



FY25 Parental and Family Engagement Policies/Plans Revised 06/12/24

Brookhaven Innovation Academy (BIA) is committed to cultivating and sustaining partnerships with parents and community stakeholders, and encourages their participation in the development, implementation, review and evaluation of its parental involvement policy/plan. This written policy/plan focuses on improving academic achievement and school performance and outlines how BIA will coordinate, provide technical assistance and other support in planning and implementing effective parental involvement activities, trainings, and workshops.

BIA will coordinate and integrate parent and family engagement strategies with other Federal, State, and local laws and programs, including public preschool programs and other activities. For example, in the fall of 2024, BIA will host a High School Fair for its 8th graders to support their transition plans.

BIA, parents, and community stakeholders will jointly develop and agree on the Parental Involvement Policy/Plan which will describe the means for carrying out Title I, Part A requirements. The policy/plan will be made available to the local community and parents of students enrolled in Brookhaven Innovation Academy using multiple means. The policy/plan will be available on the Federal Programs page of the district's website (www.BIASchool.org) and in hard copy format in the main office.

BIA will coordinate and integrate parent and family engagement strategies with relevant Federal, State and local laws and programs.

Family Engagement Plan

Family Engagement means the participation of parents and family members in regular, two-way,

These written procedures describe how BIA will inform all parents of Title I students of the opportunity to be involved in the planning, revision and implementation of:

- Parental Involvement Workshops/Building Capacity Programs
- School Improvement Plan/School-Wide Plan
- Parent Engagement Policy

The Federal Programs Director serves as professional development/technical assistance at the end of the year (March – May). These group or one-on-one sessions provide schools with the toolkit on procedures to facilitate a compliant planning meeting. The toolkit includes the following:

- Notices/letters inviting parents to participate in the planning meetings of the topics
- Meeting agenda
- Sign-in sheet and meaningful communication involving student academic learning and other school activities, including:
 - That parents play an integral role in assisting their child's learning.
 - That parents are encouraged to be actively involved in their child's education.
 - That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- The carrying out of other activities, such as those described in Section 1116 of the ESSA.
- Sample of approved meeting minutes
- Parent feedback forms/comments/surveys related to the topics listed above

All notices must contain the following information, communicated in multiple ways, and in different languages, when appropriate:

- Date of the notice
- Date, time and location of the planning meeting
- Signature (Head of School, Federal Programs Director)
- School-Parent Compact
- Input on How the Parental Involvement Funds Will Be Used at BIA
- Contact information

To ensure BIA remains in compliance, the Federal Programs Director will monitor Title I activities. Each activity/event will be composed of a parent notification letter, agenda, sign-in sheet, and feedback form. The Federal Programs Director will report to the Head of School whether the parent notification contains all required information. The Head of School will send the notice to parents in multiple ways, including but not limited to flyers, school website, mass text, newsletters, bulletin posting, etc.

The Head of School and Federal Programs Director will facilitate a meeting at the end of March, and all parents will be invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the next school year. BIA will send out flyers and

publish meeting dates. An announcement will be posted on the school district website. During the meeting, parents will review data and discuss the Comprehensive LEA Improvement Plan (CLIP) and review the district parent and family engagement policy before the end of the school year. Upon final revision, BIA's parent and family engagement policy will be incorporated into the CLIP which will be submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time by contacting the Federal Programs Director or Head of School or by submitting written comments mailed to BIA.

The parent and family engagement policy will be posted on BIA's website, distributed during the annual Title I school meeting early in the school year, and made available in the Title I Parent Resource Center.

School/Parent Compacts

BIA will share responsibilities for high student academic achievement with all parents and students enrolled in the school system and will develop, in collaboration with parents and students, a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement. The school-parent-student compact will also describe the means by which the school, parents, and students will build and develop a partnership to ensure student mastery of the GaDOE's high academic content standards.

A School-Parent Compact is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all students reach grade-level academic standards.

This compact will:

- Link to goals of the school improvement plan
- Describe how the school will provide resources for specific at-home learning activities to promote student academic growth
- Describe parent and student responsibilities to engage in specific at home learning activities to promote student academic growth
- Explain how parents and the school will participate in regular, two-way communication
- Describe how the school and parents will build and develop a partnership to help children achieve the State's high academic standards

BIA will schedule a meeting in August with parents to gather input on the school-parent compacts. The final school-parent compact will be distributed in October. Family Engagement Coordinators at BIA are responsible for ensuring all eligible students have received a school-parent compact.

BIA will follow the requirements listed below in developing the school-parent compact:

- Write in family-friendly language and to the extent practicable, in a language that parents can understand.
- Outline how parents, school staff, and students will share responsibility for student academic achievement and how they will build and develop a partnership to help students achieve the State's standards.
- Describe the district and school student performance standards, as well as provide ways in which the school will provide parents with strategies/activities to assist their child with the high-quality curriculum and instruction delivered.
- Describe the ways in which parents will be responsible for supporting their children's learning.
- Describe the ways in which students will be responsible for their learning.
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, parent-teacher conferences in elementary schools, during which the compact shall be discussed as the compact relates to the individual child's achievement; frequent reports to parents on their child's progress; and reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom.

