

West Side Elementary School

PARENT AND FAMILY ENGAGEMENT POLICY

2023-2024 School Year

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Anita Gaines, Principal

Denver Huffstutler, Assistant Principal

72 Braves Lane

Rossville GA, 30741

706-866-9211

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

School Mission: Ensure high levels of learning for all students

School Vision: Creating a culture where faculty and staff collaborate with one another, parents, students & our community.

WHAT IS TITLE 1?

West Side Elementary School is identified as a Title 1 school as a part of the Elementary and Secondary Act of 1965 (ESEA). Title 1 is designed to support state and local school reform efforts tied to the challenging state academic standards in order to reinforce and enhance efforts to improve teaching and learning standards for all students. Title 1 programs must be based on effective means of improving student achievement and include strategies to support parent and family engagement. All Title 1 schools must jointly develop with parents and family members a written parent and family engagement plan.

School Learning + Home Learning

= Improved Student Achievement!

SCHOOL PLAN FOR SHARED STUDENT ACHIEVEMENT

What is the Parent Engagement Policy?

This is a plan that describes how WSE will provide opportunities to improve parent and family engagement to support student learning. WSE values the contributions and involvement of all parents and families to establish an equal partnership with the goal of improving student achievement.

How is it developed?

WSE welcomes parent, family and community input and comments at any time regarding the plan. This can be done by filling out an Input Card which can be found on the school website, in the Family Resource Room, and on the back of this document. We distribute an annual Spring Survey asking parents for suggestions about the policy, program, and use of funds for family engagement. Parents and families are encouraged to give feedback at all parent meetings throughout the year, including two Parent Advisory Council Meetings (PAC). At the spring PAC meeting, parents and families review, revise, and approve the policy for the next year.

Who is it for?

All families are invited and encouraged to fully participate in the opportunities described in this plan. WSE will provide full opportunity for the participation of parents and families with limited English, with disabilities, and with migratory children.

Where is it available?

The policy is always posted on our school website. A copy can also be obtained in the Family Resource Room and at all in-person parent meetings throughout the school year. The policy is made available to our community. It is shared through the Catoosa County Family Collaborative and at Catoosa Kids Day.

PARENT AND FAMILY ENGAGEMENT

WSE believes that 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
- parents are encouraged to be actively involved in their child's education at school
- parents are full partners in their child's education and are included, as appropriate, in decision making on advisory committees to assist in the education of their child

PARENT AND FAMILY ENGAGEMENT MEETING AND EVENTS

WSE will host events to build capacity for strong parent and family engagement in order to support a partnership among the school, families, and community to improve student achievement. Meetings and events will be held at flexible times in order to offer all parents the opportunity to be involved. Meeting times will be determined by preferences parents indicate on the Fall Survey, and can be morning, afternoon, evening, or online. Timely notification of these meetings and events will occur through flyers, newsletters, the school website, text messages, and various social media apps including Class Dojo. Attempts will be made to eliminate barriers to family engagement, such as transportation, childcare and translations when requested by parents. Whenever possible, meeting handouts, presentations and minutes will be available on the school website.

PLANNED ACTIVITIES FOR THE 2023–2024 SCHOOL YEAR

(Dates are tentative.)

Open House (8/3/23) – Meet your child’s teacher, WSE staff, and the Parent Involvement Coordinator. Sign up for Parent Portal, visit the Family Resource Center, and learn how to stay connected about school events.

Title 1 Annual Meeting (August 2023) – Join us to learn about our school’s Title 1 program, its requirements, and parent’s rights under Title 1 as well as about our school policies, standards, and School–Family Compact.

Volunteer Orientation (September 2023) – Meet other parent volunteers and learn about volunteer opportunities at RES.

Parent Advisory Council (PAC) Meetings (September 2023 and April 2024) – We want your input! Join us at this meeting to give suggestions about our School Improvement Plan, parent and family engagement program & Title 1 budget. We will also discuss, review and approve the Family–School Compacts for Achievement and our WSE Family Engagement Policy.

5th Grade Transition to Middle School (May 2024) – WSE partners with LMS to help our 5th graders transition to middle school by touring the schools.

FAMILY AND SCHOOL TEAM (FAST) MEETINGS

FAST Meetings (Oct 2023 and Jan. 2024) – Learn how you can help your child succeed this school year. During this whole–school meeting, teachers will share

curriculum information and goals. Assessment data and how to interpret it will be reviewed. Learn strategies and receive materials to support learning at home. Important grade–level skills will be discussed. Parents will be given learning strategies to work on with their child and receive materials to support learning at home.

SCHOOL–FAMILY COMPACTS

As part of this plan, WSE and our families will jointly develop a School–Family Compact for Achievement. This is an agreement that teachers, students, and parents develop together that explains how everyone will work together to share responsibility for students reaching grade–level goals. These grade–specific compacts stress the importance of communication between teachers, students, and parents. At the beginning of each school year, input from teachers, students and parents is gathered. Teachers and staff agree on how they will keep families informed and students on track. Students select the ways in which they will work toward achieving their goals. Parents are provided the opportunity to provide input on their role through the Fall Survey. A grade–specific draft is created and posted on the school website and in the Family Resource Room for parents and staff to review. Parents approve the final compact at the Fall PAC Meeting. A copy of the compact is sent home along with a cover sheet, which parents, teachers, and students all sign agreeing to their role in the educational process. The compacts should be referred to at home and will be referred to at school in parent or student conferences.

WSE VALUES YOUR INVOLVEMENT IN OUR SCHOOL!

