

**Woodstation Elementary School  
Parent and Family Engagement  
Policy and Plan for Shared  
Student Success**

**2018-2019 School Year**

*Plan Revised March 26, 2018*

*Plan Approved April 11, 2018*



*Woodstation Elementary School*

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**What is Title I?**

Woodstation Elementary 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 reform efforts tied to the challenging State academic standards to improve teaching and learning for all students. All Title I schools must jointly develop with parents and family members a written parent and family engagement policy.

**School Plan for Shared  
Student Achievement**



**What is it?**

This is a plan that describes how Woodstation Elementary will provide opportunities to improve parent and family engagement to support student learning. Woodstation Elementary values the contributions and involvement of all parents and family members to establish an equal partnership with the goal of improving student achievement. This plan describes the different ways that Woodstation Elementary will support parent and family 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 revised?**

Woodstation Elementary school invited all parents to attend our spring Parent Advisory Council Meeting (PAC) to discuss, review, and revise this parent and family engagement policy, and our Title I budget. Additionally, parent input and comments regarding this plan are welcome throughout the school year. Any parent feedback regarding this plan received during the school year will be used to revise the plan for the next school year. We also distribute an annual survey to ask parents for suggestions about the parent and family engagement program and on the use of funds for parent and family engagement. Parents and family members can also give feedback at several parent meetings and activities throughout the year by speaking with the parent involvement coordinator or filling out an input card.

**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. Woodstation Elementary will provide full opportunity for the participation of parents and family members with limited English, with disabilities, and of migratory children.

**Where is it available?**

At the beginning of the school year, the plan is sent home to all families through the student's Wednesday folder. The plan is posted on the school website. Parents can also retrieve a copy of the plan in the Family Resource Center or in the school office. This policy is also distributed to our community business partners through our school Partnership Program.

### **2018-2019 District Goals**

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

To improve the percentage of students graduating from high school.

### **2018-2019 School Goals**

In kindergarten and 1st grade, Woodstation students will show growth on EasyCBM in reading. Grades 2 and 3 will show 30% (adequate growth) on STAR Reading. Grades 4 and 5 will show growth on Georgia Milestones. Growth targets identified by May 2019.

By May 2019, all students will show growth of 30% in their STAR Math Assessment for grades 1st through 5th grade and using EasyCBM in Kindergarten.

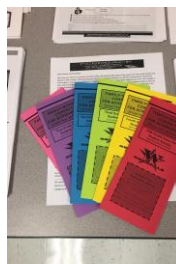
Increase the number of students scoring at Proficient Learner, or level 3, and Distinguished Learner, or level 4, on the Georgia Milestones Assessment.

Increase the number of students scoring at Proficient Learner, or level 3, in Science and Social Studies and Distinguished Learner, or level 4, on the Georgia Milestones Assessment.

### **Family-School Compacts**

As part of this plan, Woodstation Elementary and our families will develop a family-school compact, which is an agreement that parents, teachers, and students will develop that explains how families and teachers will work together to make sure all students reach grade-level standards. The compact outlines how teachers, parents, and students are responsible for student learning and stresses the importance of communication between home and school. In August, input from parents, teachers, and students is gathered. Parent input is sought on compact drafts and parents approve the final copy. Parents, students, and teachers sign the compact cover sheet indicating the role each has in the education process. Family-School compacts will be updated annually based on parent feedback.

The compacts are shared with parents during parent-teacher conferences. Extra copies are always available from the teacher, in the Family Resource Center, and at meetings throughout the year.



### **Let's Get Together!**

Woodstation Elementary will host the following events to build capacity for strong parent and family engagement in order to support a partnership among the school, parents, and the community to improve student achievement. Meetings will be held at flexible times in order to offer all parents the opportunity to attend. Timely notification of each of these meetings will occur through flyers, newsletters, student agendas, text messages, email, and the school sign. When applicable, meeting handouts and presentations will also be available on the school website.

#### ***Open House – August 6, 4:00-6:00 p.m.***

Meet your child's teacher, parent involvement coordinator, and our friendly and helpful staff for the year. Sign-up for Parent Portal, give input for our Family-School Compacts and learn how to stay connected about school events during the year.

#### ***Annual Title I Meeting – September 18, 5:30 p.m.***

We invite you to an evening of learning and sharing about our Title I Program, including our parent and family engagement policy, the school goals, family-school compacts, budget information, and parents' requirements.

#### ***Family and School Team (FAST) Group Meeting – September 18, 6:00 p.m. and February 7, 6:00 p.m.***

Visit your child's classroom and learn how to help your child succeed this school year. In this 60 minute meeting, teachers will share assessment data and how to interpret it. Important grade-level foundational skills will be discussed as well as grade level goals. Parents will practice how to work on skills and go home with the materials to practice and support learning at home. Parents will set a S.M.A. R. T. goal for their child that will be reviewed at a FAST Individual Meeting.

#### ***Family and School Team (FAST) Individual Meetings– November 5-9 and March 18-22***

This is an opportunity to meet and share with your child's teacher one-on-one. Progress on the S.M.A.R.T. goal set in a FAST Group Meeting will be reviewed as well as student progress, assessment data, and ways you can work with your child at home to promote student learning. Parents are also welcome to request an additional parent-teacher conference at any time throughout the school year.

#### ***Volunteer Training – September 12, 8:30 a.m.***

Meet other parent volunteers and learn about our volunteer program and volunteer opportunities at school. Meeting includes review of the volunteer handbook, confidentiality expectations, and mandated reporter training.

