

## Transition Procedures

**Fifth Grade Transition** - WSE families with rising 6th graders are encouraged to attend "Moving Up To Middle School Night" at LMS. This night takes place in the month of May. The WSE PIC has various materials located in the Family Resource Room, such as handouts and booklets for families which include: Middle School Matters, The ABC's of Being a Middle School Parent & Moving Right Along.



**Kindergarten Transition** - WSE offers a kindergarten transition workshop in the month of May. All upcoming kindergarten families are invited. The Title I Family Resource Center will be open and the PIC will be available to answer any questions about Title I and offer various materials that will help families ease into the transition of kindergarten.



If this policy and/or schoolwide plan is not satisfactory, please contact Gina Haynes at 706-965-2297 or ghaynes@catoosa.k12.ga.us.



## West Side Elementary Parent & Family Engagement Policy

**School Year 2019-2020**

*Approval Date: April 17, 2019*

*Revision Date: April 8, 2019*

Principal, Robert Mountjoy

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706-866-9211

<http://wse.catoosa.k12.ga.us>

### **What is Title I?**

West Side Elementary is identified as a Title I school as part of the Elementary and Secondary Education Act of 1965 (ESEA). Title I is designed to support State and local school reform efforts tied to challenging State academic standards in order to reinforce and enhance efforts 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 parental involvement. All Title I schools must jointly develop with all parents a written parental involvement policy.

### **Our Mission Statement:**

**"West Side Elementary ensures high levels of learning for all students."**



## School Plan for Shared Student Achievement

**What is it?** This is a plan that describes how West Side Elementary will provide opportunities to improve parent engagement to support student learning. West Side Elementary values the contributions and involvement of parents in order to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that West Side will support parent engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.

**How is it developed?** West Side Elementary School welcomes parent input and comments at any time regarding the plan. All parent feedback will be used to revise the plan for next year. The plan is posted on our school website for parents to view and post feedback throughout the year. We also distribute an annual survey to ask parents for their suggestions on the plan and the use of funds for parent and family engagement. Parents can also give feedback at any time in our Family Resource Center, school office, or any family engagement activity.



**Who is it for?** All families are encouraged and invited to fully participate in the opportunities described in this plan. West Side will provide full opportunity for the participation of parents with limited English, parents with disabilities and parents of migratory children.

### Goals for Student Learning

**District Goal:**

\*To improve the percentage of students scoring proficient - meeting or exceeding standards - in grades 3, 5 and 8 on the first administration of the end of grade assessment in all academic areas.

**School Goal:**

- \*Increase the percentage of students who are proficient or above in Milestones Test in math by 3%.
- \*Increase the percentage of students who are proficient or above in Milestones Test in reading/English language arts by 3%.
- \*Increase the percentage of students who are proficient or above in Milestones Test in science by 3%.

## Keeping Parents Informed

West Side Elementary seeks to ensure that all information related to school and parent programs, meeting, and other activities is written in languages parents can understand. When needed, every attempt will be made to translate, interpret and maintain readability.

The monthly newsletter, policies, and compacts are regularly translated. The Home & School Connection is provided to Spanish speaking families.

**School Programs** - Information is discussed throughout the school year. Teachers, administrators, and the academic coach remind parents of the various school programs available for their children.

**Results of the annual school review (including school performance profiles)** - School administrators are responsible for reporting this information to parents. This is done through the newspaper, website and status letter. Results of the spring Title I survey are shared with the spring Title I Parent Advisory Council and WSE School Council.



**Opportunities to Volunteer** - Parents are invited to volunteer at West Side Elementary. A short training is provided on September 17th at 8:30 AM. Volunteers will be tapped based on their strengths, talents and availability.

**School Newsletter Information** - A monthly school newsletter is distributed to parents and posted on the website. Timely information is highlighted in the newsletter such as upcoming meeting, school calendar, assessments, etc.

**School Marquee** - The school marquee is located at the front of the school and is updated regularly to serve as an effective reminder about upcoming events.

**\*West Side Elementary School and parents have penned this policy with the desire to create a sense of team with the ultimate goal of improving student achievement.\***

### Contact Card

We need to hear from you about what we can do to improve your child's education,

Check below how we can do that best!

- I would like a conference with my child's teacher.
- I need more information about what my child is learning this year.
- I want to know how Title I money is being spent on my child's education.
- I would like to make the following suggestion regarding how Title I money is spent: \_\_\_\_\_
- Other: \_\_\_\_\_

My student's name is \_\_\_\_\_ My name is \_\_\_\_\_

## Parent & Family Engagement Program and Curriculum

West Side seeks to unite parents and increase parental participation in student education. Of particular note, Title I funds may be used for transportation or home visits to remove barriers. It is our goal that the Title I program continues to serve and improve all programs. It is our desire for all parties to be well-informed. Some of the things we will confer about are:

- \* Milestones scores, report cards and progress reports.
- \* Student assessments/interpreting tests.
- \* Student curriculum, standards and assessments.
- \* Parents' suggestions and complaints with subsequent discussions with the Parent Involvement Coordinator.
- \* Monitoring student progress.
- \* Training opportunities.
- \* Results of annual school review including school performance profiles with school status.
- \* Literacy training and using technology to help parents improve their children's achievement.
- \* Yearly and ongoing evaluation of parent involvement initiatives.
- \* Parents gaining access to staff.
- \* Opportunities for parents to participate in their children's classes and observations scheduled with the teacher.
- \* Other reasonable support for parent involvement activities as parents may request.



