

# Graysville Elementary School Parent & Family Engagement Policy

School Year 2017-2018

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**DRAFT**

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

## What is Title I?

Graysville 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 **parent & family engagement**. All Title I schools must develop jointly, with all families, a written **parent & family engagement policy**. This is a plan that describes how GES will provide opportunities to improve **parent & family engagement** to support student learning. GES values the contributions and involvement of families to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that GES will support parent & family engagement and how families can help plan and participate in activities and events to promote student learning at home and at school.

## School Plan for Shared Student Achievement

**How is it developed?** GES welcomes **parent and family** input and comments at any time regarding the plan. All feedback will be used to revise the plan for next year. The plan is posted on our school website for families to view and post feedback throughout the year. We also distribute an annual survey asking families for their suggestions on the plan and the use of funds for **parent and family** engagement. Families can also give feedback at any time at the **Family** Resource Center located in room 413, the school office or any school activity. See the back page for a sample **contact** card.

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

**Where is it available?** The plan is available at all family meetings and at [ges.catoosa.k12.ga.us](http://ges.catoosa.k12.ga.us). Families can get a copy of the plan in the **Family** Resource Center **located in room 413**.

**Parent & Family Engagement Vision:**  
*Graysville Elementary strives to provide a supportive and enriching learning environment through which students will achieve academic excellence. We believe this will best be accomplished as students, teachers, and families are committed to working together.*



# Parent & Family Engagement Program and Activities

## \*Family Events\*

GES will host events to build capacity for strong **parent & family engagement** to support a partnership among the school, families, and the community to improve student academic achievement. All meetings will be held at flexible times in order to offer all families the opportunity to be involved. Flexible times include meetings occurring in the morning, during the school day, and in the evening. Catoosa Transit offers low cost transportation, and the PIC helps arrange carpooling when possible. **Parent & family meetings** are offered throughout the school year on a variety of topics and at various times of the day to maximize **parent & family participation**. Notification will be done through a variety of media including newsletters, text alerts, telephone calls, letters, marquee, etc. Attempts will be made to eliminate barriers to **parent & family engagement** such as transportation and translation/interpretation needs. Training activities are intended to enable families to work with their children to improve achievement.

### *Planned activities for the 2017 - 2018 school year are:*

*(Please note, the dates of these events are approximate and will be finalized at the beginning of the 2017-2018 school-year.)*

- \* Open House — August 8, 2017 @ 4:00pm - 6:00pm
- \* *Yahoo Breakfast!* for Kindergarten parents — August 10, 2017 @ 7:00am - 11:00am
- \* Parent Orientation — August or September, 2017 @ TBD
- \* Title I Annual Meeting — August or September 2017 @ TBD
- \* Volunteer Orientation — September 12, 2017 @ 9:00am & September 14, 2017 @ 1:30pm
- \* Title I Family Engagement Team Meeting — October 2, 2017 @ TBD
- \* Fall Festival — October 2017 @ TBD
- \* Parent/Teacher Conferences — Fall of 2017 @ TBD
- \* Literacy Event — November 16, 2017 @ TBD
- \* Spring APTT Meeting — February 2018 @ TBD
- \* Title I Family Engagement Team Meeting — April 13, 2018 @ TBD
- \* Volunteer Appreciation — April 13, 2018 @ TBD



"Social Studies Live!"  
Title I Family Night



"LEGO Math"  
Title I Family Night



"Dr. Seuss Literacy Day"  
Title I Family Event

## Parent & Family Engagement Defined:

GES believes that **parent & family engagement** means the participation of **parents & families** in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring -

- \* That families play an integral role in assisting their child's learning;
- \* That families are encouraged to be actively involved in their child's education at school;
- \* That families 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;
- \* In addition to the regular meetings, families have the right to request meetings. The PIC will take requests to the GES administration where they will consult on the best way to incorporate requests into the plan of action.
- \* The carrying out of other activities as described in this plan.

# Parent & Family Engagement Program and Activities

## \*Keeping Families Informed\*

GES seeks to ensure that all information related to school and family programs, meetings, and other activities is written in languages families can understand. When needed, every attempt will be made to translate, interpret and maintain readability. The monthly newsletters, policies, and compacts are regularly translated. The *Home & School Connection* is provided to Spanish speaking families.

