

School Parent and Family Engagement Plan
Bishop Hall Charter School
School Year 2019 - 2020
Revision Date 7/2/2019

In support of strengthening student academic achievement, **Bishop Hall Charter School** 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).

Bishop Hall Charter School 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 requested by parents, the school will schedule opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible.
- 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; and
- (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

JOINTLY DEVELOPED

Bishop Hall Charter School 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.

- *A school-based Parent Advisory Council meets regularly with the principal and district leaders to provide input and suggestions on improvement plans.*
- *Parent surveys are conducted several times each school year to allow all parents to provide input and feedback. Parents and community stakeholders are involved in the annual comprehensive needs assessment that takes place during the spring of each school year.*
- *Each spring and summer, parents are invited to participate in meetings to plan, review and improve programs included in the School Improvement Plan, Family Engagement Plan, and School-Parent Compact. Parents may request additional meetings by contacting the school principal or the school parent involvement coordinator. The Parent Involvement Coordinator will update, at least annually, the School Family Engagement Plan based on parent and faculty input to meet the changing needs of parents and the school.*
- *Printed copies of the Family Engagement Plan and Parent Compact are distributed to families on the first day of school (or upon enrollment) in the back to school packet of materials. A printed copy of the School Improvement Plan is distributed each year by September 1. Each of the three plans is posted on the school and district website by September 1 of each school year.*
- *If the schoolwide program under section 1114(b) is not satisfactory to the parents of participating children, the principal will submit any parent comments to the Assistant Superintendent for Federal Programs of Thomas County Schools.*

ANNUAL TITLE I MEETING

Bishop Hall Charter School 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.

- *A school-specific annual Title I meeting will be held within the first month of school to inform parents of the requirements of Title I and the school's participation. Parents will be informed of their rights under Title I.*
- *For the 2019-2020 school year, the Annual Title I meeting will be conducted in August. An announcement will be sent home.*

COMMUNICATIONS

Bishop Hall Charter School 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:
- *Printed copies of the Family Engagement Plan and Parent Compact are distributed to families on the first day of school (or upon enrollment) in the back to school packet of materials. A printed copy of the School Improvement Plan is distributed each year by September 1. Each of the three plans is posted on the school and district website by September 1 of each school year. A careful review process including parents, school, and district leaders is completed each summer to ensure that required plans are written in an understandable and uniform format and to the extent practicable, provided in a language the parents can understand by involving parents in the editing process.*
 - *Meetings will be offered at various times, such as morning and afternoon sessions whenever practical. Meetings will be provided in formats aligned to meet needs of our parents. Home visits often provide a chance to review meeting details, develop parent capacity, and solicit feedback. Parents may request alternative meeting formats by contacting the school parent involvement coordinator directly.*
 - *School-based parent involvement coordinators are able to provide assistance with transportation or child care if such issues present a barrier to participation in school events. These services may be scheduled by contacting the parent involvement coordinator directly.*

SCHOOL-PARENT COMPACT

Bishop Hall Charter School 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.

- *Parent surveys are conducted several times each school year to allow all parents a chance to provide input and feedback on programs implemented under schoolwide Title I plans, Family Engagement Plans, and or School-Parent Compacts.*
- *Each spring and summer, parents are invited to participate in meetings to plan, review and improve programs included in the School Improvement Plan, Family Engagement Plan, and School-Parent Compact. Parents may request additional meetings by contacting the school principal or the school parent involvement coordinator.*
- *The Parent Compact is specifically linked to school and district improvement goals and contains specific information on the shared responsibility of parents, teachers, and students to develop grade appropriate skills and master the challenging state academic standards. The Parent Compact includes ways parents can support their children academically.*

