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October 31, 2023.



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

# TITLE I

## PARENT AND FAMILY ENGAGEMENT I

# GUIDEBOOK 2023-2024



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

*Partnering with students, parents and the community*

Rutland Middle School

Principal Keith Groeper

478-779-4400 | 6260 Skipper Road Macon, GA 31216

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

# A Family's Guide to Title I

## What is Title I?

Title I is the largest federally funded program for elementary, middle, and high schools. Title I helps students, teachers, and parents. Through Title I, school districts receive money based on the number of low-income families in each district. Each district uses its Title I money for extra educational services for children most in need of educational help. The focus of the Title I program is on helping the students meet the same high standards expected of all children. The Every Student Succeeds Act (ESSA) serves as the latest reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA) which focuses on the clear goal of fully preparing all students for success in college and careers and the right of parents to be involved in the education of their children.



## Which Bibb County Schools receive Title I services?

Alexander II Elementary	Howard Middle	Southfield Elementary
Appling Middle	Ingram-Pye Elementary	Southwest High
Ballard-Hudson Middle	M. L. King Elementary	Springdale Elementary
Bernd Elementary	Lane Elementary	Taylor Elementary
Bruce Elementary	J. R. Lewis Elementary	Union Elementary
Burdell-Hunt Elementary	Miller Middle	Veterans Elementary
Carter Elementary	Northeast High	Vineville Academy
Central High	Porter Elementary	VIP Academy
Hartley Elementary	Rutland High	Weaver Middle
Heard Elementary	Rutland Middle	Westside High
Heritage Elementary	Skyview Elementary	Williams Elementary
Howard High		

## 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.



**Rutland Middle School  
6260 Skipper Road  
Macon, GA 31216**

**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), **Rutland Middle 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, Mr. Groeper, your child's principal, by phone a **478-779-4400** or by email at Mr. Groeper **@bcsdk12.net**.

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

Sincerely,

*Keith Groeper*

Keith Groeper  
Principal

# Rutland Middle School

6260 Skipper Road ~ Macon, Georgia 31216

478-779-4400

<https://rutlandms.bcsdk12.net/>



## Parent and Family Engagement Plan

2023-2024

Revised: May 2, 2023

Keith Groeper, Principal

Dr. Eric Thompson, Assistant Principal

### What is Title I?

Rutland Middle 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 parents and family members a written parent and family engagement plan and schoolwide plan to strengthen student achievement.

### District Goals

#### Strategic Goal 1: Student Achievement

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

#### Strategic Goal 2: Staff Effectiveness

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

#### Strategic Goal 3: Stakeholder Engagement

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

### School Goals

- ◆ RMS will increase the percentage of students with a Stare Lexile at/above the National Star Level by 9% in 2023-2024. Students will participate in Accelerated Reader during Personalized Learning time.
- ◆ RMS will show a 12% increase of students scoring Early On-Grade or Mid-Grade and Above on iReady from the Fall '23 diagnostic to the Spring '24 diagnostic as measured by the BAM (Bibb Accountability Measure) indicator.

### School-Parent Compact

Our School-Parent Compact is developed through a collaboration with teachers, parents, and students that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The Compact is reviewed and updated annually based on feedback from teachers, parents, and students during the Title I Family and Community Engagement (FACE) Forum. The School-Parent Compact is also shared during parent-teacher conferences, and it is kept on file with each child's teacher if parents request another copy.

### What is this plan?

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

### How is it revised?

Parents are invited to attend the annual Title I Family and Community Engagement (FACE) Forum to review and revise this Plan, including the Schoolwide Plan, School-Parent Compact, and the family engagement budget. Meetings are scheduled at convenient times for parents. Additionally, parents input and comments regarding this Plan are welcome during the school year. 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 it for?

All students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this Plan. Rutland Middle will provide full opportunity for the participation of parents and family members with limited English proficiency, with disabilities, and parents of migratory children.

