

Guidebooks  
will be shared by  
October 31, 2023.



BIBB COUNTY SCHOOL DISTRICT  
EMPOWERED TO LEARN, LEAD, INNOVATE AND SERVE

# TITLE I

## PARENT AND FAMILY ENGAGEMENT

# GUIDEBOOK 2023-2024



**Dr. Dan A. Sims, Superintendent**

*Partnering with students, parents and the community*

Howard High School

Principal Michael Scott

478-779-4850 | 6400 Forsyth Road Macon, GA 31210

<p><b>English</b></p>	<p>Get help in your language. You have the right to get information and help in your language for free. Call (478) 779-4386 or text (478) 508-9417 to request an interpreter.</p>
<p><b>Arabic</b> عربي</p>	<p>احصل علي المساعدة بلغتك المعلومات الواردة في هذا الدليل مهمة لك وطفلك لديك الحق في الحصول علي هذه المعلومات والمساعدة بلغتك مجاناً اتصل بالرقم ٩٤١٧-٥٠٨(٤٧٨) لطلب مترجم او لنص ٤٣٨٦-٧٧٩(٤٧٨).</p>
<p><b>Chinese</b> 中文</p>	<p>获得您使用的语言的帮助。 您有权获得这些信息并得到免费的翻译帮助。 如需要中文翻译，请致电 478-779-4386 或发短信到 478-508-9417。</p>
<p><b>Gujarati</b> ગુજરાતી</p>	<p>તમારી ભાષામાં સહાય મેળવો. તમને માહિતી અને મદદ તમારી ભાષામાં અને મફતમાં મેળવવાનો અધિકાર છે. અનુવાદક માટે વિનંતી કરવા માટે કોલ (478) 779-4386 અથવા ટેક્સ્ટ (478) 508-9417 કરો.</p>
<p><b>Japanese</b> 日本語</p>	<p>あなたの言語でお手伝いができます。 あなたにはあなたの言語で情報及び手助けを無料で得る権利があります。 通訳を要請するには、電話(478) 779-4386 及びテキスト(478) 508-9417 にてご連絡ください。</p>
<p><b>Korean</b> 한국어</p>	<p>한국어 서비스를 받으세요. 여러분은 정보를 알 권리가 있고 무료로 통역서비스를 받을 수 있습니다. (478) 779-4386 으로 전화를 하시거나 (478) 508-9417 로 문자 하셔서 통역을 요청하세요.</p>
<p><b>Spanish</b> Español</p>	<p>Obtenga ayuda en su idioma. Tiene derecho a obtener información y ayuda en su idioma de forma gratuita. Llame al (478) 779-4386 o envíe un mensaje de texto (478) 508-9417 para solicitar un intérprete.</p>
<p><b>Swahili</b> Kiswahili</p>	<p>Pata msaada katika lugha yako. Unahaki ya kupata taarifa na msaada kwa lugha yako kwa bure. Piga (478) 779-4386 au tuma ujumbe (478) 508-9417 kwa ombi la mkalimani wa lugha yako.</p>
<p><b>Vietnamese</b> Tiếng Việt</p>	<p>Nhận trợ giúp bằng ngôn ngữ của bạn. Phụ huynh có quyền nhận thông tin và trợ giúp bằng ngôn ngữ của quý vị miễn phí. Xin vui lòng gọi (478) 779-4386 hoặc nhắn tin đến (478) 508-9417 để yêu cầu thông dịch viên.</p>

# 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  
Appling Middle  
Ballard-Hudson Middle  
Bernd Elementary  
Bruce Elementary  
Burdell-Hunt Elementary  
Carter Elementary  
Central High  
Hartley Elementary  
Heard Elementary  
Heritage Elementary  
Howard High

Howard Middle  
Ingram-Pye Elementary  
M. L. King Elementary  
Lane Elementary  
J. R. Lewis Elementary  
Miller Middle  
Northeast High  
Porter Elementary  
Rutland High  
Rutland Middle  
Skyview Elementary

Southfield Elementary  
Southwest High  
Springdale Elementary  
Taylor Elementary  
Union Elementary  
Veterans Elementary  
Vineville Academy  
VIP Academy  
Weaver Middle  
Westside 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.



Howard High School  
6400 Forsyth Road  
Macon, GA 31210

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

**August 1, 2023**

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

In compliance with the requirements of the Every Students Succeeds Act (ESSA), **Howard High 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, Michael Scott your child's principal, by phone at **478-779-4850** or by email at **Michael.Scott@bcsdk12.net**.