### Parent & Family Suggestions

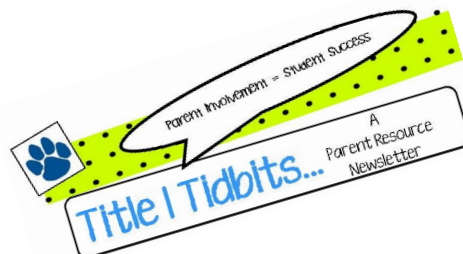
Opportunities are made available throughout the school year at **parent & family** meetings and/or workshops for families to formulate suggestions, share experiences with other families and participate, as appropriate, in decisions relating to the education of their children. Families are encouraged to share ideas and participate in discussions.

Families are asked to evaluate each family workshop and Title I event. Families 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 family comments are collected and acted upon appropriately by the Title I Coordinator and school administrators.

### Timely information will be provided to parents regarding:

- School programs - Information is discussed throughout the school year. Teachers, administrators, and the academic coach remind families of the various school programs available for their children through regular meetings and means listed below.
- Results of the annual school review (including school performance profiles). School administrators are responsible for reporting this information to families. This is done through the newspaper, website and status letter. Results of the spring Title I survey are shared at the spring Title I PAC meeting and the GES **LSGT**.
- Opportunities to volunteer in the school - Families are invited and encouraged to volunteer at GES. A brief volunteer orientation is provided by the PIC.
- School Newsletter Information - A monthly school newsletter and monthly Title I newsletter is distributed to families and posted on the website. Timely information is highlighted in the newsletters such as upcoming meetings, school calendar events, assessments, etc.
- The school marquee also serves as an effective reminder.

*\*This will be accomplished through a variety of media including newspaper articles, calendars, flyers, newsletters, announcements, school website, letters, handouts, student handbooks, student agendas, parent handbooks, parent & family workshops, text messages, phone calls, emails, school sign, etc.*



# Parent & Family Engagement Program and Activities

## \*Developing Plans and Policies\*

Families are asked to develop jointly a **parent & family** engagement policy, grade-specific compacts, and Title I school-wide plan. Input is gathered throughout the year at every meeting and on the school website. Revision of these documents will be done by the Title I Parent Advisory Council at the end of the school year so that these documents can be distributed at the beginning of the next school year. One exception is the compact that is crafted at the beginning of the school year. The **parent & family** engagement policy, grade-specific compacts, and Title I school-wide plan are available on the school website and in the **Family Resource Center**. *\*These documents are always distributed at every **parent & family** meeting and can be mailed upon request.*

## \*Annual Meeting\*

The families of students served by the Title I program at GES are invited to an Annual Title I Meeting where families are given an explanation of the Title I program and their right to be involved in their children's education through a fun and informational video. Announcement of the Annual Meeting is done on the school marquee, spring newsletter and website. The Annual Meeting is held in conjunction with Parent Orientation at the beginning of the school year. In an effort to keep families fully informed, the following handouts are distributed at the Annual Title I Meeting:

- \* Agenda
- \* Testing in Georgia
- \* Georgia Curriculum
- \* Components of Title I School-wide Programs
- \* System and School **Parent & Family** Engagement Policies

**Pamphlets and brochures** are readily available at **ALL parent & family** meetings and in the **Family Resource Center**. These include but are not limited to *How to Communicate with Your Child's Teacher*, Testing in Georgia, Components of School-wide Programs, Georgia Curriculum, and the Annual Meeting Agenda. The Annual Meeting video is also available year round on the school website.



Resources are available for you in the **Family Resource Center**!!

## Parent Involvement Library

We also have a Resource Library available on our school website!

## School-Family Compacts

As part of this plan, GES and our families will develop a school-family compact, which is an agreement that families, teachers, and students will develop together. This agreement explains how families and teachers will work together to make sure all our students reach grade-level standards. The grade-specific compacts stress the importance of communication between families and teachers. Families, students, and teachers sign these compacts indicating the role each has in the education process. GES families are given the opportunity to provide input into their role at the start of the school year. Teachers agree on how they will keep families informed, and then work with students to guide them in writing their promises in achieving their best.

