



**Parent and Family Engagement Policy**  
**Byron Elementary School**  
**2019 - 2020**  
**Revision Date: 8/5/2019**

In support of strengthening student academic achievement, **Byron Elementary School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

**Byron Elementary School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the school wide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

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:

- (A) Parents play an integral role in assisting their child’s learning
- (B) Parents are encouraged to be actively involved in their child’s education at school
- (C) 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
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**JOINTLY DEVELOPED**

**Byron Elementary School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Parents will be invited throughout the school year to provide input on Title I Documents including the School Improvement Plan (SIP), Title I School wide Plan (SWP), Comprehensive Local Education Agency Plan (CLIP), Title I Budget and the 1% Parent Involvement Budget.
- Announcements for meetings will be made available to parents through a variety of ways which may include the school website, social media, emails, fliers, text messages, Remind app and/or electronic callouts. Announcements will also be posted in the school lobby and the Family Resource Center.
- Parents will be given opportunities to evaluate the Title I Programs and provide input on Title I surveys at the BES Annual Title I Meeting on August 22, after parent workshops and during Title I Planning Meetings.
- Stakeholders will receive handouts summarizing how Title I funds will be used at the Annual Title I Parent Meeting on 8/22/19, throughout the year during Title I Planning Meetings and upon request.
- Throughout the school year, all parents and caregivers are invited to attend Parent and Family Engagement Policy review meetings to provide input so that the Parent and Family Engagement Policy may be updated to meet the changing needs of parents, students and school staff.

## **ANNUAL TITLE I MEETING**

**Byron Elementary School** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the school wide plan, and the school-parent compact.

Parents and guardians are invited to join us on 8/22//19 for our Annual Title I parent Meeting. We will discuss the Parent and Family Engagement Policy, Title I school wide plan, the school-parent compacts and parent requirements. Parents and guardians will be informed of this meeting by email, text messages, the electronic sign in front of the building, posts in the Leader Tribune and Byron Buzz, posted on the BES Facebook page and a flyer will be sent home with students.

## **COMMUNICATIONS**

**Byron Elementary School** will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

- All children will be invited to attend workshops with their parents.
- Title I Input Meetings will be scheduled several times so that parents may drop in at any time throughout the day.

#### Communication continued

- Parents Teacher conferences will be scheduled before, after school, or during teacher's planning period.
- Information concerning Title I programs will be delivered by email, website, social media, callouts, text message, flyers and electronic signs.
- Parents will be invited to school curriculum workshops where Georgia Standards of Excellence and Case guides in each area of study are reviewed.
- Instructional resources and classroom activities are presented in a hands on way so parents may actively participate in how their children learn at school.
- Teachers and staff also share benchmark assessments as well as instructional tools with all parents. Some of the web-based tools include Reading Eggs, Math Seeds, and GRASP. These programs are used in conjunction with the daily learning activities and many of them are used at home to supplement classroom instruction.
- Teachers will advise parents of the best way to communicate with them (Dojo App, Remind App, email, phone messages or other apps). Teachers will answer all messages within 24 hours.

#### **SCHOOL-PARENT COMPACT**

**Byron Elementary School** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- Parents are invited to review School – Parent Compacts throughout the year during Title I Document Revision Parent Meetings.
- Parents are invited to share opinions of the School – Parent Compact using the Compact Feed Back form or survey provided at the Title I Revision meetings.
- Parents may request Feedback forms be emailed if they cannot attend Title I Revision Meetings.

#### **RESERVATION OF FUNDS**

If applicable, **Byron Elementary School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- Parents and guardians will be invited to Title I planning sessions during the school year, to provide input on the Title I reservation of funds and the 1% Parent Involvement reservations of funds.
- Parents and guardians will be invited to Title I planning sessions through the school website, social media, emails and fliers. Announcements will also be posted in the school lobby and the Family Resource Center.
- Parents will be given opportunities to evaluate the Title I Programs and provide input on Title I surveys at the BES Annual Title I Meeting on 8/22/19, after parent workshops and during Title I Planning Meetings.
- Stakeholders will receive handouts summarizing how Title I funds will be used at the Annual Title I Parent Meeting on 8/22/19, throughout the year during Title I Planning Meetings and upon request.

