

Atkinson Elementary School

Parent and Family Engagement Policy and Plan for Shared Student Success

2020–2021 School Year
Policy Revised 07/09/2020



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What is Title I?

Atkinson Elementary is identified as a Title I school under the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards. The goal is 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 family engagement. All Title I schools must jointly develop with parents and family members a written Parent and Family Engagement Policy.



Jointly-Developed School Policy for Shared Student Achievement

What is it?

This is a policy that describes how Atkinson Elementary will provide opportunities to improve family engagement to support student learning. Atkinson Elementary values the contributions and engagement of parents and family members. The purpose is to establish an equal partnership for the common goal of improving student achievement. Atkinson Elementary, in meaningful consultation with parents, jointly developed with and agreed upon, a written policy that will include relevant activities and actions that support effective parent and family engagement and strengthen student achievement. This plan describes the school's expectations for parent and family engagement, ways that Atkinson Elementary will implement and support specific family engagement activities 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?

The policy is revised annually each spring. Atkinson Elementary involved parents in an organized, ongoing and timely manner in the planning, review and improvement of programs under Title I, Part A. Programs included the School Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and the family engagement budget. Regular in-person or online meetings were held for parents to formulate suggestions, to participate in decisions relating to the education of their child and for staff to respond to any suggestions as soon as practicably possible. Parents were involved in the development of the policy by providing input and feedback through multiple in-person or online stakeholder meetings held in the spring of each year at varying dates/times, by providing online feedback on the school's website and through the newsletter, and notifying and inviting all stakeholders to review and revise the policy in multiple ways including: school system website, flyers, automated phone/email messaging system, social media, and newsletters.

Additionally, parent input and comments regarding this plan are welcome during the school year through an online form and at in-person or online meetings. The plan is posted on the school website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and provide paper copies of the survey to ask parents for their suggestions on the plan and the use of funds for family engagement. Parents and family members can also give feedback during several in-person or online parent meetings and activities. The School Parent and Family Engagement Policy is then updated and distributed to parents and the local community. If the school improvement plan is not satisfactory, Atkinson Elementary will submit any unsatisfactory parent comments on the plan upon submission to the district.

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. Atkinson Elementary will provide full opportunities and information, to the extent practicable in a language parents understand, for the participation of parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children.

Where is it available?

At the beginning of the year, a copy of the plan is distributed to all parents at Open House. It is also distributed to parents and the local community at parent engagement events. A copy of the plan is provided in the new student orientation packet, at in-person or online parent workshops and in the front office. Additionally, the plan is posted on the school website and via social media. Parents can also retrieve a copy of the plan in the Parent Resource Center which is located at Atkinson Elementary School Trailer 701.

School-Parent Compact

As part of the jointly developed plan, Atkinson Elementary and our families will jointly develop a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The compact will detail how a partnership will be built and developed to help children achieve the State's high standards. This was a collaborative effort achieved when the school:

- Jointly developed a School-Parent Compact with parents through multiple in-person or online stakeholder meetings offered at two different times in which parents were able to give written and verbal feedback and suggestions, through online feedback forms on the website and in the school newsletter and notifying all parents of the invitation to participate and that the purpose of the in-person or online meeting is to review and revise the School-Parent Compact through the school system website, flyers, automated phone/email messaging system, social media, and newsletters.
- Created a compact that outlined how parents, the entire school staff, and students will share the responsibility for improved student academic achievement by using input from teachers on suggested learning strategies, parents on the type of support they need, and students on what would help them learn. Parents are encouraged to attend in-person or online annual revision meetings held in the spring each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and the compact.
- Described how they will build and develop a partnership to help children achieve the challenging State academic standards by the school providing specific activities/strategies to families for at home learning, and to promote student growth on identified school/grade level academic achievement goals. The family will utilize strategies provided by the school to support student learning. Teachers and families will partner to set reasonable expectations for student academic growth. The students will share responsibility for their learning targets which were jointly established with their teachers and families.

Annual Title I Meeting

We encourage and invite all parents to an evening of information and learning about our Title I program. The in-person or online meeting will cover our school's Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and parents' requirements. Meeting information will be posted in the school newsletter, on the school website, via social media and through ParentLink. This in-person or online annual meeting will be held at a convenient time in August 2020 and will also be available to view online on the school website.

