

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

2023-2024 School Year

Plan Revised April 19, 2023



**Woodstation Elementary School
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What is Title I?

Woodstation Elementary School 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. Title I programs must be based on effective means of improving student achievement and include strategies to support family engagement. All Title I schools must jointly develop with parents and family members a written parent and family engagement plan.

**School Plan for Shared
Student Achievement**



What is it?

This is a plan that describes how Woodstation Elementary School will provide opportunities to improve parent and family engagement to support student learning. Woodstation Elementary School 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 Woodstation Elementary School will support parent and family engagement and how parents can help plan and participate in activities that promote student learning at school and at home.

How is it revised?

Woodstation Elementary School invites all parents to attend our Spring Parent Advisory Council Meeting (PAC) to review, revise, and approve this parent and family engagement policy, as well as to give input on the school improvement plan and our Title I budget. This review is done annually in order to meet the changing needs of our families. Additionally, parent input and comments regarding this plan are welcome throughout the school year by returning an input form or by speaking with the Family Engagement Coordinator. The plan is posted on our school website for parents to view and submit feedback throughout the year. Parent feedback regarding this plan that is received during the school year will be used to revise the plan for the next school year. In the spring the annual Title I evaluation is distributed to each family to ask parents for suggestions about the parent and family engagement program including the use of funds for family engagement. An electronic link to the survey is sent home in student folders and paper copies are available. Parents and family members are encouraged to give feedback at all parent meetings throughout the year including two Parent Advisory Council (PAC) meetings. Every meeting held throughout the year includes an evaluation form requesting parent input. Parents may fill out an input card at any time. The input card is always on our school website and in our Family Resource Center.

Who is it for?

Woodstation Elementary School participates in a Schoolwide Title I program. All students and their families are encouraged and invited to fully participate in the opportunities described in this plan. Woodstation Elementary School will provide full opportunity for the participation of parents and family members with limited English, with disabilities, and of migratory children. This plan will be written in an understandable format and distributed to parents in a language they can understand. This includes translating this plan into other languages as needed. Translated documents can be found on the school website. The school website can be translated into other languages by choosing the applicable language option on the website home page.

Where is it available?

At the beginning of the school year, a link to the school website where the policy is posted is sent home to all families through student folders. The policy is always posted on the school website. Parents may retrieve a paper copy of the policy in the Family Resource Center, the school office, and at all in-person parent meetings throughout the year. This policy is distributed to our community at Catoosa Kids Day, through the Catoosa County Collaborative, and shared with our Local School Governance Team (LSGT).

2023-2024 District Goals

1. Catoosa County Public Schools will prepare every child to reach their full potential, so they graduate prepared to be good citizens and leaders of the future.

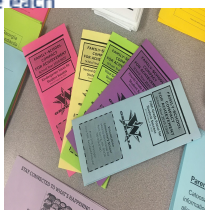
2023-2024 School Goals

- By May 2024 the percentage of 3rd grade students scoring at the 60th percentile or above on MAP Growth Reading will increase from 44% to 48.
- By May 2024 the percentage of students in 4th grade performing a level 3 or 4 in English Language Arts will increase from 40% (3rd grade score) to 43% (4th grade score) on the Georgia Milestones Assessment.
- By May 2024 the percentage of students in 5th grade performing at a level 3 or 4 in English Language Arts will increase from 40% (4th grade score) to 43% (5th grade score) on the Georgia Milestones Assessment.
- By May 2024 (44%) 50% of students in 3rd grade will perform at the 60th percentile or higher on MAP.
- By May 2024 the percentage of students in 4th grade performing at a level 3 or 4 in Math will increase from 41% (3rd-grade score) to 45% (4th-grade score) on the Georgia Milestones test.
- By May 2024 the percentage of students in 5th grade performing at a level 3 or 4 in Math will increase from 61% (4th-grade score) to 65% (on 5th-grade score) on the Georgia Milestones Assessment.