Capacity for Parent Involvement

BIA will use the Georgia Department of Education's Parent and Family Engagement Parent Capacity Checklist to document all of the following and will have it signed by the Federal Programs Director:

- Parent meetings, such as the Annual Title I meeting, as the primary method of building parent capacity
 - a. Presentation slides, training materials, handouts, or meeting minutes/notes that show evidence of the topics discussed will be made available on the BIA website
 - b. Sign in sheet to document names and roles of attendees, which is to include the date
 - c. Methods (2 or more) of invitation to all Title I parents and family members
- Continuous communications with parents such as using the social media postings, text

messages, or links to articles, videos, newsletters, tip sheets, flyers, handouts, brochures, website screenshots, and other online resources relevant to topics such as:

- a. the challenging State academic standards
- b. State and local academic assessments
- c. Title I, Part A requirements
- d. how to monitor a child's progress and work with educators to improve the achievement of their children
- e. literacy training and using technology (including education about the harms of copyright piracy)
- f. other reasonable support as parents may request

The Federal Programs Director and Head of School will use: input from parents, GaDOE materials, professional family engagement modules and other resources to create training modules; parents to foster improved communication and parent engagement. The Federal Programs Director will provide individual assistance to parents as needed.

Building Parent and School Capacity

BIA will build the school's and parents' capacity for strong family engagement in order to ensure effective involvement of parents and family members and to support a partnership among schools, parents, and the community to improve student academic achievement through the following district wide activities and programs.

BIA will provide assistance to parents in understanding state and district academic information connected to their student's learning and progress, as well as information regarding the Targeted Assistance Program. BIA will provide classes for parents to gain knowledge about the challenging state academic standards, local academic assessments, as well as the required assessments for Georgia students including alternative forms of assessment. BIA shall offer parent workshops on site and free tutoring for the children. The dates and locations for all the classes and meetings will be posted on the district website, on notices sent home with students, on school websites, in school newsletters, text messages, ClassDojo, and shared on social media. Meetings will be held at several different times.

BIA will also provide a page on the school's website that will contain resources and materials, including parent guides, study guides, practice assessments, and activities to help parents work with their children at home. Copies will be given out at parent workshops and made available at schools for those families who may have limited internet access, including copies in Spanish. To assist parents with understanding the online student information system and other digital educational resources, the Federal Programs Director will provide technology workshops for the

parents. Dates and times for these workshops will be determined by the Head of School and Federal Programs Director.

To ensure that information related to school, parent programs, meetings, and activities is available to all parents in an understandable language and format, the Federal Programs Director will post a monthly schedule on the BIA website homepage and under Federal Programs. Parent notifications will be sent home in the native language if applicable. ESOL has two (2) parent meetings per year where an interpreter goes over school information and answers questions. BIA will also encourage collaboration and participation with community partners by sharing information from the meetings.

School Staff Capacity

BIA educates teachers, student services personnel, principals, 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. Staff meetings are developed from materials in family engagement books or from references on the GaDOE website to provide professional learning for the staff. BIA will use the Georgia Department of Education's Comprehensive Guide and Staff Capacity.

The Title I Family Engagement Coordinator will work to educate teachers, specialized instructional support personnel, principals, other school leaders, and other school 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.

Annual Title I Meeting

BIA will hold a required annual meeting at the beginning of the school year, before November 1st. It is the responsibility of the Federal Programs Director to arrange meeting times and invite all stakeholders to the meetings. The Federal Programs Director will be responsible for collecting and submitting documentation of the required Title I Annual Meeting, including copies of sign in sheets, agendas, and multiple ways of inviting parents. Meetings will be publicized via flyers sent to parents, e-mails, the website, social media, Class Dojo, and flyers posted in the building.

Annual Evaluation of Parental

Involvement

The Federal Programs Director and Head of School will conduct an annual evaluation of the content and effectiveness of this parent and family engagement policy and the family engagement activities to improve the academic quality of the BIA. This will be done through parent surveys and school improvement meetings. Parents will also fill out input sheets in the fall and in the spring at meetings. Parents will be sent many notices in different formats about the surveys and meetings. Surveys will go out in March and in April and will be posted on BIA's school website. Parents are encouraged to complete a survey when visiting the school and paper copies will be given to those who may not have access to computers. In addition to the surveys, parents are invited to the district meeting at the end of March and the school input opportunities in March and April.

Process to Review

The GaDOE Parent Involvement Policy checklist will be applied to the plan. The results of the survey and the feedback from the planning meeting are shared among several groups of stakeholders, including, but not limited to, parents, school/district office employees, and community members. The results of the survey will be used to review and revise TAP and parent involvement plans and components.

Actions Taken to Improve the Quality and Effectiveness of Parent Involvement Policies and Practices

The Federal Programs Director will review the annual spring survey results, as well as all feedback received, during the annual needs assessment process at the strategic planning retreat. Additions/deletions/ revisions will be discussed and agreed upon during this meeting. Formatting and revisions will be made after the meeting and then provided to stakeholders for review and suggestions.

Parent Input on 1% Set Aside

BIA does not currently receive a Title I allocation greater than \$500,000 and therefore is not required to set-aside an allocation for parent and family engagement. If BIA were to receive \$500,000 or more, all parents would be invited to meetings in August and April to review the current year's 1% Parent and Family Engagement budget expenditures and provide input on the upcoming year's budget. The meeting would be recorded and input forms and sign-in sheets would be kept on file for documentation of these parent meetings.

English Learners Participating in Title I or Title III Supplemental Language Programs

No later than 30 calendar days after the beginning of the school year (or within the first two weeks of an EL being placed in a program), the English to Speakers of Other Languages (ESOL) Teacher will notify parents/guardians of English Learners (EL) if their child may be participating in a supplementary language program as part of the consolidated program. The notification will be provided in a language parents can understand. Initial letters will be mailed home to the parents of students who may receive supplemental services. As new students are identified as ELs enroll, subsequent letters will be generated by the ESOL Teacher or the Federal Programs Director and mailed. As letters are sent to parents, a copy will be kept in the student's folder as well as the secure Google Drive folder for each EL.

Preschool Programs

BIA does not serve students in preschool, therefore, strategies for parent and family engagement for this age group of students do not apply.