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

Sincerely,

*Michael Scott*

Michael Scott  
Principal



*Mr. Michael Scott, Principal*

**HOWARD HIGH SCHOOL**  
6400 FORSYTH ROAD  
MACON, GA 31210  
478-779-4850

**PARENT AND FAMILY ENGAGEMENT PLAN  
2023-2024**

Revised: May 5, 2023

## What is Title I?

Howard High School is identified as a Title I School as part of Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to challenging State academic standards 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 family engagement. All Title I schools must jointly develop with all parents and family members a written parent and family engagement plan to strength student academic achievement.

### District Goals

#### ◆ Strategic Goal 1: Student Achievement

All students will continually demonstrate high academic and social-emotional growth preparing them for life, college, and careers.

#### ◆ Strategic Goal 2: Staff Effectiveness

All employees will excel daily in the performance of their roles to ensure our district thrives.

#### ◆ Strategic Goal 3: Stakeholder Engagement

We will build collective ownership and active engagement among all stakeholders to maximize students' overall learning experience.

*Refer to the detailed Board of Education 2023-2024 Strategic Plan for measurable outcomes by category.*

### School Goals

- Increase Lexile scores by 5%
- Increase percent of students scoring at the proficient level or above by 5% on American Literature and Algebra I EOC assessments on GA. Milestones for the 2023-2024 school year.
- Increase graduation rate by 3%

### Focus Areas

Reading: Students read materials appropriate to skill level and cite textual evidence to demonstrate understanding. Literacy strategies are employed in all academic classes to increase student reading comprehension.

Algebra: Recall math facts quickly. Create equations that describe linear, quadratic & exponential relationships between quantities. Represent equations & inequalities graphically.

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

### What is the purpose of this plan?

This plan explains how Howard High School will provide opportunities to improve family engagement to support student learning. Howard High values the contributions and engagement of parents and family members to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways Howard High will support family engagement and provides information on how parents can help plan and participate in activities and events to promote student learning at school and at home.

### How is the plan developed?

All parents are invited to attend our annual Family and Community Engagement (FACE) Forums in the spring to review and revise this plan including: the school wide plan, school-parent compact, and the family engagement budget. These meetings are scheduled at convenient times in the mornings and evenings. Feedback received will be used to revise the plan for the next school year. We also distributed an annual survey to ask families for their suggestions on the plan and use of funds for family engagement.

### Who is the plan for?

All students participating in the Title I, Part A program, and their families are encouraged and invited to fully participate in the opportunities described in this plan. Howard High School 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 family engagement program's correspondence and activities.

### Where will the plan be available?

This plan will be available on the school website, in the front office, in the counselor's suite and in the media center.

### School-Parent Compact

As a part of this plan, Howard High School developed a school-parent compact which explains how teachers, parents, and students will work together to make sure that students successfully meet the district and school goals. This plan will be reviewed and updated each year based on input from parents, students, and teachers during our annual Family and Community Engagement (FACE) Forum in the spring or at any time throughout the year using the online comment card located on the school website parent channel.

## Parent and Family Engagement Plan 2023-2024

Howard High School will take the following measures to promote and support parents as an important foundation of the school to strengthen the school and reach our school goals. We will...

- ◆ Ensure that all information related to school and parent programs, meetings, and other activities is communicated in both English and Spanish, as needed.
- ◆ Communicate with all families and the community on a regular basis about school meetings and events by mail, flyers, and phone calls, school messenger, school marquee, social media sites.
- ◆ Conduct staff development in consultation with parents on effective family engagement practices and strategies for staff to work with families, as equal partners. Information tips will be shared during regularly scheduled staff meetings, by email and handouts.
- ◆ Partner with Howard Middle School and colleges to coordinate and integrate family engagement activities to support the full participation of parents in their child's transition to high school and beyond.
- ◆ Provide necessary materials in our Parent Resource Center and at workshops for parents to understand the school's academic standards and assessments as well as ways to monitor their child's progress toward academic achievement.
- ◆ Listen and respond to parents' requests for additional support for family engagement activities through workshop evaluations and district surveys.
- ◆ Submit parent feedback about any part of the Schoolwide plan that is not satisfactory to the students and school's goals for academic achievement to the local Title I.