#### ***Parent Advisory Council Meetings (PAC) – September 12 and April 17***

We want your input! All parents and family members are invited to join us at these meetings to give suggestions about our parent and family engagement program and budget, and to discuss, review, and approve the Family-School Compacts and Parent and Family Engagement Policy.

#### ***Fifth Grade Transition to Middle School Breakfast – March 15, 7:00 a.m.***

Parents and family members of 5<sup>th</sup> grade students are invited to attend this breakfast to learn more about middle school including tips to help your child make a smooth transition. A principal from Heritage Middle School will give a presentation and be available to answer questions.

#### ***Georgia Milestones Night – March 26, 5:00 p.m.***

Information about the Georgia Milestones Assessment and how to help prepare your child for testing will be presented. This meeting is for parents of students in 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grade and will include an explanation of how to understand your child's testing results.

#### ***Welcome to Woodstation Night – May 7, 5:00 p.m.***

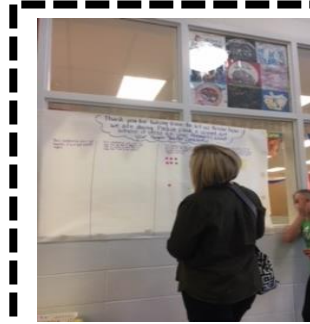
This fun night is for upcoming Pre-K and Kindergarten students. Join us to learn tips about how to make the transition to school easier for your child, receive a summer packet to work on at home, register for Kindergarten and meet the teachers and our friendly staff.

## Woodstation Elementary School is committed to:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community

## Responses to Parent Suggestions

Parents are always encouraged to share ideas and input about our parent and family engagement program. Any unsatisfactory parent comments are collected and acted upon appropriately by the school principal. If there is any part of this policy you feel is not not satisfactory with the students' and school's goals for academic achievement, please contact the system Title I Coordinator, Gina Haynes, at [ghaynes@catoosa.k12.ga.us](mailto:ghaynes@catoosa.k12.ga.us). Full complaint procedures are available on the school website.



Parent  
giving  
input after  
a parent-  
teacher  
conference



Parents  
approving  
the Family-  
School  
Compact at  
a PAC  
Meeting

## Share Your Thoughts

Woodstation Elementary invites all parents to join our Parent Advisory Council to share ideas and ways to involve other parents and family members to build partnerships with school, families, and the community. There is a meeting in the fall and the spring, but parents and family members may also submit their ideas or suggestions at any school activity, as well as through our fall and spring parent surveys, or by filling out an input card. A meeting for parent input on the School Improvement Plan will be held every spring. Parents are encouraged to request additional meetings as needed by contacting the parent involvement coordinator or the school principal.

## Input Card



**WE NEED YOUR HELP**

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

\_\_\_\_\_

- ❖ I would like to request a meeting regarding: \_\_\_\_\_

- ❖ Other \_\_\_\_\_

My name is \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Return this card to your child's teacher or your parent involvement coordinator.

## Family Resource Center – Room 120 Open Daily During School Hours

All families are welcome to visit our Family Resource Center to learn more about our Title I program and volunteering opportunities, check out books, learn about community resources and receive help with Parent Portal.



### What is Parent and Family Engagement?

Woodstation Elementary 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.
- That parents are actively engaged 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 advisory councils to assist in the education of their child.

Woodstation Elementary is committed to helping our parents and family members attend the family activities listed in this policy. Please call or email us if you need assistance with **child care or transportation** in order to participate in these programs.

Jayne Black – Parent Involvement Coordinator  
(706) 935-6700  
jblack.wes@catoosa.k12.ga.us

## Woodstation Elementary is Reaching Out!

Woodstation Elementary will take the following measures to promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

- ✓ Ensure that all information related to school and parent programs is published in a language format that all parents are able to understand, posted on the school website, and included in the monthly school newsletter for all families. Translations will be done when necessary in order to ensure good communication with all parents.
- ✓ Provide information monthly for staff through email, teacher mailboxes, or during grade level meetings on strategies to improve communication with parents and ideas for increasing family engagement, including the value and importance of the contributions of parents, implementation of parent programs and feedback from activities and events, building ties between home and school, using the family-school compact in conferences, and results of parent surveys. The principal, academic coach, or parent involvement coordinator will also share with staff during regularly scheduled faculty meetings.
- ✓ Partner with early childhood programs, middle school, community organizations, and other programs as applicable to help prepare parents and their children for successful school transitioning. This includes inviting Woodstation Elementary Pre-K students and their families to parent and family engagement events. The system Title I Coordinator will also email other community groups such as Head Start and Parents as Teachers inviting them to programs and making them aware of the Family Resource Center.
- ✓ Share information with parents at meetings, in the school newsletter, on the school website, and in the Family Resource Center helping parents understand the State's academic standards, assessments, and ways parents can monitor their child's progress and work with educators.
- ✓ Communicate with all families, including the Woodstation Elementary Pre-K families, regarding schoolwide events and activities through newsletters, flyers, text messages, emails, the school website and the school sign.
- ✓ Work with our parents to develop helpful tips to educate staff on the importance of parent and family engagement and how to support student learning.
- ✓ Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child's academic achievement
- ✓ Refer parents and family members as needed to the Learning Center of Catoosa County for classes to help further enhance their educational levels and promote other community programs through the Family Resource Center.
- ✓ Collect feedback from parents and family members at all parent and family engagement events and place input cards in the Family Resource Center and on the school website in order to respond to parents' requests for additional support or input for shaping the parent and family engagement program.

Parent Involvement Coordinator providing staff training during a grade level meeting.