RESERVATION OF FUNDS

If applicable, **Bishop Hall Charter School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- *Parent surveys are conducted several times each school year to allow all parents to provide input and feedback on how the district will spend the required 1% set aside for parent and family engagement. For the 2019-2020 school year, parent input directed the district to continue to provide a parent involvement coordinator for each Title I school. The value of this service exceeds the required 1% set-aside, and therefore satisfies this requirement. Parents who wish to suggest additional activities are offered the chance to provide input via surveys and meeting attendance throughout the school year.*
- *Each spring and summer, parents are invited to participate in meetings to plan, review and improve programs included in the School Improvement Plan, Family Engagement Plan, and School-Parent Compact. Parents may request additional meetings by contacting the school principal or the school parent involvement coordinator.*

COORDINATION OF SERVICES

Bishop Hall Charter School 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:

- *District and school-based parent involvement coordinators implement plans to coordinate services and meeting times among schools and programs available in Thomas County. Each year area daycares, including Head Start and faith-based organizations are invited to tour Hand-In-Hand Primary in the spring enrollment season.*
- *School and district facilities are used by community groups allowing the community to become familiar with the structure and programs provided by the Thomas County School District.*
- *The district coordinates open house and orientation activities to provide support to students and families as they transition between elementary, middle, high schools and on to post-secondary education. The district coordinates services to ensure students and families benefit from early childhood programs, college and career readiness programs, and parent resources available in the community.*

BUILDING CAPACITY OF PARENTS

Bishop Hall Charter School 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;

- Providing parents with individual student academic assessment results and interpretation of those results;
- Providing 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 Georgia Standards of Excellence,
 - the State and local academic assessments including Georgia Milestones and alternate assessments,
 - the requirements of Title I, Part A,
 - strategies parents can use to support their child's academic progress, and
 - how to partner with teachers to support their child's academic achievements.

- *Each school conducts an annual Title I meeting that reviews the details of the Title I program and provides families with information and resources to learn more about the state's academic standards.*

- *Parent involvement coordinators at each school conduct family engagement workshops to present materials and strategies parents and family members can use to support their child's academic achievements, such as literacy training and using technology (including the harms of copyright piracy) to foster parent and family engagement. Additional topics will include information about academic assessments, curriculum requirements, and strategies to support their children academically. Title I schools will plan parent workshops based on survey results and parent requests as time and expertise allow.*

BUILDING CAPACITY OF SCHOOL STAFF

Bishop Hall Charter School 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:

- *The Thomas County School System will, with the assistance of its parents, provide staff development concerning, the value of parental contributions, how to effectively engage parents, how to build ties between home and schools, and communicating in language parents can understand.*
- *Parent coordinators will solicit parent assistance in designing and implementing staff development with teachers and administrators.*
- *System federal programs staff and school level parent involvement coordinators provide professional learning opportunities and printed material throughout the school year for administrators, faculty, and staff to develop an understanding of the value of parental involvement. Parent involvement coordinators maintain a page on the school website to share information about outreach methods that are effective in establishing partnerships between families and schools. Certified and classified school personnel are encouraged to include parents as equal partners in the education process. Learning opportunities are not limited to local events but may include participation in regional, state, or national conferences.*
- *Parent coordinators will encourage school staff to respond to parent requests for parent and family engagement activities.*
- *Parent coordinators will provide training on how to communicate in formats, to the extent practicable, in a language that parents can understand.*

Bishop Hall Charter School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by: (Parent requests reported at System PAC in March 2019)

- *Continuing special themed events such as new parent orientations and senior meetings;*
- *Making technology resources available for parent use via parent resource rooms;*
- *Providing parent workshops on use of technology resources to support student achievement and monitoring student performance workshops on internet use and online student safety;*
- *Continuing family workshops on ways to provide academic support, share academic resources, and online resources;*
- *Scheduling alternative sessions to give multiple options for parents to attend;*
- *Offering translation services at family workshops;*
- *Communicating goals to all stakeholders and continue to solicit input; and*
- *Including curriculum-related updates in parent meetings.*

Bishop Hall Charter School

Standards and Activities for 2019-2020

Standard I: Planning and Decision Making: Involve parents in an organized, ongoing, and timely way, in the planning, review and improvement of programs, and include parents in school decisions, developing parent leaders and representatives.