### Partnership Opportunities

We encourage our parents to participate and support these programs designed for student success. The following will be offered to parents to strengthen family engagement:

- ◆ School Council
- ◆ Booster Clubs
  - Athletic
  - Orchestra
  - Band
  - Chorus
  - Robotics
  - DECA and FBLA
- ◆ Proctoring opportunities

If you would like to volunteer or want more information on how to stay connected and involved contact our Family Engagement Facilitator Rebekah Wood at 478.779.4874 or email [Rebekah.wood@bcsdk12.net](mailto:Rebekah.wood@bcsdk12.net).

The following events will be presented to families to strengthen family engagement. Meetings are held at flexible times throughout the year.

- July 2023-Open House: Meet teachers and staff of Howard High School
- August 2023- Annual Title I Meeting: Learn about our Title I Program.
- August 2023 Senior Parent Night: Parents and students are invited to hear from the Senior Advisors, Senior Counselor and College reps about graduation requirements and career/college opportunities.
- August 2023 – 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> Grade Parent Night: A session with teachers and counselors to provide parents and students with knowledge about curriculum, content standards and assessments.
- October 2023 - Technology Workshop: Parents will learn about copyright piracy and how to use Parent Portal and other online resources.
- October 2023 - Building Capacity(ongoing): Staff training for effective communication skills and strategies with the assistance of parents.
- November 16, 2023- National Family Involvement Day/Georgia Family Engagement Month
- November 2023 - Annual Parent Survey: Parents will have an opportunity to provide feedback on the school's family engagement activities.
- January 2024- Curriculum Night: An opportunity for parents to learn about course offerings, Dual Enrollment, CTAE Pathways and Hutchings College and Career Academy as students prepare to register for next year's classes.
- February - March 2024 Family and Community Engagement (FACE) Forum: A forum for families to participate in roundtable discussions with principals and staff regarding the school- wide plan, parent and family engagement plan, school- parent compact and family engagement budget.
- March 2024 FAFSA help for Parents of Seniors: Assistance for parents in filing the Free Application for Federal Student Aid.
- April 2024 Rising 9th Grade Transition Workshop: This workshop provides parents with information on high school transition and involve students and families in the transition process.
- Parent-Teacher Conferences –Ongoing: Parent-teacher conferences are available upon request and scheduled as needed.
- School Council Meetings: Parents and families are invited to join and attend meetings 4 times a year at dates and times to be announced in the main conference room.

## What is a School-Parent Compact?

Our School-Parent Compact is a written agreement between parents, students and teachers which explains what families and schools will do to assist children reach grade-level standards.

Effective School-Parent Compacts:

- ◆ Link goals to the Continuous Improvement Plan
- ◆ Focus on student learning skills
- ◆ Describe how teachers help students develop skills using high-quality instruction
- ◆ Share strategies parents can use at home
- ◆ Describe opportunities for parents to volunteer, observe and participate in the classroom
- ◆ Explain how teachers and parents will communicate about student progress

## Developing the Compact

The parents, students and staff at Howard High School developed this School-Parent Compact for Academic Achievement. Teachers suggested learning strategies, parents gave input into what was helpful to them, and students contribute ideas which assist them to be better learners. Meetings are held in the spring to review the compact and to make changes based on student needs. To contribute to the development of the compact, please contact:

Rebekah Wood  
at 478-779-4874 or  
[Rebekah.wood@bcsdk12.net](mailto:Rebekah.wood@bcsdk12.net)

## Building Partnerships

The following actions will be taken to promote partnerships:

- HHS POP (Promoting Our Pupils) Digital Newsletter
- Social Media Platforms
- Remind App
- Open House
- Curriculum Nights
- Parent Nights
- School Council
- Engage School liaison Program At Robins AFB

## Communication with Parents about Student Learning

Howard High School is focused on keeping parents informed by having two-way communication between the school and parents.

- Posting course syllabuses.
- Assignments and grades are posted in Parent Portal.
- Pertinent information is available on the school website, social media platforms and in the Remind app
- The POP newsletter is published and emailed weekly.
- Additional information is available about classes on teachers' web pages.
- Contact your child's teacher by Remind app or e-mail. E-mail addresses are on the school website at <https://howardhs.bcsdk12.net>.

## School-Parent Compact 2023-2024

# Home of the Huskies



**Michael Scott, Principal**

**Howard High School**

6400 Forsyth Road

Macon, GA 31210

478-779-4850

<https://howardhs.bcsdk12.net>

*Revised: May 5, 2023*



## Goals for Student Achievement

### District Goals

#### Strategic Goal 1: Student Achievement

All students will continually demonstrate high academic and social-emotional growth preparing them for life, college, and careers.

