

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

Westside High School

Principal Michael Horton, Jr.

478-779-3800 | 2851 Heath Road Macon, GA 31206

<p>English</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>Arabic 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>Chinese 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>Gujarati 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>Japanese 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>Korean 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>Spanish 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>Swahili 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>Vietnamese 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.



**Westside High School
2851 Heath Road
Macon, GA 31206**

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), **Westside 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 Horton, Jr.** your child's principal, by phone at **478-779-3800** or by email at **Michael.Hortonjr@bcsdk12.net**.

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

Sincerely,

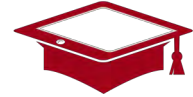
Michael Horton, Jr.

Michael Horton, Jr.
Principal



WESTSIDE HIGH SCHOOL

2851 Heath Road
Macon, Georgia 31206
<https://westside.bcsdk12.net>
Michael Horton Jr., Principal



WESTSIDE WINNING
HERITAGE ES - UNION ES - VETERANS ES - WEAVER MS - WESTSIDE HS

2023-2024

Parent and Family Engagement Plan

Revised: May 23, 2023

What is Title I?

Westside High School is identified as a Title I school as part of the 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 family engagement plan.

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 the percentage of students scoring developing or above on all Milestone courses.
- Increase the percentage of students who are present 90% of their enrolled time from a baseline of 63.9% in FY 23 to 70% in FY 24.
- Increase the percentage of students participating in extra curriculum activities or clubs to encourage positive social emotional learning.

Focus Areas

- Use literacy strategies to support Reading mastery on standardized assessments and across content areas using the methods of QARR (Question Answer Response Relationship) and Close Read (read the text carefully, identify themes and analyze connections).
- Track attendance goals, schedule data talks, and earn PBIS incentives and recognition.
- Investigate the availability of extracurricular activities and plan to join or attend one event.

Shared Responsibility for Success

What is this plan? A Parent and Family Engagement Plan is designed to provide a variety of opportunities and ways parents can be involved in their child's education. Westside welcomes and values input, support and involvement from our families. When the school and families work together, we develop the foundation for STUDENT SUCCESS.

How is it revised? Parents are invited to attend several meetings, focus groups and the annual Title I Family and Community Engagement (FACE) Forum to review and revise this plan, the family engagement budget, the School Compact and our Schoolwide Improvement Plan. These meetings are scheduled at convenient times. Feedback received will be used to revise the plan for the next school year. We also distribute an annual survey to ask families 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. Westside High School will provide an equal opportunity for the participation of parents 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.

Where will the plan be available? Our plan will be located on the school's website, in the front office, media center, and parent resource area for parents to receive a copy of the plan at anytime. The plan also will be available at meetings and events.

School-Parent Compact

The School-Parent Compact was jointly developed by the teachers, parents and students. Our compact is an agreement between the school, parents and students stating what each party will do to ensure that all students are successful. The compact will be reviewed and updated annually based on feedback from parents, students and teachers. Copies will be sent to each student and posted online.

PARENT AND FAMILY ENGAGEMENT PLAN 2023-2024

Westside will take the following measures to promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach our school goals. We will —

- ✓ Ensure that all information related to school and family engagement programs, meetings, and other activities is timely and published in English and, to the extent practicable, in a language that family members understand. An interpreter is available upon request for school events and meetings.
- ✓ Communicate with all families and the community on a regular basis about school meetings and events by mail, flyers, phone calls, school messenger, school marquee, social media sites, such as Twitter and Facebook, as appropriate.
- ✓ Conduct staff development, in consultation with parents, on effective family engagement practices and strategies for staff to work with families, as equal partners. Information and tips will be shared during regularly scheduled staff meetings, by email and/or handouts.
- ✓ Partner with our zone middle schools 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 and training for parents to work with their children to improve achievement through workshops and grade level meetings.
- ✓ Listen and respond to parents' requests for additional support for family engagement activities through feedback forms and district surveys.
- ✓ We will submit feedback about any part of the schoolwide plan that is not satisfactory to student and school goals for academic achievement to the local Title I office.

The following events will be presented to families to strengthen family engagement. Meetings are held at various times and dates.