Family-School Compacts

As part of this plan, Woodstation Elementary School and our families will develop a Family-School Compact for Achievement. This is an agreement that parents, teachers, and students develop together that explains how families and teachers will work together to make sure all students reach grade-level goals. The compact outlines how teachers, parents, and students are responsible for student learning and stresses the importance of communication between home and school. The compacts are reviewed and updated annually based on feedback from parents and teachers. At the beginning of each school year, input from parents, teachers, and students is gathered. Parent input is sought on compact drafts and parents approve the final compact at the Fall PAC Meeting. Parents, students, and teachers sign the compact cover sheet indicating the role each has in the education process.

The compacts are shared with parents during parent-teacher conferences and Family and School Team (FAST) meetings. Parents are encouraged to use learning strategies within the compact throughout the school year. The compact is always available on the school website, in the Family Resource Center, and at in-person parent meetings throughout the year.



Let's Get Together!

Woodstation Elementary School 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. Meeting times and formats will be determined by the preferences parents indicate on parent surveys. Timely notification of each of these meetings will occur through flyers, newsletters, text messages, dojo messages, and the school website. When applicable, meeting handouts, presentations, and meeting minutes will be available on the school website. Parents have a right to request additional meetings that are needed by contacting the family engagement coordinator.

Open House – August 3

Meet your child's teacher, family engagement coordinator, and our friendly and helpful staff for the year. Sign-up for Parent Portal, visit the Family Resource Center and learn how to stay connected about school events.

Annual Title I Parent Meeting – August 17

We invite you to learn about our Title I Program, including our parent and family engagement program, school goals, family-school compacts, Title I spending, curriculum and assessment information, and parents' rights and requirements. Invitations will be distributed, posted on the school website, and sent through text message.

Family and School Team (FAST) Group Meetings – September 21 and March 20

Learn how you can help your child succeed this school year. During this meeting, teachers will share curriculum information and goals. MAP assessment data and how to interpret it will be reviewed. Important grade-level skills will be discussed. Parents will learn strategies and receive materials to support learning at home. Additionally, information about Lexile ranges and the Georgia Milestones Assessment, including how to prepare your child for testing, will be presented to parents of 3rd, 4th, and 5th grade students during the spring FAST group meeting. This will include practice test information, an explanation of achievement levels, and other resources as applicable.

Family and School Team (FAST) Individual Parent-Teacher Conference Weeks – OCT 23-27 & JAN 22-26

This is an opportunity to meet and share with your child's teacher one-on-one. Student progress will be reviewed as well as assessment data, the family-school compact, and ways parents can work with their child at home to promote student learning. Parents are always welcome to request additional parent-teacher conferences at any time throughout the school year.

Volunteer Training – September 6

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

Parent Advisory Council Meetings (PAC) – September 6 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 school improvement plan, parent and family engagement program and budget, and to discuss, review, and approve the Family-School Compacts for Achievement and our parent and family engagement policy.

Fifth Grade Transition to Middle School Breakfast – April 12

Parents and family members of 5th grade students are invited to attend this breakfast to learn 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 about middle school. Academic information and expectations for 6th grade will be distributed.

Welcome to Woodstation Family Night for Upcoming Pre-K and Kindergarten Students-May 7

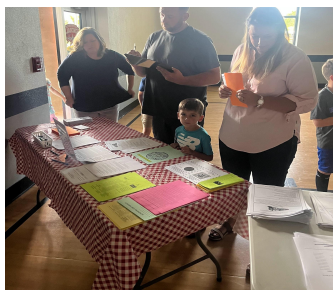
This fun night is for upcoming Pre-K and Kindergarten students and their families. Join us to learn tips about how to make the transition to school easier for your child. Families will receive a summer packet which includes learning activities and grade-level academic goal information. At this event, students will register for Kindergarten, complete Pre-K paperwork, and meet the teachers and our friendly staff! A tour of the school is included.