#### Strategic Goal 2: Staff Effectiveness

All employees will excel daily in the performance of their roles to ensure our district thrives.

#### Strategic Goal 3: Stakeholder Engagement

We will build collective ownership and active engagement among all stakeholders to maximize students' overall learning experience.

*Refer to the detailed Board of Education 2023-2024 Strategic Plan for measurable outcomes by category*

### School Goals

- Increase Lexile scores by 5% as measured by STAR 360.
- Increase percent of students scoring at the proficient level or above by 5% on American Literature and Algebra I EOC assessments for the 2023-2024 school year.
- Improve graduation rate by 3%.

### Focus Area

#### Reading:

- Students read materials appropriate to skill level and cite textual evidence to demonstrate understanding.
- Literacy strategies are employed in all academic classes to increase student reading comprehension.

#### Algebra:

- Recall math facts quickly.
- Create equations that describe linear, quadratic and exponential relationships between quantities. Understand the concept of function.
- Represent equations and inequalities graphically.

## Mutual Promises that Lead to Student Success

### Howard High School staff will ...

- Conduct curriculum workshops throughout the year.
- Post a syllabus for each course.
- Use POP (electronic newsletter), Remind App, social media platforms as a communication tool for parents.
- Post assignments and due dates on Parent Portal.
- Provide during the school day tutoring and enrichment (PACK time) along with resources to use at home (links to websites, worksheets, etc.)
- Post grades on Parent Portal weekly.
- Provide parent nights to share what students are learning by grade level.

### As a parent I will ...

- Attend curriculum workshops.
- Encourage my child to use syllabus for each course.
- Use the electronic newsletter, the Remind app, and social media platforms to stay informed about workshops and events.
- Review the Parent Portal to stay abreast of my child's assignments.
- Use the academic resources shared during parent night to enrich my child's learning.
- Use Parent Portal to monitor my child's academic progress.
- Attend parent nights.

## Mutual Promises that Lead To Student Success

### As a student I will ...

- Attend curriculum workshops with my family.
- Use the syllabus for each course.
- View POP, social media platform, and Remind to stay informed about upcoming events and offerings.
- Check my assignments and due dates on student portal.
- Attend tutoring sessions for classes in which I am falling behind.
- Meet with my teachers and/or counselor for assistance with monitoring my grades.

### The Availability of the School-Parent Compact

The School-Parent Compact is posted on the school website and copies will be available at the front desk, Guidance Office and Media Center.

### Parent Resource Area

Our Parent Resource Center is open Monday-Friday from 8 AM to 2 PM. This area is in the Counseling Suite for families to pick up r located in helpful information.

### Social Media Resources

#### Twitter:

<https://twitter.com/howardhshuskies>

#### Facebook:

<https://www.facebook.com/howardhshuskies/>

#### Instagram:

<https://www.instagram.com/howardhshuskies/>

# 2023-2024 PARENT and FAMILY ENGAGEMENT PLAN

Revised March 24, 2023

Dr. Dan A. Sims, Superintendent  
484 Mulberry Street ♦ Macon, Georgia 31204



**MISSION** The BCSD maximizes student achievement and social-emotional well-being by building a sense of community in safe, equitable learning environments.

**VISION** Students are empowered to learn, lead, innovate, and serve as productive and caring citizens within their chosen paths of success.

**OUR GOALS** Student Achievement, Staff Effectiveness, and Stakeholder Engagement



## It's All Inside



About the Parent and Family Engagement Plan

Jointly Developed

Strengthening Our Schools

Reservation of Funds



Opportunities for Meaningful Parent Input

Building Capacity of Families and Staff

Parent and Family Engagement Evaluation

Accessibility for All Families

Adoption and Distribution of Plan

Upcoming Events



## 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 Every Student Succeeds Act (ESSA)

"Education is not preparation for life; Education is life itself."

*John Dewey*

# 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 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.



Each student will graduate **empowered** to make a well-informed decision about their next step. They will learn about themselves as they **engage** in rigorous content and gain **exposure** through personalized learning **experiences**, thereby **enlightening** them to choose their most meaningful pathway.