WSE will take the following measures to promote and support parents, families and community members as an important part of strengthening our school and helping us reach our goals:

- **ASSESSMENTS** – WSE will provide parents with a description and explanation of the state and local assessments used to measure student progress and achievement. Individual student academic assessments results and the interpretation of those results will be given at Family And School Team (FAST) meetings.

- **CLASSES FOR PARENTS** - WSE will seek to provide parents literacy classes, computer classes, and GED training through cooperation with the Catoosa County Learning Center. These classes are free of charge to parents.
- **COMMUNITY PARTNERSHIPS** - WSE values partnerships in the community and will work in cooperation with the following:
 - Catoosa Citizens for Literacy
 - Catoosa County Library
 - Catoosa County Family Collaborative
 - Catoosa County Sheriff's Department
- **GEORGIA MILESTONES ASSESSMENT** - A link to the Georgia Department of Education Georgia Milestones Assessment information is on the school website. Parents can access a description of this assessment and explanation of how it is used to measure student progress at this link. www.gadoe.org
- **NEWSLETTERS** - WSE sends monthly school newsletters to keep parents informed of what is happening at the school. Teachers send home weekly newsletters that inform parents what is happening in the classroom.
- **PARENT PORTAL** - WSE encourages parents to monitor their child's academic progress through the use of Infinite Campus Parent Portal. Workshops or assistance on how to load and best use Parent Portal are available.
- **PARTNERSHIP WITH PARENTS** - WSE strives to build partnerships with parents to help children achieve the challenging state academic standards. We strive to educate parents about the curriculum and performance standards used in the classroom.
- **PARTNERSHIPS WITH OTHER PROGRAMS** - WSE partners with early childhood programs, middle and high schools, college and career ready resources or organizations, parent resource center, or other programs to help prepare parents and their children for successful school transitioning.
- **STAFF TRAINING** - WSE will provide information and training for staff through emails, newsletters, and during grade level meetings on strategies to improve communication with parents and ideas for how to increase family engagement including:
 - The value and importance of the contributions of parents
 - How to communicate with and work with parents as equal partners
 - Implementation of programs to build ties between home and school
 - Reviews and feedback from activities and events
 - Using the family-school compact in conferences
 - Results of parent surveys
- **STANDARDS** - WSE (along with all of CCPS) uses the Georgia Standards of Excellence as the basis of our curriculum. These standards provide clear expectations for

instruction, assessment, and student work. Teachers are encouraged to use instructional frameworks which include an opening, work session, and closing. Pacing guides and curriculum units called "frameworks" are some of the resources used to support implementation of these standards.

- **TITLE 1 BUDGET** - Parent input into the Title 1 budget is sought on the website and at various meetings throughout the year. This input is considered when the Title 1 budget is set.
- **TRANSLATIONS** - WSE will ensure that all materials and communications related to school and parent programs are published in a language format that all parents are able to understand. Translations will be done when requested in order to ensure communication with all parents.
- **TRANSPORTATION ASSISTANCE** - WSE will assist as much as possible to overcome participation barriers for parents. The Catoosa Trans-Aid phone number will appear on meeting advertisements for in-person meetings. (706-937-8627)
- **WEBSITE** - Check out our school website for Title 1 information, handouts and meeting minutes, as well as compacts, parent resources, upcoming events, and much more! <http://wse.catoosa.k12.ga.us>

GOALS FOR STUDENT LEARNING

CCPS District Goals

- Improve the percentage of student scoring proficient (levels 3 and 4) in grades 3-8 according to the Georgia Milestones
- Have students reading on grade level by 3rd grade
- Increase achievement in Reading and Math
- Improve the percentage of students graduating from high school

WSE School Goals

- Increase the percentage of students who are proficient or above in Milestones Test by 3%.
- Increase the percentage of students who are proficient or above in Milestones Test by 3%.
- Increase the percentage of students who are proficient or above in Milestones Test in Science by 3%.

FAMILY RESOURCE ROOM

All parents and families are welcome to visit our Family Resource Room to:

- learn more about Title 1 and our Family Engagement Program
 - find about community opportunities and events
 - check out resource books and pamphlets on various school and parenting topics
 - learn ways you can be engaged in your child's education here at RES
- The Family Resource Room is located in Room 217 on the 5th grade hall.
Available daily during school hours.

WSE appreciates and encourages parents to volunteer at our school! We will provide volunteer training at the beginning of the school year. The Parent Involvement Coordinate (PIC) will keep parents informed of various volunteer opportunities throughout the year.

Regular volunteer hours will be established based on parent interest and availability to come into the school and assist teachers by making copies, laminating items, and any other needs that may arise. If you are interested in this, contact the Parent Involvement Coordinator for more information.

The Parent Involvement Coordinator (PIC) maintains the Family Resource Room, provides assistance and information to teachers and staff concerning the value and importance of family involvement, and coordinates the WSE volunteer program.

Parents can feel free to reach out to the PIC at any time:

Amy Blankenship ablankenship.wse@catoosa.k12.ga.us

PARENT INPUT

Parents are encouraged to share ideas and input about our parent and family engagement program. Any unsatisfactory parent comments will be reviewed and acted upon appropriately. If there is any part of this policy you feel is not satisfactory with the student's and school's goals for academic achievement, please contact the system Title 1 Coordinator, Gina Haynes, at ghaynes@catoosa.k12.ga.us or 706-965-2297. Full complaint procedures are available on the school website. You may also fill out the Input Card below. (It can also be found on the WSE website.)

INPUT 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 1 money is being spent on my child's education.
- I would like to make the following suggestion regarding how Title 1 money is spent: _____

- Other: _____

Parent Name _____

Phone/Email _____

Student Name _____

Return to your child's teacher or your Parent Involvement Coordinator.