

**Columbus County Schools
Parent and Family Engagement Plan
Evergreen Elementary School 2021-2022**

Title I Requirement	Evidence of Compliance	Participants	Activities/Strategies	Time/Date
1. Shall jointly develop with and distribute to, parents of participating children a written parental involvement policy.	* Attendance logs * Copies of policy	* Principal * Parents * Advisory Board * Teachers *Parent Involvement Team	* Advisory Board meets quarterly to revise and review * Provide copies at parent conferences	SEPT. 15
2. Shall convene an annual meeting.	*Attendance Logs	* Administrators * Parents * Faculty	* Open House agendas for each parent include a write-up of the Title I program * Provide copies of policy at parent meetings/conferences	SEPT. 15
3. Shall distribute and discuss school-parent agreement forms annually.	*Student Accountability agreements filed in Accountability folders	* Principal * Teacher * Parents * Student	* Sign at Back to School Orientation * Review at Parent/Teacher Conferences	August 17, 2021 (ongoing as students enroll)
4. Shall provide assistance to parents in understanding such topics as standard course of study, EOG and local assessments.	*Connect ED messages *School website *Spanish language information sheets *Information flyers	*Administrators *Staff *Parent Involvement Team Specialist *Speakers from central office staff * Parents	* Telephone calls * ConnectEd System * Conferences * Display information on bulletin boards * Family Fun Nights * PTO meetings * Class newsletters * Monthly Calendar of Events	August 17, 2021 (ongoing as students enroll)

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5. Shall provide materials and training to help parents to work with their children at home.	<ul style="list-style-type: none"> * Workshop schedules and agendas * Attendance log * EOY Parent Survey results * Flyers/invitations * Monthly Calendar 	<ul style="list-style-type: none"> * Administrators * Parent Involvement Team * Community Partnerships * Staff * Parents * Speakers 	<ul style="list-style-type: none"> * Survey parents to determine interests and needs * Develop schedules * Conduct EOY survey * ConnectEd system * Schedule special speakers as needed 	September 2021 - May 2022
6. Shall offer a flexible number of meetings, such as meeting in the morning or evening and may provide transportation, childcare or home visits with funds for parental involvement.	<ul style="list-style-type: none"> * Attendance logs * Copies of hand-outs * Announcement flyers * Monthly Calendar 	<ul style="list-style-type: none"> * Parent Involvement * Specialist * Administrators * Parents * Speakers 	<ul style="list-style-type: none"> * Survey parents to develop workshops to meet needs * Schedule workshops to explain state testing program. 	September 2021 - May 2022
7. Shall involve parents in the planning, review, evaluating and improvement of the program.	<ul style="list-style-type: none"> * SIT meeting minutes * Parent Advisory council meetings * PTO * Parent Involvement Team 	<ul style="list-style-type: none"> * Principal * SIT members * Parent Advisory council members 	<ul style="list-style-type: none"> * Meet as representative on SIT * Meet as representative on Parent Advisory Council 	<ul style="list-style-type: none"> * Monthly scheduled SIT meetings * Quarterly scheduled Parent Advisory Council meetings
8. Shall ensure that information related to school and parent programs, meetings and other activities is sent to parents in a format, and language the parents can understand.	<ul style="list-style-type: none"> * Workshop agendas * Attendance Logs * Flyers and invitations * Connect Ed 	<ul style="list-style-type: none"> * Administrators * Staff * Parent Involvement Specialist * Parents * Speakers/Interpreters 	<ul style="list-style-type: none"> * Coordinate special needs equipment * Schedule interpreters as needed 	8/23/2021-06/07/22

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<p>9. Shall provide training for teachers, staff and principals on how to work together in a joint effort to reach out, communicate with and work with parents as equal partners.</p>	<ul style="list-style-type: none"> * Agendas * Attendance logs * Copies of handouts * Principal surveys * SIT *PLC mintues 	<ul style="list-style-type: none"> * Principal * All Staff Members * Parents 	<ul style="list-style-type: none"> * Family oriented programs such as Family Fun Nights * Parent Conferences 	<p style="text-align: center;">August 23, 2021-6/7/2022</p>
<p>10. Shall coordinate and integrate parent involvement program activities with Head Start, and other pre-school programs.</p>	<ul style="list-style-type: none"> * Pre-school handbook * Attendance logs * Flyers to the community 	<ul style="list-style-type: none"> * Principal * Parents * Pre-K Coordinator * Pre-K Teacher * Kindergarten Teachers 	<ul style="list-style-type: none"> * Schedule school visits for children /parents * Arrange classroom visits in kindergarten classes * Connect Ed message about registration 	<p style="text-align: center;">April 2022-May 2022</p>

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