Activity/Strategies	Timeline	Methods/Evaluation	Person/Staff Responsible
School Improvement Planning Meeting	Fall and Spring	School Improvement Plan	Principal (Mr. Chris Huckans)
Bishop Hall Charter School Board of Directors Meetings	7/18/19 8/15/19 9/19/19 10/17/19 11/21/19 12/19/18	1/16/20 2/20/20 3/19/20 4/16/20 5/21/20 6/18/20	Agenda for Meeting Minutes from Meeting Principal (Mr. Chris Huckans)
Parent Advisory Committee Meetings	Fall and Spring	Agenda, Minutes from Meeting	Student Services (Ms. Gwen Mitchell) Asst. Supt. for Federal Programs (Dr. Bob Dechman)
Open House Parent Meetings	Fall and Spring	Agenda Handouts on ways parents can help their students	Student Services (Ms. Gwen Mitchell)
Parent Surveys	Fall and Spring	Survey Results	Asst. Supt. for Federal Programs (Dr. Bob Dechman) Federal Programs Secretary (Sheila Whitley) Principal (Mr. Chris Huckans)
Parent Involvement Policy Revision	_____April-June 2020_____	Revised copy included available in front office and on the school's homepage	Principal (Mr. Chris Huckans) Assistant Principal (Dr. Verna Wiggins) Instructional Coordinator (Mrs. Michele Dechman) BH Parents

Standard II: Communication: Provide parents with appropriate information regarding programs and services.

Activity/Strategies	Timeline	Methods/Evaluation	Person/Staff Responsible
Social Service Assistance – medical/mental/emotional help	Ongoing	Based on interviews, assessments, & parents lack of finances	Social Services (Ms. Gwen Mitchell) Social Services Counselor (Mr. Dan Salveter) GAP Counselors Principal (Mr. Chris Huckans)
Fliers for Special Activities, Events and Workshops	Ongoing	Fliers handed out to Parents/Guardians at Booster/Open House Meetings, Sent with students and mailed out	Principal (Mr. Chris Huckans) Instructional Coordinator (Mrs. Michele Dechman) Administrative Assistant (Ms. Stacey Davis)
Calendar for Special Activities and Workshops	Distributed throughout the year	Fliers issued to Parents/Guardians in flyers and/or Parent Open House Meetings	Principal (Mr. Chris Huckans) Instructional Coordinator (Mrs. Michele Dechman) Administrative Assistant (Ms. Stacey Davis)
Volunteer Orientation	Fall	Attendance (Roster)	Student Services (Ms. Gwen Mitchell) Asst. Supt. for Federal Programs (Dr. Bob Dechman)
Job Fairs: Boys & Girls Club, SWGTC and Labor Department	Varies throughout the school year	Fliers sent home, posted on website and bulletin boards. Attendance counted by number of people attending	Family Connections Student Services (Mrs. Gwen Mitchell) Guidance Counselor (Dr. Verna Wiggins)
Back to School Blitz	August 3	Evaluation completed by all in attendance; Attendance counted by number of bags distributed	Asst. Supt. for Federal Programs (Dr. Bob Dechman) Promise & Prevention Coalition Family Connections, Parent & Resource Coordinators
Literacy Fair at Public Library	September	Attendance counted by number of bags distributed	Family Connections Resource/Parent Coordinators
Senior Workshops Students and Parents	October 24, 2019 December 5, 2019 March 5, 2020 May 7, 2020	Attendance (Roster)	Assistant Principal (Dr. Verna Wiggins) Student Services (Mrs. Gwen Mitchell) Principal (Mr. Chris Huckans) Instructional Coordinator (Mrs. Michele Dechman)

Guest Speakers, Traveling Speakers & Peace Jam	Varies throughout the school year	Fliers sent home with students, posted on website and bulletin boards	Assistant Principal (Dr. Verna Wiggins) Peace Jam School Director (Mr. Dan Salveter)
School Newsletter	Monthly	Issued to BH Board members & classrooms. Posted on Bulletin Boards and website.	Social Services (Mrs. Gwen Mitchell)

