

Battlefield Primary School

Parent & Family Engagement Policy

School Year 2023-2024

Revised on August, 2023

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What is Title I?

Battlefield Primary 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 BPS will provide opportunities to improve parent & family engagement to support student learning. BPS 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 BPS 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.

Parent & Family Engagement Vision:

Battlefield Primary 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.

School Plan for Shared Student Achievement

How is it developed? BPS welcomes parent, family, and community input and comments at any time regarding the plan. All feedback will be used to revise the plan for the next year. The plan is posted on our school website for families to view and to post feedback throughout the year. We also distribute an annual survey asking families and the community for their suggestions on the plan and the use of funds for parent & family engagement. Families and community members can give feedback at any time in the Parent Resource Workroom, the school office, at any school activity, or online through an input form on the school website. Please see the back page for an example of an input card.

Who is it for? All families are encouraged and invited to fully participate in the opportunities described in this plan. BPS 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 for families and community members at all Title I events, family and school-related meetings, such as LSGT and PTO, the Catoosa County Family Collaborative, Catoosa Kid's Day and on the school website - <http://BPS.catoosa.k12.ga.us/> A copy of the plan is also available in the Parent Resource Workroom, located in room 406.



Parent & Family Engagement Defined:

BPS believes that parent & family engagement means the participation of parents and 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 regular meetings, families have the right to request meetings. The PIC will take requests to the BPS administration where they will consult on the best way to incorporate requests into the plan of action.

Parent & Family Engagement Program and Activities

Family Events

BPS 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 throughout the year in order to offer all families the opportunity to be involved. Flexible times include meetings held in the morning or afternoon during the school day, in the evenings, and online. 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 in a timely manner through a variety of media, including newsletters, text alerts, email messages, invitations and letters, telephone calls, the school marquee, and through various social media apps. Invitations to events are also sent to the District Parent & Family Involvement Coordinator who in turn coordinates with early childhood programs. Attempts will be made to eliminate barriers to parent & family engagement, such as transportation, childcare, and translation/interpretations. Catoosa Transit offers low-cost transportation and the PIC can help arrange carpooling when possible. Childcare is offered for BPS students during meetings when their participation is not required. Documents will be made available in a uniform translated form using an online translator or by other means when requested by the parent & family. Training activities are intended to enable families to work with their children to improve achievement:

Planned activities for the 2023-2024 school year are:

Open House - 8/4/23: Meet your child's teacher, BPS staff, and the Parent Involvement Coordinator.

Parent Orientation - 9/7, 9/19, 9/21 2023: Discuss the school year with your child's teacher.

Title I Annual Meeting - 9/13/23: Learn about our Title I program & how Title I benefits your student.

Parent & Family Volunteer Orientation - 8/21/23: Discover the many ways you can help our school.

Title I Fall Parent Advisory Council (PAC) Meeting - 9/26/23: Provide your input about our Title I program.

1st Semester W.I.N Meeting - 9/29/23: Learn how to help your child succeed this school year. Year-long goals & Fall MAP benchmark data will be shared by your child's teacher. Lexile information will be shared along with strategies to help your child continue learning at home.

Family Engagement Month - November 2023

2nd Semester W.I.N Meeting - 2/9/24: Winter MAP Benchmark results and mid-year goal reviews will be discussed, along with Milestones information for our K, 1st, & 2nd grade parents.

BPS Family STREAM Event - 2/22/24: Families are invited to attend and learn about science, math, and other interactive STEAM activities.

Title I Spring Parent Advisory Council (PAC) Meeting - April 2024: Provide your input for 2024-25.

Parent and Family Volunteer Appreciation - April 2024: Celebrate our hard-working volunteers.

3rd Grade to Elementary School Transition - May 2024: BPS & BES partner to help our 2nd graders & their parents make the move to elementary school.

Kindergarten Welcome to BPS - May 2024: BPS welcomes our newest students.

Transition Procedures

BPS partners with early childhood programs, middle and high schools, college and career-ready resources or organizations, parent resource centers, or other programs (as applicable) to help prepare parents and their children for successful school transitions.

Second Grade Transition: BPS Families with rising 2nd graders are encouraged to attend an orientation night at BES. This takes place in the month of May. The BPS PIC also provides various materials such as handouts and booklets. These copies are sent home and are available on the school's website and in the Parent Resource Workroom.

Kindergarten Transition: BPS offers a Kindergarten registration event. The Parent Resource Workroom is open and the PIC is available to answer any questions about Title I and has various materials to help families with this transition. All materials are available on the school's website and in the Parent Resource Workroom.

Parent & Family Engagement Program and Activities

Keeping Families Informed

BPS 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. All Title I materials and communications are presented in a readable format, when feasible and practical. The monthly newsletters, school and district policies, and compacts are regularly translated. Instructions on how to translate the school website are also provided to all parents.

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 newsletter, website, and status letter. Results of the Title I Spring Survey are shared at the Title I Spring PAC meeting and at the BPS LSGT meeting.
- **Opportunities to volunteer in the school** - Families are invited and encouraged to volunteer at BPS. A brief Volunteer Orientation is provided by the PIC.

- **School Newsletter Information** - A monthly school newsletter and a monthly Title I newsletter is distributed to all families and posted on the website and in the Parent Resource Workroom. Timely information is highlighted in both newsletters, such as upcoming meetings, school calendar events, assessments, etc.
- **School marquee** also serves as an effective reminder of Title I information.