### Where is it available?

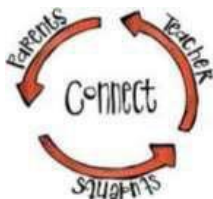
The plan will be available on the school website, in the front office of the school, and in the media center. The plan is also included in the Parent and Family Engagement Guidebook that is given to each child.

## Family Engagement

Rutland Middle School will take the following measures to promote and support parents and family members as an important foundation of the school to strengthen the school and reach our school goals. We will-

- ◆ Ensure that all information related to school and family programs, meetings, and other activities is timely and published in the family's native language, as needed. We will provide parents and family members with a schedule of engagement opportunities and events and prepare meetings and workshop materials in a family friendly format. In addition, interpreter services are available upon request.
- ◆ Communicate with families and the community on a regular basis about school meetings and events. At RMS, we communicate with parents through the School Messenger automated system, e-mail, PTO, flyers, meetings, and phone calls.
- ◆ Provide, in collaboration with parents, training for staff to work with families, as equal partners, on improving communication and increasing family engagement through effective strategies shared at collaborative meetings, regular staff meetings, tip sheets, and other resources.
- ◆ Partner with the community, sponsors, businesses, churches, and other programs to coordinate and integrate family engagement activities to support the full participation of parents in their child's education. We host transitional workshops for our families to support and prepare for students as they transition from one educational setting to the next. Planned activities are scheduled for incoming 6<sup>th</sup> grade students entering middle school and outgoing 8<sup>th</sup> grade students entering high school.
- ◆ Provide necessary materials and training for parents to work with their children to improve their children's achievement. Provide parents with curriculum updates and changes on the State standards and assessments. Additionally, resources are shared with parents on test-taking strategies and study skills.
- ◆ Listen and respond to parents' requests for additional support for family engagement activities by providing parent surveys throughout the school year to gain feedback, suggestions and concerns. Parent and family members are always welcome to provide feedback.
- ◆ Submit parent feedback about any part of this Plan and the Schoolwide Plan that parents feel is not satisfactory to the goals for student and school academic achievement to the local Title I office.
- ◆ The school administration, counselors, family engagement representative, community sponsors, and office staff will encourage student achievement by actively engaging in the education of our students.

All volunteers are welcome at Rutland Middle School. Volunteer application packets are located in the Family Engagement Representative Office. For more information, please contact Title I Family Engagement Facilitator at 478-779-4400.



## Engagement Opportunities

The following events will be offered to parents in order to strengthen partnership among the school, families, and the community to improve academic achievement. All meetings for parents and family members are held at flexible times and dates.

### Open House and Classroom Visitation: July 2023

- ◆ Parents have the opportunity to meet their child's teacher, administrators, counselors, and staff.
- ◆ Annual Title I Meeting: August 2023
- ◆ We invite you to this session of learning and sharing about our Title I program, including our schoolwide plan, parent and family engagement plan, school-parent compact, and parents' requirements.

### Georgia Milestones/Technology, Digital Literacy, and Copyright

#### Piracy Information Session: September 2023

- ◆ Join us for discussions regarding test-taking tools and information about the Georgia Milestones assessment. Parents will learn helpful tools on how to monitor student progress and provide websites that promote learning.

#### Communication Module: Professional Development for Teachers, October 2023 (Ongoing discussions will be held during the year.)

- ◆ Administrators, faculty and staff, with the assistance of parents, discuss and share information on how to build stronger ties between home and school.

#### Veteran's Day Program: November 2023

- ◆ Rutland celebrates our parents, family, and community members by providing breakfast in honor of their services. RMS Band and Chorus will perform for honorees.

#### Georgia Family Engagement Month/National Parental

#### Involvement Day: November 16, 2023

- ◆ Welcome and honor parents and family members in support of students and their academic achievements.

#### Title I Parent Survey: November-December 2023

- ◆ Provide suggestions on Rutland's Family Engagement Program and use of funds for family engagement.