Standard III: Volunteering: Recruit and organize parent help and support

Activity/Strategies	Timeline	Methods/Evaluation	Person/Staff Responsible
Reading Specialist: works with small group	Ongoing daily	Scheduled visits planned & evaluation completed by specialist	Principal (Mr. Chris Huckans)
Math Tutors	Bi-weekly or weekly	Evaluation completed by teachers and volunteers	Assistant Principal (Dr. Verna Wiggins)
Volunteers for: <ul style="list-style-type: none"> ◆ Workshops ◆ Fundraisers ◆ School Events ◆ Booster Activities 	Ongoing	Attendance (Roster) and Volunteer hours	Assistant Principal (Dr. Verna Wiggins) Teacher/Counselor (Mr. Dan Salveter)
Volunteer Orientation	Fall 2018	Attendance (Roster)	Asst. Supt. for Federal Programs (Dr. Bob Dechman) Student Services (Ms. Gwen Mitchell)
School Beautification Projects Hands On Thomas County	Ongoing	Volunteer hours	Principal (Mr. Chris Huckans) Bishop Hall Staff

Standard IV: Parenting: Help all families establish home environments to support children as students

Activity/Strategies	Timeline	Methods/Evaluation	Person/Staff Responsible
Reading/Math/Test/Project Preparation and Resources Workshop	Spring 2019	Attendance (Roster)	Parent Coordinators Resource Coordinators Asst. Supt. for Federal Programs (Dechman)
Back to School Blitz	August 3, 2019, 9:00 am-11:00 am	Evaluation completed by all in attendance; Attendance counted by number of bags distributed	Asst. Supt. for Federal Programs (Dechman) Promise & Prevention Coalition Family Connections Parent Coordinators Principal (Mr. Chris Huckans)
Meetings with students and/or parents	Ongoing	Document meetings and assistant plans for improvements	Social Services (MS. Gwen Mitchell) Assistant Principal (Dr. Verna Wiggins) Teacher/Counselor (Mr. Dan Salveter)
Home Visits when needed	Ongoing	Document visit and results of visit on Home Visit Form	Social Services (Ms. Gwen Mitchell) Assistant Principal (Dr. Verna Wiggins)

Standard V: Learning at Home: Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, conferences, and planning.

Activity/Strategies	Timeline	Methods/Evaluation	Person/Staff Responsible
Booster/Parent Open House Meetings	Fall and Spring	Number in Attendance (Roster)	Bishop Hall Faculty and Staff
Parent Resource Room Materials	Ongoing	Check-In/Check-Out Forms	Social Services (Ms. Gwen Mitchell)
Parent Conferences (including EIP, IEP, and SST Meetings)	Ongoing	Sign-up for Conference Document number of and date of Parent Conferences attended	Teachers Principal (Mr. Chris Huckans)
Reading/Math/Test/Project Preparation and Resources Workshop	Spring 2019	Attendance (Roster)	Bishop Hall Teachers Test Coordinator (Shantel Thompson) Asst. Supt. for Federal Programs (Dechman)
School Newsletters	Monthly	Issued to BH Board members and classrooms. Posted on Bulletin Boards and website.	Social Services (Ms. Gwen Mitchell)
Virtual School	Ongoing	Content Platform/Teacher Assessment	Principal (Mr. Chris Huckans) Virtual Coordinator (Mr. Darrell Brinkley)

Standard VI: Collaborating with the Community: Utilize resources and services from the communities to strengthen school programs, family practices and student learning.

