the collaboration model for parent and family engagement. Collaboration may occur through monthly meetings at the district level with trainings, then turnaround meetings may occur at the schools. Collaboration occurs through two-way communication, recognizing parents' strengths, and solving problems together. The district and schools are open to exploring new policies, practices, relationships, and attitudes that foster partnering for children's school success.

S. Describe how the LEA may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.

The district requests that schools provide a parent, or parents, from each school to serve on the advisory committee to provide advice on all matters related to parental involvement. Local schools involve parents in the development and revision of the continuous school improvement plans.

T. Describe how the LEA may develop appropriate roles for community-based organizations and businesses in parent involvement activities.

The district works closely with community representatives such as the Lauderdale County Sheriff's Office, local judges, and businesses to support and train parents. School counselors assist families in finding resources and/or providing referrals to agencies to address family needs.

Sec. 1116(f)

U. Describe how the Local Education Agency, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, parents and family members of homeless children, and parents and family members of immigrant children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

Translate student handbook.
Send translated forms, letters, etc. to parents with limited English proficiency, when practical.
Provide translation of communications and relative policies.
To the extent practical, parent resource materials will be provided in a language that parents can understand.
Post the LEA Parent and Family Engagement Policy on the Lauderdale County School System's website.
Provide training for faculty/staff on ways to involve EL families and raise cultural awareness.
Provide take home materials that help parents in a language that parents can understand.

This LEA Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs as evidenced by minutes from the parent advisory meeting. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 15, 2019.

Lauderdale County Board of Education
PLAN APPROVED BY (Person or Entity)

Sept. 4, 2019
DATE OF APPROVAL

1.20 PARENTS RIGHT-TO-KNOW AND TITLE I CERTIFICATION AND LICENSURE REQUIREMENTS

Under ESSA, Sec. 1112(c)(6), each local educational agency (LEA) supported with Title I funds will ensure that all teachers and paraprofessionals working in a program supported under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

Please note that under ESSA, Sec. 1112(e)(1)(A), at the beginning of each school year, each LEA supported with Title I funds shall notify parents that they may request, and the LBA will provide on request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including:

1. Whether the student'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.
 - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications, including state requirements:
 - Secondary school diploma or its recognized equivalent.
 - Completed two years of study at an institution or higher education.
 - Obtained an associate's (or higher) degree.
 - Workkeys Assessment.
3. ESSA, Sec. 1112(e)(1)(B), additional information. In addition to the information the parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student:
 - Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.
 - Timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

There are two ways to check for the qualifications of your child's teacher(s):

1. Go to the link below from the Alabama State Department of Education and search for the teacher by first and last name. The information on the teaching certificate will display at the bottom once you select the teacher.
DISCLAIMER – This page is kept up by the ALSDE and may or may not be current when you do your search.
<http://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>
2. An optional form is provided for you if you would like to use this method to find out the qualifications of your child's teacher. This optional form is provided for you if you would like to know about the qualifications of your child's teacher. **(YOU ARE NOT REQUIRED TO RETURN THIS FORM.)**

Lauderdale County School System
Parents Right-To-Know • Request Teacher Qualifications
ESSA, Sec. 1112(c)(6) and Sec. 1112(e)(1)(A)

I am requesting the professional qualifications of _____

who teaches my child, _____ at _____
Child's Name (Please Print) School (Please Print)

My mailing address is _____
Street (Please Print) City Zip

My telephone number is _____

My name is _____
Name (Please Print)

Signature Date

This Section to be Completed by School/Central Office

Date Form Received: _____ Received by: _____

Teacher's Name: _____ Subject: _____

- Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches? _____ Yes _____ No

- Is the teacher teaching under emergency or other provisional status? _____ Yes _____ No

Undergraduate Degree _____ (University/College)
Major Discipline _____

Graduate Degree _____ (University/College)
Major Discipline _____

- Does a paraprofessional provide instructional services to the student? _____ Yes _____ No

If yes, what are the qualifications of the paraprofessional?

High School Graduate _____ (Year)

Undergraduate Degree _____ (University/College)
Major/Discipline _____

College/University Credit _____ (Hours)
Major/Discipline _____

Workkeys Assessment _____ Yes _____ No

Signature of Person Completing Form Date Returned to Parent