- ◆ **July 2023 Open House.** Parents and family members have the opportunity to hear what's going on (clubs and sports offered), join PTO and visit their child's classroom.
- ◆ **August 2023 - Annual Title I Meeting.** Come hear about our Schoolwide Improvement Plan, Parent and Family Engagement Plan and School-Parent Compact. Learn about the benefits of the Title I program. Sign up for Parent Portal, the district's online grade book and attendance report.
- ◆ **September 2023 Grade Level Parent Meetings.** Designed to give families helpful resources to encourage students to excel in Math and English Literature using evidenced based strategies. Learn more about our high school curriculum, State standards, and the Georgia Milestones Assessment along with other Georgia Department of Education resources.
- ◆ **October 2023 and ongoing - Building Staff Capacity.** Principal, faculty and staff will meet to discuss and share information on how to build stronger ties between home and school.
- ◆ **October 2023 - STEM Night.** Fun filled hands on activities tied to Science, Math, and Engineering topics. Community partners will share strategies and engage with students and family.
- ◆ **November 2023 and April 2024 - Senior Night.** Come learn about graduation requirements, college and career resources, academic expectations to help your child transition successfully into future endeavors.
- ◆ **November 2023— Georgia Family Engagement Month/ National Parental Involvement Day—November 16th.** A celebration for the contribution of our parents.
- ◆ **November 2023 Annual Title I Parent Survey.** Share your feedback about the family engagement program and budget.
- ◆ **February 2024-Grade Level Parent Meetings.** Come hear how to guide your child on getting better grades and learn test-taking strategies for the End of Course exams.
- ◆ **February 1- March 8, 2024—Title I Family and Community Engagement (FACE) Forum.** A forum for parents to participate in roundtable discussions regarding the schoolwide plan, parent and family engagement plan, school-parent compact and family engagement budget.
- ◆ **April 2024 - Rising 9th Grade Transition Workshop.** Come join us for an informative workshop on *How to Get The Most Out of High School*.
- ◆ **Student-led Conferences—Ongoing.** Meet with students to review your child's academic progress on goals. Teacher conference upon request.

Engagement Opportunities

We encourage our parents to participate and support these programs designed for student success:

Parent Meetings
Workshops
PTO
Volunteer Teams
School Council
Afterschool Tutoring

All volunteers are welcome at Westside High School. To volunteer, you must complete a volunteer packet located in the front office. If you would like to volunteer or want more information on how to get involved at Westside, please contact the front office or your child's teacher.



WESTSIDE HIGH SCHOOL
2851 Heath Road, Macon, Georgia 31206
(478) 779-3800
<https://westside.bcsdk12.net>
Michael Horton Jr., Principal



2023-2024

School-Parent Compact

Revised: May 23, 2023

The staff, students, and families of Westside High School (WHS) agree that this compact outlines how the entire school staff, families, and students will share the responsibility for improved student academic achievement. Westside High School staff, families, and students also agree that this compact describes how the school, family, and community will build and develop a partnership to support children in the achievement of the State's high standards. All parents had the opportunity to be involved in the review, revision, and approval of the school-parent compact.

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 the percentage of students scoring developing or above on all Milestone courses.
- Increase the percentage of students who are present 90% of their enrolled time from a baseline of 63.9% in FY 23 to 70% in FY 24.
- Increase the percentage of students participating in extra curriculum activities or clubs to encourage positive social emotional learning.

Focus Areas

- Use literacy strategies to support Reading mastery on standardized assessments and across content areas using the methods of QARR (Question Answer Response Relationship) and Close Read (read the text carefully, identify themes and analyze connections).
- Track attendance goals, schedule data talks, and earn PBIS incentives and recognition.
- Investigate the availability of extracurricular activities and plan to join or attend one event.

To help your child meet the district and school goals, the school, the family, and the child have specific responsibilities to fulfill. These responsibilities are outlined below.

Westside High School Administrators and Teachers will:

- Keep students and families informed about the 21st Century After School Tutoring Program, a suite of safety nets that serve to provide students with remediation or acceleration in courses and subject-area content.
- Provide students with a class syllabus for each course detailing course materials, expectations, and grading procedures. Teachers will maintain websites that include linked resources to support parents and students with increasing student achievement.
- Offer Grade Level Parent Meetings that focus on math and literacy standards, student engagement opportunities, and available resources to support student achievement. Family engagement events will

provide information about graduation requirements, SAT/ACT preparation, dual enrollment, and test-taking strategies for End of Course exams.

- Offer continuous and current feedback regarding student progress through Parent Portal, the online grade, attendance, and behavior report. Parents are encouraged to use Parent Portal for online access to their child's progress and updates.
- Provide information to parents and family members through the Westside High School website; teacher webpages; flyers; Remind text messaging app; Canvas, the school's learning management platform; school marquee; e-bulletins; Westside Facebook, Twitter, and YouTube page.
- Hold student-led conferences throughout the year. Parents are welcome to request a teacher conference with one or more teachers, counselors, and/or administrators. Parents can request these meetings by contacting staff directly via email or phone. This compact will be discussed at the annual Title I parent meeting, and during parent teacher conferences or events held throughout the year to emphasize the shared responsibility for student success.
- Provide progress reports every 6 weeks and report cards at the end of each semester via Parent Portal. Teachers may also contact parents as needed to provide updates on student progress.
- Develop opportunities for parents to volunteer and participate in their child's class, and to observe classroom activities. Westside High School welcomes and encourages parents and family members to volunteer and participate in school activities/events. Volunteer training and a background check is required. Please contact the front office for more information.