Communications

Atkinson Elementary will promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach achievement goals. The school will take the following measures to provide parents of participating children information and supports by:

- Providing timely information about Title I programs through various methods including at the in-person or online Annual Title I meetings, through the Title I Information Sheet in the student's agenda, at student showcase nights, at ongoing in-person or online workshops, and in the parent resource center.
- Offering a flexible number of in-person or online meetings in the morning, afternoon or evening by using data from the fall and spring parent surveys.
- Offering in-person or online meetings in flexible formats by providing resources in-person, online and offering meetings at community establishments.
- Providing transportation to prevent barriers to parent and family engagement by offering transportation to in-person parent workshops and meetings as such services relate to preventing barriers to parent and family engagement.
- Providing child care to prevent barriers to parent and family engagement by offering child care for parents during in-person meeting times that want to attend, but are unable due to child care concerns.
- Addressing opportunities for regular in-person or online meetings if requested by the parent: Atkinson Elementary will reply to parent requests for in-person or online meeting by phone, agenda, email, Class Dojo, Remind 101 to meet parent needs within 1-2 business days.
- Providing information related to the school and parent programs in an understandable and uniform format, including alternative formats upon request and in a language parents can understand, by providing a Spanish statement on documents directing parents who to contact if translation is needed, making translators available upon request and by using parent-friendly language void of acronyms and educational lingo.
- Responding to parent requests for Title I services within 1-2 business days through a phone call, email, note or in-person contact. We will respond to parent request through parent surveys. We will also respond to parent requests through School Council, in-person or online parent workshops, and through our school's "Culture and Climate Committee."
- Distributing the Parent and Family Engagement Policy to parents, family members and the community at open house, in the new student orientation packet, on the school website, via social media, at the front office, at in person or online parent workshops and in the school Parent Resource Center.



Reservation of Funds

School districts that receive more than \$500,000 in Title I funds are required to reserve 1% of funds for parent and family engagement activities. Atkinson Elementary will take the following actions to engage parents in decisions about how Title I, Part A funds are spent by:

- Sharing the budget for parent and family engagement activities and programs with parents by requesting input through fall and spring surveys and feedback forms at in-person or online workshops, at stakeholder meetings, in the newsletter and on the school website to determine how Title I funds should be spent.
- Involving parents in input opportunities for how the funds are used by discussing it at workshops, notifying all stakeholders of the in-person or online multiple meetings at varying dates/times to provide input on the 1 percent reservation of parent engagement funds and through multiple forms of feedback on the website, in surveys and at the in-person or online meetings.

Coordination of Services

Atkinson Elementary will coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs. The school will also conduct other activities that encourage and support parents in more fully participating in the education of their children by the school:

- Coordinating and integrating parent and family engagement programs, activities, and strategies with Pre-K, Special Education or, English to Speakers of Other Languages (ESOL) to develop an in-person or online workshop or meeting that provides pertinent information to the group of parents the workshop is targeting.
- Translating important parent correspondence into a language that a significant percent of the students and families speak. Documents which are not translated will contain a statement for identified languages indicating who to contact for translation assistance.
- Coordinating with other organizations, businesses, and community partners to provide additional supports and resources to families by coordinating and facilitating events throughout the year that allows for parents, the school and local community to work together and to share literacy resources with families.
- Making resources available through a Parent Resource Center that contains educational resources available to help children succeed academically. Many materials will be available in identified languages.

Building Capacity of School Staff

Atkinson Elementary will provide in-person or online trainings to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the:

- Value and utility of contributions of parents.
- How to reach out to, communicate with and work with parents as equal partners.
- Implementing and coordinating parent programs.
- Building ties between home and school.

The school will train staff by:

- Providing in-person or online trainings at grade level/faculty meetings.
- Providing web-based learning/online avenues to build staff capacity.
- Facilitating in-person or online staff trainings conducted by the Parent and Community Engagement Liaison covering a variety of topics pertaining to parent engagement and how staff can help get parents engaged at school.
- Emailing staff information to build parent capacity with reflection questions/input.
- Sharing information in a parent friendly language.

Atkinson Elementary will provide reasonable support for parent and family engagement activities as parents may request by:

- Hosting a “Back to School Night.”
- Holding regular parent and family nights throughout the year.
- Providing monthly newsletters that feature tips, games, web resources, and other activities focusing on the identified school goals.
- Providing information through open house, student showcase nights, in-person or online Title I meetings, PTO meetings, and workshops, in the new student orientation packet, at in-person or online stakeholder meetings, in the parent resource center, at parent-teacher conferences, combined events with another program, and at community events.
- Using a variety of methods to support families including online videos, online feedback opportunities, transportation, child care and translation/interpretation services.

The school will also take the following actions to provide other reasonable support for parent and family engagement activities including;

- Providing translators at conferences.
- Holding in-person or online meetings upon request.
- School notes and parent flyers translated in Spanish.
- Providing child care and transportation for parent workshops upon request.