***This will be accomplished through a variety of media, including school, Title I, and teacher newsletters, calendars, flyers, school website, handouts, invitations, student handbooks, parent handbooks, student agendas, parent & family workshops, text messages, emails, phone calls, school marquee, posters, social media posts, and any additional means deemed viable by the school.**

Check out our school website!

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

Title I information, handouts, meeting minutes, compacts, parent resources, and much more can be found under the Title I section.

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 or meeting. 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.

Parent & Family Engagement Program and Activities

Developing Plans, Policies, and Budgets

Families are asked to develop jointly a parent and family engagement policy, grade-level specific compacts, Title I school budget and a schoolwide plan*. The policy, budget, and school-wide plan are shared throughout the year by the Principal and the PIC during the Fall and Spring Parent Advisory Council meetings. Input is gathered throughout the year at every meeting, in the Parent Resource Workroom, and on the school website. Revision of these documents will take place during the Title I Spring Parent Advisory Council meeting held near 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 Family-School compact that is crafted at the beginning of the school year. Families are encouraged to attend the Title I Spring PAC meeting to participate in these revisions. The parent & family engagement policy, grade-specific compacts, and schoolwide plan* are available on the school website and in the Parent Resource Workroom. ****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 BPS 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, by invitation sent home, via text message, and school website. In an effort to keep families fully informed, the following handouts are distributed at the Title I Annual Meeting:

- Annual Meeting Agenda
- Testing in Georgia
- Georgia Curriculum
- Components of Title I Schoolwide Programs
- School and System Parent & Family Engagement Policies

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



Resources are always available in the Parent Resource Workroom!

Parent & Family Engagement Program and Activities

Family-School Compacts

As part of this plan, BPS and our families will jointly develop a Family-School Compact, which is an agreement that families, teachers and staff, and students will develop together to address how they will share in the responsibility for improved student academic achievement in reaching 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. BPS families are given the opportunity to provide input into their role at the start of the school year, through the Fall Survey. 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 best. The above inputs go into developing grade-specific compacts and parents have the opportunity to review and adjust these compacts posted on the school's website and in the Parent Resource Workroom. Official Family-School 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 31st.

Family-School Compacts should be used at home and at school in parent or student conferences.

Family-School Compacts can include items such as:

1. Keeping the lines of communication open by attending Parent-Teacher conferences and academic family nights.
2. Practicing math facts and finding fun ways to prepare for math tests
3. Reading with your child each night and discussing books together
4. Staying on top of student Lexile levels and AR goals



Goals for Student Learning

District Goals:

- Improve the percentage of students scoring proficient (levels 3 or 4) in grades 3-8.
- Improve the percentage of students graduating from high school.

School Goals:

- Increase the percentage of students scoring in the proficient (3) and distinguished (4) categories in **ELA** by **three** percentage points.
- Increase the percentage of students scoring in the proficient (3) and distinguished (4) categories in **Math** by **three** percentage points.

Parent & Family Engagement Program and Curriculum

Families should note:

Battlefield Primary 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. BPS promotes good communication between families and teachers on an ongoing basis through:

- Parent-Teacher conferences, at least annually, during which the Family-School 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 sent home
- Student Support Team Meetings

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

- Monitoring attendance
 - Homework completion
 - Monitoring computer, television, and phone habits
 - Volunteering in the child's classroom
 - Participation in decision making in the education of their child
 - Monitoring positive use of extracurricular time
 - Monitoring positive use of technology
- Classroom teachers and staff explain the state's content standards, benchmark test, Georgia Milestones, and writing assessments.
 - Families receive information on the student performance standards in report cards, Student Data Sharing programs, and through discussion with the classroom teachers.
 - State and local assessments are explained to families throughout the year with accompanying handouts (available on the school website and in the Parent Resource Workroom).
 - 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 be available to families on how to best utilize Parent Portal and homework websites. All curriculum nights will 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. Parent-Teacher conferences, texting, emails, and phone calls are highly recommended.

Reaching Out

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 education through staff training, professional development materials, and monthly communications. The PIC presents, when necessary, at faculty meetings and is available for consultations. The BPS PIC communicates with staff after every family meeting, informing them of concerns and triumphs. System PICs present to teachers regarding the value and utility of engaging with families in the education of their children. Parent programs that build ties between home and school are implemented and coordinated by the BPS PIC and the PIC responds to parent requests for parent and family engagement activities. Information is provided by the PIC to parents in a format, to the extent practicable, in a language they can understand. The BPS PIC also attends kindergarten and third

grade transition events with resources available to families to encourage them to more fully participate in their child's education. BPS works with community-based organizations and business partners. 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 as a resource to families. Providing motivation and encouragement to students as well as providing career and business information are the focus of such meetings. The PIC also maintains the Parent Resource Workroom.

Battlefield Primary School values coordination in the Parent & Family Engagement Program with agencies and partnerships. We will work in tandem with the following agencies:

- Catoosa Family Collaborative
- Georgia Pre-K
- Literacy
- Homeless/School Social Workers
- 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

Amber Barnes
Parent Involvement Coordinator
706-937-3147 x303
abarnes.bps@catoosa.k12.ga.us

Parent Resource Workroom:
Available Daily During School Hours

Come by and visit the Parent Resource Workroom, located in room 406, 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 educational experience.

Input Card

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

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

Student's Name: _____ Parent's Name: _____