Activity/Strategies	Timeline	Methods/Evaluation	Person/Staff Responsible
Back to School Blitz	August 3, 2019, 9:00 am-11:00 am	Evaluation completed by all in attendance; Attendance counted by number of bags distributed	Asst. Supt. for Federal Programs (Dechman) Parent Coordinator (Gwen Mitchell) Promise & Prevention Coalition Family Connections Parent Coordinators Resource Coordinators
BEE Partners & Volunteer Appreciation Luncheon	Spring	Attendance (roster)	Asst. Supt. for Federal Programs (Dechman) Parent Coordinator (Ms. Gwen Mitchell)
Hands On Thomas County (Community Service)	HOTC Day Annually students Requested	Led and supervised by Parent/Resource Coordinator	Parent Coordinator (Ms. Gwen Mitchell)
Family Connections Meeting	3 rd Tuesday in each month @ 11:30 am	Collect information from community businesses or organizations for parents	Parent Coordinator (Ms. Gwen Mitchell)
VOOM	2 nd Tuesday in each month @ 7:45 am	Collect information from community businesses or organizations for parents	Principal (Mr. Chris Huckans) WBL Coordinator (Ms. Regina Beasley)
Papa Johns Pizza Night	Monthly	Percentage of funds raised is given to the school	Parent Coordinator (Ms. Gwen Mitchell)
Literacy Fair at Public Library	November , 2019 4:30 – 7:30 PM	Evaluation completed by all in attendance; Attendance counted by number of bags distributed	Asst. Supt. for Federal Programs (Dechman) Parent Coordinator (Gwen Mitchell)
FFA	Fridays 8:45 AM – Noon	Community Service helping to complete projects for the community.	FFA Advisor(Tyler Jackson)
S.T.E.P. Students Taking Education Positively	Fridays 8:45 AM – Noon	Community Service helping preschool & elementary teachers with their students – reading, math, play, and mentor others while building character & possibly a career decision	S.T.E.P. Coordinator (Verna Wiggins)

Bishop Hall Charter School Standards and Activities for 2019-2020

Standard I: Planning and Decision Making: Involve parents in an organized, ongoing, and timely way, in the planning, review and improvement of programs, and include parents in school decisions, developing parent leaders and representatives.

1. Bishop Hall Board Meetings	6. Teacher Appreciation
2. School Improvement Planning Meeting	7. Parent and Student Surveys
3. School Council	
4. Parent Advisory Committee Meetings	
5. Booster/Open House Meetings	

Standard II: Communication: Provide parents with appropriate information regarding programs and services.

1. Monthly Newsletter	7. Booster/Open House Meetings
2. Volunteer Orientation	8. Back to School Blitz
3. Flyers and Calendar for Special Activities and Workshops	9. Reading/Math/Test/Project Preparation and Resources Workshop
4. Advertise Papa Johns Pizza Nights	10. Community Support Services Workshop
5. School Programs and Policies Workshop	11. School and District websites
6. Parent Advisory Committee Meetings	

Standard III: Volunteering: Recruit and organize parent help and support.

1. Chaperones for activities	6. Booster Activities
2. Tutors	7. Fundraisers
3. Workshops	8. School Beautification Projects
4. Volunteer Orientation	9. Hands On Thomas County
5. School Events	

Standard IV: Parenting: Help all families establish home environments to support children as students.

1. School Programs and Policies Workshop	6. Bishop Hall's Website and portals
2. Back to School Blitz	7. Monthly Newsletter
3. Literacy Fair	
4. Reading/Math/Test/Project Preparation and Resources Workshop	
5. Home Visits	

Standard V: Learning at Home: Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, conferences, and planning.

1. Booster/Open House Meetings	6. Bishop Hall's website and Portals
2. Parent Resource Room Materials	7. Bright Space/D2L
3. Parent Conferences (including EIP, IEP, and SST Meetings)	
4. Reading/Math/Test/Project Preparation and Resources Workshop	
5. School Programs and Policies Workshop	

Standard VI: Collaborating with the Community: Utilize resources and services from the communities to strengthen school programs, family practices and student learning.

1. Back to School Blitz	6. Business After Hours (BAH)
2. Job Fairs	7. Community Support Services Workshop
3. Tutors	8. Papa John's Pizza Nights
4. Family Connections Meeting	9. Literacy Fair
5. VOOM	