



School Parent and Family Engagement Policy
International Charter School of Atlanta
School Year 2019-20
Revision Date 06/30/2019

In support of strengthening student academic achievement, the International Charter School of Atlanta (ICSAtlanta) receives Title I, Part A funds and, therefore, must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The International Charter School of Atlanta agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.

- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) 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
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

ICSAtlanta shall implement required parent and family engagement policy components in the following ways.

JOINTLY DEVELOPED

ICSAtlanta will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

ICSAtlanta, as a Title I-A Targeted Assistance LEA/school, shall involve parents of students selected for targeted assistance in the planning, review, and improvement of Title I programs through regular meetings and communication. In addition, ICSAtlanta shall provide opportunities for feedback from parents through an a dedicated Title I page and feedback form on the ICSAtlanta website.

Suggestions shall be reviewed and considered in a timely manner, and implemented as appropriate.

TECHNICAL ASSISTANCE

The International Charter School of Atlanta will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

ICSAtlanta, as a single-school state charter district, shall ensure that all faculty and staff at the school have the tools and resources to implement effective parent and family involvement activities. The Federal Grants Manager shall attend professional development opportunities and provide technical assistance to faculty and staff. In addition, the Federal Grants Manager shall work in conjunction with school counselors and directors to provide meaningful parent and family engagement.

ANNUAL EVALUATION

The International Charter School of Atlanta will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, its parent and family engagement policies.

ICSAtlanta administration shall be responsible for developing/revising and reviewing the School Parent and Family Engagement Policy annually. The Federal Grants Manager will be responsible for monitoring ICSAtlanta's compliance with this procedure and state requirements.

Annually, ICSAtlanta administration, in coordination with the Federal Grants Manager, shall review the Parent and Family Engagement Policy and seek input from parents and other stakeholders. After parental input has been received and incorporated, as appropriate, into the policy, school staff should provide any additional feedback for consideration. Goals will include identifying barriers to greater participation by parent in activities and identifying the needs of parents to assist with the learning of their children.

Procedures: ICSAtlanta shall seek input from parents of students eligible for Title I targeted assistance in the creation and revisions of the Parent and Family Engagement Policy through multiple methods of feedback. The policy shall be

provided to all parents of students eligible for targeted assistance and posted on the ICSAtlanta website.

Primary Method

ICSAtlanta shall hold an annual open discussion forum to encourage parents of students eligible for targeted assistance to provide feedback on the Parent and Family Engagement Policy. Invitations to the forum shall be sent via email and through a paper note home. In addition, ICSAtlanta shall post the information of the forum on the school's calendar on the website and on Facebook. Information about the forum and minutes shall be posted on the Family Engagement page on ICSAtlanta's website.

Secondary Method

ICSAtlanta shall distribute a survey annually by email to parents of students eligible for targeted assistance, using Survey Monkey, requesting feedback on the policy, incorporating all required elements. A link to the survey shall also be posted on the Family Engagement page on ICSAtlanta's website and shall be maintained throughout the year, allowing families the opportunity to provide feedback at any time.

The calendar is below.

Time Frame	Task	Responsible	TA Provider
February	Prepare Annual Title I Parent Survey	Superintendent, Governing Board representative, ICSAtlanta Administration, Federal Grants Manager	Federal Grants Manager
April	Review current Family and Parent Engagement Policy for compliance with state and federal requirements	Superintendent/ICSAtlanta Administration	Federal Grants Manager
May	Integrate parent feedback in Parent and Family Engagement Policy	Superintendent, Governing Board representative, ICSAtlanta Administration, Federal Grants Manager	Federal Grants Manager
July	Provide training on Parent and Family Engagement Policy (and review of) to all staff	ICSAtlanta administration and Federal Grants Manager	Federal Grants Manager
August	Staff review Parent and Family Engagement Policy and provide any	ICSAtlanta Administration	Federal Grants Manager

	feedback		
September	Finalize Parent and Family Engagement Policy, incorporating all feedback	ICSAtlanta Administration, Federal Grants Manager	Federal Grants Manager
By end of October	Distribute Parent and Family Engagement Policy to parents of students eligible for targeted assistance	ICSAtlanta Administration, Federal Grants Manager	Federal Grants Manager

ANNUAL TITLE I MEETING

ICSAtlanta will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

ICSAtlanta shall conduct an annual meeting for parents of students receiving targeted assistance in September to inform them about the Title I program at ICSAtlanta. Information about the meeting shall be emailed to these parents and announced on the school's website.

COMMUNICATIONS

ICSAtlanta will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

ICSAtlanta shall provide information about parent and family engagement opportunities through multiple communication methods in ways that are easy to understand. Information about Title I and parent and family engagement opportunities shall be emailed to parents of students receiving targeted assistance and posted on the Title I page of the ICSAtlanta website. Information shall be provided in other languages when needed to ensure understandability.

SCHOOL-PARENT COMPACT

ICSAAtlanta will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

ICSAAtlanta shall work jointly with parents of students receiving targeted assistance to develop the school-parent compact in the fall annually. Parents will be emailed and asked to provide feedback, and opportunities for feedback shall be posted on the Title I page of the website.

RESERVATION OF FUNDS

Not applicable to ICSAtlanta.

COORDINATION OF SERVICES

ICSAAtlanta will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

ICSAAtlanta shall maintain a "parent resource room," which will serve as a meeting room and a location to house materials helpful for parents to ensure the well being and academic success of their children. In addition, ICSAtlanta shall include information on resources provided by social service agencies, nonprofits, state agencies, and other programs. The resource room will include books and other resources.

BUILDING CAPACITY OF PARENTS

ICSAtlanta will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging State's academic standards
 - The State and local academic assessments including alternate assessments
 - The requirements of Title I, Part A
 - How to monitor their child's progress
 - How to work with educators to improve the achievement of their child

ICSAtlanta shall provide parents of students receiving targeted assistance information about curriculum and the challenging State academic standards through the Title I page on the website and the parent resource room. In addition, ICSAtlanta shall offer multiple parent information sessions throughout the school year to build parent capacity.

BUILDING CAPACITY OF SCHOOL STAFF

ICSAtlanta will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

ICSAtlanta shall provide professional development sessions to help build the capacity of school staff to recognize the valuable contributions of parents. One session shall be conducted during the pre-planning period, and another will be conducted mid-year. In addition, ICSAtlanta administration shall emphasize the importance of parent engagement and parent contributions to the school.

ICSAtlanta will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

School counselors, in coordination with ICSE Atlanta administration and the Federal Grants Manager, shall provide additional support as requested and needed to help ensure the involvement of parents and families in the life of ICSE Atlanta and as partners in the academic success and well being of students.

DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT

POLICY COMPONENTS

ICSAAtlanta shall engage in the following discretionary activities as a part of parent and family engagement.

- ☐ Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- ☐ Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- ☐ Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- ☐ Train parents to enhance the engagement of other parents.
- ☐ To maximize parent and family engagement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
- X Adopt and implement model approaches to improving parent and family engagement
- ☐ Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- ☐ Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

NOTE TO THE SCHOOLS: *Describe how each discretionary item checked above will be implemented.*

Since ICSAtlanta's families live throughout the Metro Atlanta area, ICSAtlanta shall utilize a combination of in-person and online resources in order to engage parents. For example, ICSAtlanta shall maintain a page for Title I for parents on the website.