#### Curriculum workshops throughout the school year: January 2024

- ◆ Workshops will be provided for parents on topics such as State and local standards and assessments, how to monitor their child's progress, and how to work with educators to improve academic achievement in middle school.

#### Parent-Teacher and Student Conference: Ongoing

- ◆ Teachers will provide updates on their child's progress. Student-led conferences will be held for student to share with their parents how they have progressed from the beginning of the year.

#### Family and Community Engagement (FACE) Forums: Spring 2024

- ◆ Join us for roundtable discussions with the principal and staff regarding the Schoolwide Improvement Plan, Parent and Family Engagement Plan, School-Parent Compact, and the family engagement budget.

#### Smooth Move: May 2024

- ◆ Parents and family members will receive information about the school curriculum and expectations for middle and high school students.

#### PTO (Parent, Teacher, Organization)

- ◆ Meet several times a year. Call for more information.

## What is a School-Parent Compact?

Our School-Parent Compact is a written agreement between parents, students, and teachers developed together. It explains what families and schools can do to help children reach grade-level standards. This compact provides strategies to help connect learning at school and at home.

### Effective Compacts:

- ✓ **Link** to academic achievement goals.
- ✓ **Focus** on students learning skills.
- ✓ **Describe** how teachers will help students develop those skills using high-quality instruction.
- ✓ **Share** strategies that staff, parents, and students can use.
- ✓ **Explain** how teachers and parents can communicate about student progress.
- ✓ **Describe** opportunities for parents to observe, volunteer, and participate in the classroom.

## Jointly Developed

The parents, students, and staff of Rutland Middle School have developed a School-Parent Compact for Academic Achievement. Teachers suggested home learning strategies, parents added ideas to make them more specific, and students told us what would help them learn. Meetings are held each year to review the compact and make changes based on student needs. Parents are welcome to make comments at any time.

For more information, contact: Title I  
Family Engagement Facilitator  
478-779-4400

## Activities to Build Partnerships

The following actions will be taken in order to promote partnerships:

- Open House
- Family Fun Nights
- Family and Community Engagement (FACE) Forum in the spring
- Parent Volunteer Program
- Student-Led Conferences
- Parent-Teacher Conferences
- Parent-Teacher and Student Association
- Community Partnerships

Parents and family members are encouraged to volunteer.  
Feel free to contact your child's teacher or the Title I  
Family Engagement Facilitator  
478-779-4400

## Communication with Parents about Student Learning

Rutland Middle School is focused on keeping families informed by having two-way communication through multiple ways:

- School Website, Teacher Webpages, and Parent Portal
- Remind and Canvas
- Parent/Teacher Conferences
- School Messenger
- Progress Reports every 6 weeks
- End of year Report Cards
- Rutland Middle Marquee
- Announcements made daily in Front Office
- Parent Portal, online access to grades, assignments, attendance reports

# School-Parent Compact 2023-2024

*Revised Date:*

May 2, 2023



# Rutland Middle School

**Keith Groeper, Principal**

**6260 Skipper Road  
Macon, Georgia 31216  
478-779-4400**

<https://rutlandms.bcsdk12.net/>



## Academic Goals

### 2023-2024 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 experiences.

### 2023-2024 SCHOOL GOALS

- RMS will increase the percentage of students with a Star Lexile at/above the National Star Lexile Average by 9% in 2023-2024.
- RMS will show a 12% increase of students scoring Early On-Grade or Mid-Grade and Above on iReady from the Fall '23 diagnostic to the Spring '24 diagnostic as measured by the BAM (Bibb Accountability Measure) Indicator

### “Teachers” We will...

- Provide student assignments using instructional technology or other interventions as needed and monitor student progress.
- Make sure students complete 15 minutes on iReady daily.
- Provide frequent feedback to parents about their child's progress. Work with parents to help meet the needs of students.
- Continue using PLT for iReady and other Math lessons.
- Schedule parent conferences to discuss student achievement.
- Come prepared to teach and believe that each child can learn. Provide a safe learning environment.
- Add IXL computer program to improve student performance on the Milestone.
- Seek ways to involve parents in classroom activities, observation, and school programs.