Building Capacity for Family Engagement

Atkinson Elementary will provide the following activities that have been chosen, in meaningful consultation with our parents, to be undertaken to build parents' capacity for engagement in the school to support their children's academic achievement:

- Engaging parents in the development of in-person or online training for teachers, principals, and other educators to improve the effectiveness of that training by providing input on feedback forms and through surveys regarding staff training topics. Also, parents will be invited to be a parent co-presenter during in-person or online staff trainings to allow the staff to hear a parent's perspective on parent engagement topics.
- Providing necessary literacy training for parents after the district has exhausted all other reasonable available sources of funding of such in-person or online training by facilitating literacy parent workshops and inviting, as well as, encouraging all parents to attend.
- Paying reasonable and necessary expenses for activities, including transportation and child care costs, to enable parents to participate in school-related in-person meetings and trainings by using school resources for transportation and/or childcare. Parents will be offered the option for childcare and transportation upon request.
- Training parents to enhance the engagement of other parents by designing a role for co-presenters to speak at parent engagement events.
- Maximizing parent and family engagement and parent participation by arranging in-person or online school meetings at a variety of times and providing online options by providing flexible meeting times to meet parent needs, as well as online access to in-person or online meetings and workshop materials, recording workshops or a video summary of the workshop with contact information and posting it on the school website and/or social media, by providing events in the community and sending information via email to parents who request information from the workshop if they are not able to attend.
- Adopting and implementing model approaches to improving parent and family engagement by providing online opportunities for families to be engaged. Additionally, our Parent and Community Engagement Liaisons will provide workshops and communicate pertinent information from in-person or online meetings. We will also confer with other Griffin-Spalding County schools as it relates to best practices for involving parents.
- Encouraging parent participation on the districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs by reaching out to and submitting a list of engaged parents to participate on the District Parent Advisory Council (DPAC).
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations in engagement activities by supporting parent in-person or online meetings/events. We will also provide our stakeholders an annual calendar of events and ask for support based on the needs of our families.



Parent and Family Engagement

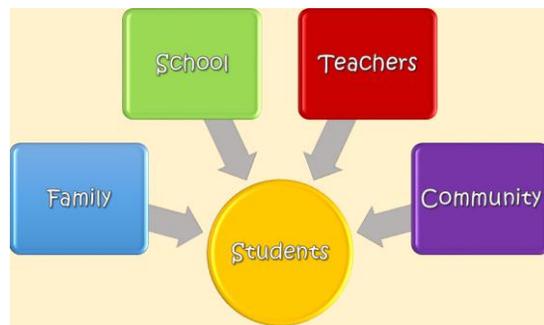
To Atkinson Elementary, parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:

- Parents play an integral role in assisting their child's learning
- 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 and on advisory committees to assist in the education of their child

School Parent Resource Center

Come visit the school Parent Resource Center at 307 Atkinson Drive, Trailer 701 to check out books, pamphlets, study materials, and activities to use at home with your child.

Hours: Monday-Friday, 8:00 am–3:00 pm



District Parent Resource Center

Books, DVDs, pamphlets in identified languages, and computer access are available at the District Parent Resource Center located in Room B112 on 234 E. Taylor Street. The center is open Monday-Friday from 8:00am-4:00pm and after hours by appointment.

Melinda Owens

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Building Capacity of Parents

Atkinson Elementary is committed to building parents' capacity for strong parent and family engagement to ensure effective engagement of parents and to support a partnership among the school and the community to improve student academic achievement. The school will:

- Provide materials and in-person or online training to help parents work with their children to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement by providing access to in-person or online parent workshops and meetings. The school will hold regular parent workshops that cover topics such as, literacy training, using technology, and curriculum and instruction. Also, facilitating family nights that are held in conjunction with parent workshops as a motivator for parents and students to come out to attend the parent workshop. The workshop would be held first, with the family night immediately following.
- Provide assistance to parents in understanding topics such as:
 - Description and explanation of the curriculum in use at the school by providing multiple opportunities for parents to understand grade level standards through sharing resources at student showcase nights, open house, parent workshops, in-person or online PTO meetings, and parent-teacher conferences.
 - Challenging State academic standards and achievement levels of standards by ensuring the implementation of rigorous curriculum. We will also seek to regularly communicate grade level expectations with parents and provide resources at student showcase nights, tips and helpful websites in the monthly newsletter, offering parent workshops, parent-teacher conferences, newsletters and graded papers.
 - State and local academic assessments including alternate assessments and a description and explanation of the assessments used to measure student progress by providing resources at student showcase nights, parent-teacher conferences, workshops, and in the monthly school newsletter.
 - Requirements of Title I, Part A by offering in-person or online Annual Title I meetings and providing the Title I explanation page in your child's agenda.
 - How to monitor their child's progress through parent-teacher conferences sharing data from MAP, Georgia Milestones, assessments and Fountas & Pinnell, at parent workshops, sending home progress reports and report cards, offering student showcase nights, and online resources on your child's teacher's website.
 - How to work with educators to improve the achievement of their child by using technologies such as Class Dojo, Remind 101, and email to offer resources to parents, offering parent-teacher conferences throughout the school year and by parent request, contacting the parents regularly, and offering parent workshops.
 - Strategies parents can use to support their child's academic progress by understanding grade level standards, norm referenced tests, and standards-based report cards.
 - Partnering with teachers to support their child's academic achievement by communicating grade level standards, providing parent workshops about various academic tips and strategies, offering a monthly school newsletter for strategies and tips, and sharing information on the school's website, YouTube channel, or Facebook page.
- Provide parents individual student academic assessment results and interpretation of those results by hosting workshops and online resources about the Georgia Milestones Assessment.