### LEARNER OUTCOMES

MATCHED AND ENROLLED

MOTIVATED TO ENLIST

MOLDED FOR ENTREPRENEURSHIP

MEANINGFULLY EMPLOYED

## 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***

The 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 family engagement team 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 District/Administrators meeting in July for principals to review family engagement requirements, timelines and guidance on Title I, Part A. The district collaborates with Head Start and United Way of Central Georgia to engage parents and family members effectively in education.

## 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 2023-2024 school year. The district uses 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 February 28, 2023 is included with the plan for the 2023-2024 school year.

The district and school parent and family engagement plan are posted on the district and school websites and distributed during the annual Title I school meetings held prior to September 8, 2023. The plans are 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 school parent resource area.

## RESERVATION OF FUNDS

The BCSD reserves one percent from the total amount of Title I funds it receives 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 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 reach our student academic achievement goals.

## State of the District Forums

Thursday, February 8, 2024

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 2024-2025 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 1 – March 8, 2024

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 building staff capacity. 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 parent 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 the meetings?

Contact the Family Engagement Program at 478-779-2579 to review the meeting documents and leave your input.

# 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.

## FAMILIES



**Supporting Students Success.** The district will work to Support Student Success by providing assistance to parents and family members in understanding academic information connected to their children's learning along with information regarding the Title I program. As part of the district Builder Series, Built4Bibb (B4B), parent sessions are held in each of the six school zones. These sessions help bridge the gap between the school and community to give families direct access to resources and information that support their understanding of Georgia standards, curriculum, state and local assessments, district and school achievement goals, the social-emotional well-being of students and families, school safety and other community resources. 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.

**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 team 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 and announced through various district and school communication methods.

**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. 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 school council.

**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.

**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 Smooth Move events so parents may tour schools and receive information to help them prepare for a new setting. The school will provide opportunities for students and parents to help make decisions about 4ME learning outcomes and choose a meaningful pathway for the future. BCSD will coordinate with other federal and state funded preschool programs to plan and integrate family engagement activities and resources.

## STAFF



The BCSD will conduct quarterly training 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 parent 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 Remind messaging system.

# PARENT AND FAMILY ENGAGEMENT EVALUATION

Parents are provided opportunity 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. The survey 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.

## ACCESSIBILITY FOR ALL

In carrying out the parent and family engagement requirements established by Section 1116 of ESSA, the district family engagement team will communicate and collaborate with the Offices of Student Affairs and Teaching and Learning. 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 AND DISTRIBUTION OF PLAN

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, schools, and district personnel at the annual State of the District Forums. This plan was adopted by the Bibb County School District on March 24, 2023, and will be in effect for the 2023-2024 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 8, 2023.

## Upcoming Events:

### *For Parents*

**B4B Parent Sessions**  
(ongoing)

**Parent Portal**  
(ongoing)

**Annual Parent Survey**  
November-December 2023

**State of the District Forums**  
February 8, 2024

**School FACE Forums**  
February 1 – March 8, 2024

### *For Schools*

**District/Administrators Meeting**  
(ongoing)

**Family Engagement Facilitator Meeting**  
(ongoing)

**Effective Two-Way Communication**  
(ongoing)

**Building Parent and Staff Capacity**  
September-November 2023

**FEF Zone Meeting**  
January 2024





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

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- To foster increased student achievement by providing staff development opportunities for tutors with an intentional focus on ELA, Math, and Career Pathways;
- To ensure daily small group opportunities in ELA and Math to personalize student learning with a maximum teacher student ratio of 1 to 10 in the academic setting;
- To support stakeholder engagement efforts by partnering with students, parents, and community partners. Perception and observation data gleaned from these stakeholders will be used to enhance programming operations; and
- To offer families of 21st CCLC students opportunities for active and meaningful engagement in their children's education.

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Appling Middle	Dcnctf /J w' uq'p' 'O' k' f' rg	Dtweg' 'Grgo' gpvt {
Dgtpf 'Grgo' gpvt {	Burdell Hunt Elementary	Central High
J' ct'v'g' { 'Grgo' gpvt {	J' gctf 'Grgo' gpvt {	J' g' tk'ci' g' 'Grgo' gpvt {
Ingram-Pye Elementary	John R. Lewis' 'Grgo' gpvt {	L.H. Williams Elem.
Lane Elementary	Martin L. King Elementary	Northeast High
Porter Elementary	Sm' x' k'gy' 'Grgo' gpvt {	U'q'w'j' h'gr'f' 'Grgo' gpvt {
Southwest High	Taylor Elementary	Union Elementary
X'g'v't'c'p'u' 'Grgo' gpvt {	Weaver Middle"	Westside High