### “Parents/Families” We will...

- Encourage children to read 15 minutes daily.
- Encourage their child to take AR tests and utilize iReady..
- Volunteer and support school programs.
- Ensure that my child attends school regularly and is on time.
- Communicate with my child's teacher on a regular basis.
- Attend parent-teacher conferences, monthly meetings or workshop.
- Support the school staff and respect the cultural differences of others.
- Talk with my son/daughter daily, to include what is being learned in class and the value of having an education.
- Keep up with student's progress on Parent portal and Canvas.

### “Students” We will...

- Read and write more at home on a daily basis, use iReady to read on or above my level.
- Do more math problems and use iReady or IXL to increase math understanding.
- Have group discussions about my daily work with parents and family members.
- Come to school each day on time with homework completed and have the supplies necessary to complete assignments.
- Practice more Math at home and read higher Lexile books.
- Do more math problems out of the recommended workbooks.

# 2023-2024 PARENT and FAMILY ENGAGEMENT PLAN

Revised March 24, 2023

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



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

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

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



## It's All Inside



About the Parent and Family Engagement Plan

Jointly Developed

Strengthening Our Schools

Reservation of Funds



Opportunities for Meaningful Parent Input

Building Capacity of Families and Staff

Parent and Family Engagement Evaluation

Accessibility for All Families

Adoption and Distribution of Plan

Upcoming Events



## WHAT IS FAMILY ENGAGEMENT?

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

- ♦ That parents play an integral role in assisting their child's learning.
- ♦ That parents are encouraged to be actively involved in their child's education.
- ♦ That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- ♦ The carrying out of other activities, such as those described in Section 1116 of Every Student Succeeds Act (ESSA)

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

*John Dewey*

# ABOUT THE PARENT AND FAMILY ENGAGEMENT PLAN



In support of strengthening student academic achievement, the Bibb County School District (BCSD) developed this parent and family engagement plan that establishes the district's expectations and objectives for meaningful family engagement. It describes BCSD's commitment to engage families in the education of their children and builds the capacity of its Title I Schools to succeed in reaching the district and student academic achievement goals.



**When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more.**



Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of Every Student Succeeds Act (ESSA) contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. Consistent with Section 1116, the BCSD will work with its Title I schools to ensure that the required school-level parent and family engagement plans meet the requirements of Section 1116(b) and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESSA.



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

## LEARNER OUTCOMES

MATCHED AND ENROLLED

MOTIVATED TO ENLIST

MOLDED FOR ENTREPRENEURSHIP

MEANINGFULLY EMPLOYED

## JOINTLY DEVELOPED

During the annual State of the District Forums in the spring all parents are invited to participate and provide suggestions and ideas to improve the district parent and family engagement plan for the 2023-2024 school year. The district uses social media, district and school websites, automated calling system (in English and Spanish) emails, and flyers to inform parents about the meetings. During the meetings, parents also review and discuss the Comprehensive LEA Improvement Plan (CLIP). At the school Family and Community Engagement (FACE) Forums, parents are invited to review and provide input on developing the district and school improvement plans. Upon final revision, the district parent and family engagement

plan is incorporated into the CLIP, which is submitted to the state. Parents are welcome to submit comments and feedback regarding the plan at any time on the district website or by submitting written comments to their child's school. All feedback received by February 28, 2023 is included with the plan for the 2023-2024 school year.

The district and school parent and family engagement plan are posted on the district and school websites and distributed during the annual Title I school meetings held prior to September 8, 2023. The plans are included in the Title I Parent and Family Engagement Guidebook that is sent home with students at the beginning of the school year and made available in the school parent resource area.