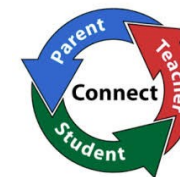
West Side is committed to helping our parents attend the parental activities listed in this plan. Please call or email us if you need assistance with transportation in order to participate in our programs.

Contact: Mrs. Jenifer Adkins, Title I Parent Involvement Coordinator

## Reaching Out

West Side Elementary recognizes that parents are children's first educational partners. West Side Elementary wants to increase teachers' roles as educational partners with parents. To this aim, it will be necessary to meet with parents regularly to get suggestions in the decision-making process. To accomplish this end, staff will be trained to:

- Coordinate better with parents in order for two-way communication to take place.
- Embrace the value and utility of contributions of parents.
- Reach out to parents.
- Work with parents as equal partners.
- Implement and coordinate parent programs.
- Build ties between home and school.



In order to be as seamless as possible, West Side Elementary will coordinate and integrate parent involvement endeavors with as many other agencies as possible. These include Homeless, ESOL, Head Start, migrant programs, Pre-K, Parents as Teachers, etc. All programs and information will be sensitive to the needs of parents with disabilities and limited reading abilities. This coordination is to be extended to community-based organizations and businesses by developing roles for them to play in the education of students and parents.

As parents become full partners in their children's education, West Side Elementary will conduct activities as appropriate with the center of these being the Family Resource Center where parents and community members can meet and be a part of volunteer activities for family and community.



West Side Elementary staff and parents jointly developed this policy and its sister document (the school-parent compact that outlines how parents and school will be responsible for supporting student learning) and subsequently reviews/revises these documents at least yearly.

The West Side Elementary School-Parent Compact outlines how:

- Parents will be responsible for supporting student learning.
- School will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children served under Title I to meet the State's standards.

### **Family-School Compacts**

As part of this plan, West Side Elementary and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop together that explains how parents and teachers will work together to make sure all our students reach grade-level standards.

The compacts will be reviewed at all parent meetings and updated annually based on feedback from parents, students and community. Using this input, the School and Parent Advisory Councils will revise the compact. School-parent compacts are kept at home and at school.

## Parent & Family Engagement Program and Activities

### Parent Involvement Program & Activities

The West Side Parent Involvement Policy/Plan will be distributed at every possible venue such as open house, orientations, community events, PTO meetings, parent meetings, school website, front desk, etc. These actions are at the heart of this policy which ultimately aspires to increase student achievement.

Meetings will be scheduled at flexible times so that participating parents are able to attend without barriers. At all meetings, especially the Annual Title I meeting, Title I requirements, schoolwide components, and parents' rights to be involved will be explained. Parents will be involved in the planning, reviewing and improvement of programs under Title I. These include, but are not limited to, the parental involvement policy, compact and the schoolwide program plan.

In an effort to keep parents fully informed, the following handouts are distributed at the Annual Title I Meeting:

- Agenda
- Testing in Georgia
- Georgia Curriculum
- Components of Title I Schoolwide Programs
- System and School Parent Involvement Policies



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**Pamphlets and brochures** are readily available at all parent meetings and the Title I Family Resource Room. These include but are not limited to: *How to Communicate with Your Child's Teacher*, *Testing in Georgia*, *Components of Schoolwide Programs*, *Georgia Curriculum*, and the *Annual Meeting Agenda*.

### **Parental Involvement**

West Side believes that parent involvement mean the participation of parents 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 at school.
- 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 as described in this plan.

Opportunities for parents to formulate suggestions, share experiences with other parent and participate, as appropriate, in decisions relating to the education of their children. These opportunities are made available throughout the school year at the parent meetings and/or workshops. Parents are encouraged to share ideas and participate in discussions. Each month has opportunities for parent contact.

Responses to parent suggestions: Parents evaluate each parent workshop. Parents are encouraged to make suggestions for improvement. When necessary, immediate action is taken on certain suggestions after consulting with the Title I Coordinator and school administrators. Any unsatisfactory parent comments are collected and acted upon by the Title I Coordinator and school administrators.

Parent meetings are offered throughout the school year on a variety of topics and at various times of the day to maximize parent participation. Notification will be done through a variety of media including newsletters, home visits, marquee, etc. Attempts will be made to eliminate barriers to parent involvement such as transportation and translation/interpretation needs. Training activities are intended to enable parents to work with their children to improve achievement.

### **Planned Activities for the 2019-2020 School Year**

Annual Title I Meeting	September 5, 2019	6:00 PM
Parent Orientation	September 5, 2019	6:30 PM
Fall PAC Meeting	September 17, 2019	8:00 AM
Volunteer Orientation	September 17, 2019	8:30 AM
Parent-Teacher Conference Night	October 24, 2019	6:00 PM
Breakfast with Dads / Self Esteem Workshop	December 5, 2019	7:00 AM & 8:00 AM
Student-Led Conferences	January 23, 2020	6:00 PM
Spring PAC Meeting	April 15, 2020	12:00 PM
Volunteer Appreciation Luncheon	April 15, 2020	12:30 PM
Breakfast with Moms / Kindergarten Transition Workshop	May 8, 2020	7:00 AM & 8:00 AM
Middle School Transition Workshop at LMS	May-TBD	TBD

\*Subject to change.