Vj g'zr' gev'f' 'q'weqo' gu'qh'v'j' g' h'gg' /d'cugf' "d'gh'qt'g' 'cpf' 'ch'v'gt' uej' qqr' r' tqi' tco' u' 'ct'g' <'v' "gpj' c'peg' 'cpf' "g'pt'lej' " vj' g' 'u'w'f' gpv' 'u' 't'gi' w'rt' 'f' c' { 'cevk'x'k'kgu' = 'v' 'k'p'et'g'cug' 'em'u' r' ct' 'v'ek' r' cv'k'p' = 'v' 'ko' r' tqx'g'j' qo' gy' q't'm'le'qo' r' ng'v'k'p' = 'v' 'ko' r' tqx'g' 'ce'f' go' k' "ce'j' k'x'go' gpv' 'c'r'p'i' 'y' k'j' 'v'gu'v'ue'q't'gu' = 'cpf' 'v' 'f' get'g'cug' 'f' k'ue'k' r' h'p'g' 'r' tq'd'rgo' u' 'c'v' " uej' qqr' 'cpf' 'c'v'j' qo' g'0'Dkdd' Eqwpv' 'School District offers seven Before and/or After School Programs for a minimum fee at Alexander II Elementary, Howard Middle, Miller Middle, Rutland Middle, Carter Elementary, Northwoods Academy, and Vineville Academy. "



For additional information, please call 478.765.8660."





## **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 Region 2 ID & R at 470-218-5361

Migrant Liaison

478-779-2579 or 478-779-2578

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

**Sus hijos y jóvenes hasta los 21 años pueden recibir ayuda educativa adicional.**

¿Has trabajado en ...

¿Agricultura?

¿Pesca comercial?

¿Plantando o Cultivando árboles (vivero)?

¿Cortando árboles (silvicultura)?

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

¿Actualmente trabaja, ha trabajado o ha buscado este tipo de trabajos agrícolas durante los últimos tres años? ¿Tus hijos se mudan contigo y cambian de escuela?

Si respondió SÍ a cualquiera de estas preguntas, sus hijos pueden ser elegibles para calificar para servicios suplementarios dentro o fuera de la escuela!

For more information call Region 2 ID & R at 470-218-5361

Migrant Liaison

478-779-2579 or 478-779-2578



## 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.

**G. Equitable Services (Private Schools Only)**

Formal complaint procedures regarding a school district's or a 21st CCLC program's equitable services for children attending private school are found on the State Ombudsman webpage.

**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	

## BIBB COUNTY SCHOOL DISTRICT

**July 4, 2023**  
Independence Day  
(District Closed)

**July 25 - 31**  
Pre-Planning

**August 1**  
First Day of School

**September 4**  
Labor Day

**September 5**  
Professional Learning  
(No Students)

**October 6**  
Asynchronous Learning Day

**October 9 - 13**  
Fall Break

**November 17**  
Asynchronous Learning Day

**November 20 - 24**  
Thanksgiving Break

**December 19**  
Last Day of the Semester

**December 20 - January 2**  
Holiday Break

**January 3, 2024**  
Professional Learning  
(No Students)

**January 4**  
Second Semester Begins

**January 15**  
Dr. Martin Luther King, Jr. Day

**February 19 - 20**  
Winter Break

*Inclement Weather Make-up*

**February 21**  
Professional Learning  
(No Students) *Inclement Weather Make-up*

**March 15**  
Asynchronous Learning Day

**April 1 - 5**  
Spring Break

**May 22**  
Last Day of School (½ Day for Students)

**May 22 - 24**  
High School Graduation

**May 23 - 24**  
Post-Planning

**May 27**  
Memorial Day (District Closed)

**June 19**  
Juneteenth (District Closed)

**JULY 2023**

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**JANUARY 2024**

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**AUGUST 2023**

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**FEBRUARY 2024**

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**SEPTEMBER 2023**

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**MARCH 2024**

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**OCTOBER 2023**

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**APRIL 2024**

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**NOVEMBER 2023**

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**MAY 2024**

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**DECEMBER 2023**

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**JUNE 2024**

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- First and Last Day of the Semester
- Holidays
- Pre/Post-Planning and Professional Learning
- Asynchronous Learning for Students / Prof. Learning for Staff