## RESERVATION OF FUNDS

The BCSD reserves one percent from the total amount of Title I funds it receives to carry out the parent and family engagement requirements consistent with this plan and as described in Section 1116 of the ESSA. Furthermore, the BCSD distributes 90 percent of the one percent reserved to Title I schools to support their local-level family engagement programs and activities. The district provides clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

At the State of the District and school FACE Forums in the spring, parents provide input on how the one percent required family engagement funds are used in the upcoming year at the district and school-level. Each Title I school will survey parents in November for suggestions. Survey results and stakeholder input from the forums are reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget.

## 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.

# OPPORTUNITIES FOR MEANINGFUL PARENT INPUT

Input and suggestions from parents and family members are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions on decisions to help the district, schools, and students reach our student academic achievement goals.

## State of the District Forums

Thursday, February 8, 2024

All parents are welcome to hear the latest updates from the Bibb County School District as well as review and provide input into the district parent and family engagement plan and the Comprehensive LEA Improvement Plan for the 2024-2025 school year. Notices regarding the forums are made available to all parents in advance of the meetings. The district also communicates information regarding these input meetings on the school and district websites.

## Family and Community Engagement (FACE) Forums

February 1 – March 8, 2024

Each Title I school will host a forum for parents and family members to participate in discussions to review the schoolwide plan, school parent and family engagement plan, school-parent compact as well as provide input on the family engagement budget and building staff capacity. Each Title I school will send information home and post details on social media notifying parents and family members about the date and time of the forum. Information regarding the FACE Forums will also be made available on each Title I school website.

Parent input on decisions regarding use of Title I funds to support family engagement programs may also be submitted through the annual parent survey. The survey will contain questions related to the family engagement budget as well as a section for parents to provide their comments.



## Unable to attend the meetings?

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

# BUILDING CAPACITY OF FAMILIES AND STAFF

The BCSD will build school and parent capacity for strong family engagement to ensure effective involvement of family members and the community, as equal partners, to improve student academic achievement through districtwide activities and programs.

## FAMILIES



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

**Communicating Effectively.** Each Title I school will host monthly workshops and have a parent page on its website that contains grade level resources, including study guides and practice assessments to help parents work with their children at home. The district family engagement team will support Title I schools in assisting parents with how to monitor their child's progress using Parent Portal, the online student information system. Parents will receive information about other digital educational resources (including education about the harms of copyright piracy). Dates and times for workshops will be determined and announced through various district and school communication methods.

**Speaking Up for Every Child.** To empower parents and community leaders to become advocates for their own and other children, the BCSD has a districtwide Superintendent Parent Advisory Council. Parents, community leaders, and business partners are invited to serve on each respective council to share ideas on all matters related to school policies, procedures, and family and community engagement. In addition, each school has an active school council.

**Sharing Power.** The district and schools are committed to encouraging opportunities for parents and family members to serve as parent leaders by organizing events, volunteering at school, participating in PTA/PTO, and networking with each other and with the community.

**Collaborating With the Community.** BCSD will develop resources to expand learning, community service, and civic participation that enhance the school environment.

**Welcoming All Families.** To ensure a smooth transition from one school environment to another for parents of rising kindergarten, 6<sup>th</sup>, and 9<sup>th</sup> grade students, BCSD will host Smooth Move events so parents may tour schools and receive information to help them prepare for a new setting. The school will provide opportunities for students and parents to help make decisions about 4ME learning outcomes and choose a meaningful pathway for the future. BCSD will coordinate with other federal and state funded preschool programs to plan and integrate family engagement activities and resources.

## STAFF



The BCSD will conduct quarterly training for principals and FEFs to learn and discuss strategies to strengthen family engagement and build ties with families and the community. The district will create with input from parents and family members, several presentations on Creating a Welcoming Environment and Improving Communication with Families that will be available to schools for training purposes.