Grade-specific compacts are developed, and at Parent Orientation families have the opportunity to review and adjust them. Official compacts are approved at the fall PAC meeting, which every family is invited to attend. Compacts are then distributed for signatures and returned to the school by October 31<sup>st</sup>. ***Compacts should be used at home and at school in parent or student conferences.***

Compacts include items such as:

- a. Keeping the lines of communication open
- b. Helping students and families understand the concepts of the Georgia Standards of Excellence
- c. Reading with your child each night
- d. Checking your child's backpack daily

# Parent & Family Engagement Program and Curriculum



## GOALS FOR STUDENT LEARNING

### District Goal:

*To improve the percentage of students scoring proficient (levels 3, 4) in grades 3 through 8.*

*To improve the percentage of students graduating from high school.*

### School Goals:

- \* Increase the percentage of students who score I the developing learner or better categories in ELA by five percentage points on the GA Milestones.
- \* Increase the percentage of students who meet the grade level stretch band (lexile score) by five percentage points on the GA Milestones.

### Families should note:

\* Graysville Elementary School is committed to providing quality curriculum and instruction that enables students served under Title I to meet performance standards in an effective learning environment. GES promotes good communication between families and teachers on an ongoing basis through:

- Parent-Teacher conferences, at least annually, during which the compact is discussed along with its impact on student achievement
- Student's nightly agenda
- Progress Reports to parents on their child's progress
- Newsletters
- Opportunities to volunteer and participate in their child's class
- School web page
- Letters/notes home
- Student Support Team Meetings

**\* Families at GES take responsibility for supporting their child's learning in the following ways:**

- Monitoring attendance
- Homework completion
- Monitoring television, computer and phone habits
- Volunteering in child's classroom
- Participation in decision making in the education of their child
- Monitoring positive use of extracurricular time
- Monitoring positive use of technology

\* The classroom teachers and staff explain the state's content standards, benchmark tests, Georgia Milestones, and writing assessments.

-Families receive information on the student performance standards in report cards and through discussions with the classroom teachers.

-A **parent & family** engagement activity (Georgia Milestones) will be available before testing.

-State and local assessments are explained to families throughout the year with accompanying handouts (also available in the **Family** Resource Center).

\*Ways to monitor their child's progress and suggestions on how to improve the academic performance of their child will be ongoing for families.

Workshops/assistance will also be available to families in how to best utilize the Parent Portal and homework websites. All curriculum nights focus on student achievement.

Ways to participate in decisions affecting their child are explained to families in an ongoing fashion. Families are encouraged to become involved in their child's education.

## \*Reaching Out\*

**Kami Leonard,**  
Parent Involvement Coordinator  
706-937-3147 ext. 413  
kleonard.ges@catoosa.k12.ga.us

### **Family Resource Center:** Available Daily During School Hours

Come by and visit the Family Resource Center, located in room 413, to check out books, take-home activities, and gather information about our Title I program and ways you can be engaged in your child's education experience!

The **Parent Involvement Coordinator** (PIC) provides assistance and information to teachers, pupil services personnel, principals and other staff members by educating staff in the value and importance of family contributions. The PIC provides assistance in how to reach out to, communicate with, and work with families as equal partners in addition to maintaining the **Family Resource Center**. The PIC presents, when necessary, at faculty meetings and is available for consultation. The GES PIC communicates with staff after every family meeting informing them of concerns and triumphs. The GES PIC also attends kindergarten and fifth grade transition events with resources available to families to encourage them to more fully participate in their child's education. System PICs present to teachers regarding the value and utility of engaging with families in the education of their children. GES works with community-based organizations and businesses. Information about opportunities for organizations and businesses to work with families and schools and encouraging the formation of partnerships are targeted. Business representatives are encouraged to become involved in the school, such as visiting classrooms and attending family meetings as guest speakers and resource people. Providing motivation and encouragement to students as well as providing career and business information are the focus.

Graysville Elementary School values coordination in the **Parent & Family Engagement Program** with agencies and partnerships. We will work in tandem with the following agencies and programs:

- Family Collaborative
- Literacy
- Homeless/School Social Worker
- Department of Family and Children
- Catoosa County Sheriff's Department C.H.A.M.P.S Program
- Ringgold Fire Department - Fire Safety
- Catoosa Attendance Review Team
- Catoosa County Learning Center
- Catoosa County Public Library



## \*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:

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 Other: -----

My student's name is ----- My name is -----  
Teacher ----- Phone ----- Email -----