Parent Responsibilities: As a parent, I will do the following to help my child meet the overall district and school goals:

- Encourage my child to participate in any improvement opportunities, including afterschool tutoring and other resources.
- Check the school's website regularly and request updates concerning resources to assist my child with graduation plans, and career and college readiness development.
- Participate in family Grade Level Parent Meetings and other events to understand the curriculum and resources available to support academic achievement as well as clubs and extra curriculum activities.
- Attend parent and/or student-led conferences in person or via Teams.
- Monitor my child's progress by having conversations with him/her and by regularly checking his/her progress in Parent Portal.
- Promote the use of available web resources USA Testprep to improve my child's performance on State assessments.
- Encourage my child to read independently and ensure access to reading material at home.

Student Responsibilities: As a student, I will do the following to help meet the overall district and school goals:

- Participate in tutoring sessions when needed.
- Use web resources provided by teachers, listen to school announcements, and communicate information to my parents.
- Attend at least one workshop or Grade Level Parent Meetings with my family to learn more about available school resources to support the 4ME's: Enrolled, Enlisted, Employed, Entrepreneurship.
- Communicate with my parents, teachers, counselor, and administrators about my progress and become a self-directed learner.
- Set goals and know data for student-led conferences.
- Join a club or extra curriculum activity.
- Attend meetings on graduation requirements and participate in advisement sessions about career and college-readiness preparation.
- Read more and look for ways to enjoy a variety of reading materials (magazines, fiction, and nonfiction books, etc.).

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.



LEARNER OUTCOMES

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.

MATCHED AND ENROLLED

MOTIVATED TO ENLIST

MOLDED FOR ENTREPRENEURSHIP

MEANINGFULLY EMPLOYED

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.

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.

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, 6th, and 9th 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**





BIBB COUNTY SCHOOL DISTRICT

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

Vj g'r wtr qug'qh'43uv'Egpwt { 'Eqo o wplv { 'Ngctplvi 'Egpvtu'Rtqi tco 'ku'vq'r tqxkf g'hgf gtcn'hwf u'hqt " eqo o wplv'vq'gucdrkj 'qt'g'zr cpf 'cevkxkgu'k'eqo o wplv { 'hgctplvi 'egpvtu'v'v'qr gtcv'f wtkpi "qww'qh'" uej qqrj' qwtu'cpf "to ugtxg" in the following capacities->

- 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.

Ur gek'ecm' . 'vj g'i qcn'qh'43uv'EENE 'ku'vq'ko r cev'uwf gpw'v'j tqwi j "cp'k'p'v'p'k'p'c'n'h'q'ewu'qp'ko r tqxgf " t'gcf lpi . 'o cvj go c'v'eu .r quk'x'g' { qwj 'f g'x'g'r o gpv'cpf 'r ct'gpv'cpf 'h'co k' { 'gpi ci go gpv'qweqo gu'0'Dkdd' Eqwv' { 'Uej qqr'F k'ut'ev'j cu'24 i tcpv'dcugf '43uv'Egpwt { 'Eqo o wplv { 'Ngctplvi 'Egpvtu that offer programs at no cost to students or families.

Appling Middle
Dgtpf 'Grgo gpvt {
J ctv'g { 'Grgo gpvt {
Ingram-Pye Elementary
Lane Elementary
Porter Elementary
Southwest High
Xgvtcpu'Grgo gpvt {

Dcnctf /J w' uq'p' O k' f' r' g
Burdell Hunt Elementary
J gctf 'Grgo gpvt {
John R. Lewis'Grgo gpvt {
Martin L. King Elementary
Sm' x'k'g' 'Grgo gpvt {
Taylor Elementary
Weaver Middle"

Dtweg'Grgo gpvt {
Central High
J g'k'ci g'Grgo gpvt {
L.H. Williams Elem.
Northeast High
Uqwj h'grf 'Grgo gpvt {
Union Elementary
Westside High

Vj g'zr gev'f 'qweqo gu'qh'v'j g'hgg/dcugf "dghqtg"cpf "ch'gt uej qqr'r tqi tco u'ctg'<v' "gpj cpeg"cpf "gpt'lej " vj g'uwf gpv'u'tgi w'rt 'f c { 'cevkxkgu'v'q'k'p'et'g'cug'ercu'r ct'v'ekr cv'kp'v'v'q'ko r tqxg'j' qo gy qtm'leqo r r'g'v'kp'v'v'q'ko r tqxg'cecf go k'ce'j k'x'go gpv'cr'p'i 'y k'j 'v'gu'v'eqt'gu'v'v'q'f get'g'cug'f k'uekr r'p'g'r tqd'rgo u'v' uej qqr'cpf "cv'j' qo g'0'Dkdd'Eqwv' { '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."



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



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

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 - 21st 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:
Mail this form to: Bibb County School District The Office of Superintendent 484 Mulberry Street Macon, GA 31201	