To ensure that information related to district, school and parent programs is available to all parents, each Title I school will send home in August a Title I Parent and Family Engagement Guidebook, which provides information related to meetings and other activities in an understandable and uniform format. FEFs and appropriate school staff will be trained on parent notifications and resources to be sent home in parents' native language, where applicable. Interpreters will be available for parent events and meetings. In addition, the district and schools will distribute information about school policies, programs, and activities on the district/school websites, through flyers, newsletters, emails, social media, and the district's Remind messaging system.

# PARENT AND FAMILY ENGAGEMENT EVALUATION

Parents are provided opportunity to participate, as equal partners, in the decisions that affect children and families. The BCSD will conduct an evaluation of the content and effectiveness of this parent and family engagement plan and the family engagement activities to improve the academic quality of the Title I schools through an annual parent survey and the State of the District and school FACE Forums.

Beginning in November, each Title I school will send home a survey for parents to provide valuable feedback regarding the family engagement activities and programs. The survey will also be posted on the district and school websites for parents to complete.

In addition to the annual survey, each Title I school will also use the school FACE Forums to facilitate group discussions to obtain input from parents of children eligible to receive Title I services and to design strategies for more effective family engagement.

The district and schools will use the findings from the forums and the survey results to implement processes for effective family engagement, to remove possible barriers to parent participation, and to revise parent and family engagement plans.

## ACCESSIBILITY FOR ALL

In carrying out the parent and family engagement requirements established by Section 1116 of ESSA, the district family engagement team will communicate and collaborate with the Offices of Student Affairs and Teaching and Learning. To ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, the district will provide information and school reports in a language parents can understand to the extent possible.

## ADOPTION AND DISTRIBUTION OF PLAN

This district parent and family engagement plan has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, schools, and district personnel at the annual State of the District Forums. This plan was adopted by the Bibb County School District on March 24, 2023, and will be in effect for the 2023-2024 academic school year. The school district will distribute this plan in multiple ways to all parents of participating Title I, Part A children on or before September 8, 2023.

## Upcoming Events:

### *For Parents*

**B4B Parent Sessions**  
(ongoing)

**Parent Portal**  
(ongoing)

**Annual Parent Survey**  
November-December 2023

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

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

### *For Schools*

**District/Administrators Meeting**  
(ongoing)

**Family Engagement Facilitator Meeting**  
(ongoing)

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

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

**FEF Zone Meeting**  
January 2024





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

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

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

Dcnctf /J wf uqp'O kf f rg  
Burdell Hunt Elementary  
J gctf 'Grgo gpvt {  
John R. Lewis'Grgo gpvt {  
Martin L. King Elementary  
Sm' xkgy 'Grgo gpvt {  
Taylor Elementary  
Weaver Middle"

Dtweg'Grgo gpvt {  
Central High  
J gtkci 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' 'gptlej' " v'j g'uwf gpv'u'tgi w'rt 'f' c { 'cevkxkgu'='v' 'k'p'et'g'cug' 'em'u'r' ct'v'ekr' cv'k'p'='v' 'ko r tqxg'j' qo gy qtm'leqo r'ng'v'k'p'='v' 'ko r tqxg' 'cecf go k' 'cej' k'x'go gpv'c'rupi 'y' k'j 'v'gu'v'ueqt'gu'='cpf' 'v' 'f' get'g'cug' 'f' k'uekr' r'p'g' 'r' tqd'rgo u'cv' " uej qqr' 'cpf' 'cv'j' qo g'0'Dkdd' Eqwpv' 'School District offers seven Before and/or After School Programs for a minimum fee at Alexander II Elementary, Howard Middle, Miller Middle, Rutland Middle, Carter Elementary, Northwoods Academy, and Vineville Academy. "



For additional information, please call 478.765.8660."





## **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](mailto: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

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

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

¿Has trabajado en ...

¿Agricultura?

¿Pesca comercial?

¿Plantando o Cultivando árboles (vivero)?

¿Cortando árboles (silvicultura)?