Woodstation Elementary School is committed to:

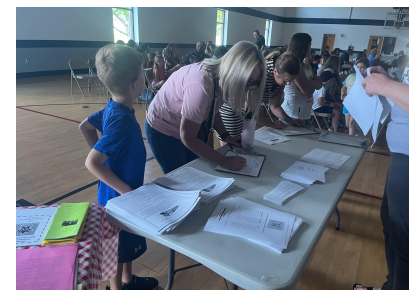
- Welcoming All Families
- Communicating Effectively
- Supporting Student Success
- Speaking Up for Every Child
- Sharing Power
- Collaborating with our Community

Responses to Parent Suggestions

Parents are encouraged to share ideas and input about our parent and family engagement program including the School Improvement Plan. Any unsatisfactory parent comments are reviewed by and acted upon appropriately by the school principal or submitted to the District Title I Director when applicable. If there is any part of this policy you feel is not satisfactory with the students' and school's goals for academic achievement, please contact the system Director of Federal Programs, Gina Haynes, at ghaynes@catoosa.k12.ga.us or 706-965-2297. Full complaint procedures are available on the school website.



Parents
browsing
Title I
resources at
Annual
Meeting.



Share Your Thoughts

Woodstation Elementary School invites all parents to participate in our Parent Advisory Council (PAC) to share ideas and encourage other parents and family members to build partnerships with our school. There is a PAC meeting in the fall and the spring. Parents and family members may submit their ideas or suggestions at any school meeting, as well as through our fall and spring parent surveys, or by filling out an input card or speaking with our family engagement coordinator. An opportunity to review and give input about the School Improvement Plan will be given to parents every spring. Parents are encouraged to request additional meetings as needed by contacting the family engagement coordinator or the school principal.



Parents
approving the
Family- School
Compact at a
PAC Meeting

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 family engagement 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 family engagement program, volunteer program, and community opportunities. Parents may also check out books, study materials, and activities for use at home.



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 families attend the activities listed in this plan. Please call or email us if you need assistance with transportation in order to participate in these programs. Childcare for school age children is always provided at school during in-person family engagement events.

Mitzi Mew
Family Engagement Coordinator
(706) 935-6700
mmew.wes@catoosa.k12.ga.us



Woodstation Elementary School is Reaching Out to You!

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

Ensure that all materials and communications 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 weekly newsletter "FAST Connection" for all families. Materials will be translated, when necessary, to ensure communication with all parents.

Provide information 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, how to reach out to, communicate with, and work with parents as equal partners, implementation of parent programs to build ties between home and school, review feedback from activities and events, using the family-school compact in conferences, and results of parent surveys. The principal, academic coach, or family engagement coordinator may also share with staff during faculty meetings.

Request parent input at PAC Meetings for ideas on how to educate our staff on the importance of parent and family engagement and how to work with families to support student learning.

Partner with early childhood programs, middle school, college and career ready organizations, community organizations, and other programs as applicable to help prepare parents and their children for successful school transition. This includes inviting Woodstation Elementary Pre-K students and their families to parent and family engagement events as applicable. 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. Woodstation will provide transition information for Pre-K, Kindergarten, and 5th grade students and their families each year.

Share information with parents at FAST meetings, in the FAST Connection newsletter, on the school website, and in the Family Resource Center helping parents understand the Georgia Standards of Excellence, Georgia Milestones Assessment, and ways parents can monitor their child's progress and partner with teachers to support academic learning.

Communicate frequently with all families, including Woodstation Elementary Pre-K families, regarding schoolwide events and activities through the FAST Connection newsletter, flyers, text messages, dojo messages, and the school website.

Provide necessary materials and handouts for parents in the Family Resource Center, at conferences and at FAST meetings, including activities to help parents work with their child to improve their child's academic achievement. Helpful materials and handouts will also be posted on our school website.

Refer parents and family members as needed to the Learning Center of Catoosa County for classes to help further enhance educational levels and promote other community programs through the Family Resource Center. This includes maintaining a community bulletin board in the Family Resource Center that will advertise community programs and events that may be helpful for families.

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 and budget.



Teachers created this hallway display from parent feedback