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

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

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

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

Migrant Liaison

478-779-2579 or 478-779-2578



## COMPLAINT PROCEDURES FOR FEDERAL PROGRAMS

### A. Grounds for a Complaint

Any individual, organization, or agency (“complainant”) may file a complaint with Bibb County School District (BCSD) if that individual, organization, or agency believes and alleges that BCSD is violating a Federal statute or regulation under the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA) of 2015, that applies to the programs listed below:

### B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A - Improving Academic Achievement of the Disadvantage
2. Title I, Part A - Academic Achievement Awards
3. Title I, Part A - Foster Care Program
4. Title I, Part A - Family-School Partnership Program
5. Title I, Part C - Education of Migratory Children
6. School Improvement 1003(g) (SIG)
7. Title I, Part D - Programs for Neglected or Delinquent Children
8. Title II, Part A - Supporting Effective Instruction
9. Title III, Part A - Language Instruction for English Learners and Immigrant Students
10. Title IV, Part A - Student Support and Academic Enrichment
11. Title IV, Part B - 21<sup>st</sup> Century Community Learning Centers
12. Title IX, Part A - McKinney-Vento Homeless Assistance Act
13. The Individuals with Disabilities Act (IDEA)

### C. Complaints Originating at the Local Level

As part of its Assurances within ESEA program grant applications and pursuant to Section 9306 of ESEA, an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with Bibb County School District to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with Bibb County School District.

### D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. The complaint must include the following:

1. A statement that Bibb County School District has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant’s position; and the address of the complainant.

**The complaint must be addressed to:**

Bibb County School District  
The Office of Superintendent  
484 Mulberry Street  
Macon, GA 31201

Once the complaint is received by Bibb County School District, it will be copied and forwarded to the appropriate Federal Program Director/Coordinator.

**E. Investigation of Complaint**

Within ten (10) days of receipt of the complaint, Bibb County School District will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date BCSD received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which BCSD may investigate or address the complaint; and
4. Any other pertinent information.

If additional information or an investigation is necessary, BCSD will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

**F. Right of Appeal**

If an individual, organization, or agency is aggrieved by the final decision of Bibb County School District, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Bibb County School District's decision and include a complete statement of the reasons supporting the appeal.

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

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

**BIBB COUNTY SCHOOL DISTRICT  
Complaint Form for Federal Programs**

Please Print Name (Complainant):	
Mailing Address:	
Phone Number (home): Phone Number (work/cell):	
Date on which violation occurred:	
Statement that the Bibb County School District (BCSD) has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):	
The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):	
List the names and telephone numbers of individuals who can provide additional information.	
Has a complaint been filed with any other government agency? If so, provide the name of the agency.	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant:	Date:
<b>Mail this form to:</b> Bibb County School District The Office of Superintendent 484 Mulberry Street Macon, GA 31201	

# 2023-2024

## BIBB COUNTY SCHOOL DISTRICT

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

**July 25 - 31**  
Pre-Planning

**August 1**  
First Day of School

**September 4**  
Labor Day

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

**October 6**  
Asynchronous Learning Day

**October 9 - 13**  
Fall Break

**November 17**  
Asynchronous Learning Day

**November 20 - 24**  
Thanksgiving Break

**December 19**  
Last Day of the Semester

**December 20 - January 2**  
Holiday Break

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

**January 4**  
Second Semester Begins

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

**February 19 - 20**  
Winter Break

*Inclement Weather Make-up*

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

**March 15**  
Asynchronous Learning Day

**April 1 - 5**  
Spring Break

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

**May 22 - 24**  
High School Graduation

**May 23 - 24**  
Post-Planning

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

**June 19**  
Juneteenth (District Closed)

**JULY 2023**

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**JANUARY 2024**

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**AUGUST 2023**

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**FEBRUARY 2024**

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**SEPTEMBER 2023**

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**MARCH 2024**

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**OCTOBER 2023**

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**APRIL 2024**

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**NOVEMBER 2023**

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**MAY 2024**

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**DECEMBER 2023**

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**JUNE 2024**

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