## **COORDINATION OF SERVICES**

**Byron Elementary School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- Parents of all incoming kindergarteners will be invited to attend the Getting Ready for Kindergarten Workshop coordinated by the kindergarten teacher. Parents will receive information from kindergarten teachers to help children become academically ready for Kindergarten.
- All Pre K classes from area daycares are invited to Kindergarten Ready Tours in the month of April coordinated by the BES counselor and area daycares.
- Fifth grade students will attend a transition tour at Byron Middle School coordinated by the fifth grade teachers, BES counselor and BMS counselor.
- Parents of 5<sup>th</sup> grade students will be invited to attend a workshop to provide information on transitioning to middle school.

## **BUILDING CAPACITY OF PARENTS**

**Byron Elementary School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child 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
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State's academic standards
  - The State and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - How to monitor their child's progress
  - How to work with educators to improve the achievement of their child.

- Parents are invited to volunteer in many different aspects. Each volunteer will be required to complete the training workshop provided by the school, throughout the year monthly.
- A Georgia Milestones Parent Workshop will be provided for all parents of students in third through fifth grades. This meeting is scheduled in March.
- The Family Resource Center is open daily to all parents and guardians with resources such as pamphlets and books to assist them in meeting their child's educational needs.
- Parents will be informed standards and assessments during curriculum meetings, Title I information meetings and conferences.
- Parent Workshops will be held throughout the school year. These workshops will focus on various learning areas: reading, writing, math, social studies and/or science. Parents will participate in hands on activities mimicking lessons learned in the classroom. During workshops, parents and guardians will receive helpful learning tips and activities to assist their children achieve academic success.
- Parents will be given access to students' Reading Eggs, Math Seeds and/or GRASP. This will allow parents to monitor the progress of their children. Parents will also have access to Parent Portal, which they may use to monitor test scores and grades.

Parents will be invited to workshops throughout the year:

- i. Annual Title I Meeting – 8/22/2019
- ii. Curriculum Night – 9/5/2019
- iii. Parent Portal Workshop – 9/24/2019
- iv. Volunteer Training Workshop – TBA
- v. Internet Safety Workshop – 2/6/2020
- vi. ELA Workshop – 10/17/2019
- vii. Math Workshop – 11/7/2019
- viii. Science Workshop & Social Studies Workshop – 1/21/2020
- ix. GA Milestones Workshop – 3/17/2020
- x. ESOL Workshop - TBA
- xi. Getting Ready for Kindergarten Workshop – 4/23/2020
- xii. Title I Document Revision Meeting – TBA

### **BUILDING CAPACITY OF SCHOOL STAFF**

**Byron Elementary School** will provide training 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, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- Faculty Training: The Family Engagement Specialist will deliver training to the faculty and staff throughout the year to help with effective communication with parents and families. The Family Engagement Specialist will redeliver information learned at district meetings to help with effective communication with parents and families.

**Byron Elementary School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Homework Workshop – 11/12/2019
- Parent Portal Workshop – 9/24/2019
- Volunteer Training – TBA
- School Governance Team Meetings – TBA
- PTO Meetings – TBA

- **DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- X Train parents to enhance the engagement of other parents.
- To maximize parent and family engagement and participation in their child’s education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
- X Adopt and implement model approaches to improving parent and family engagement.
- Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- X Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

- Fort Valley State University students volunteer throughout the year to assist students with reading.
- Byron Rotary Club collaborates with BES to provide new books to the library.
- The Byron Methodist Church partners with BES to ensure students have the necessary school supplies and uniforms.
- Reading Paws collaborates with BES to encourage students to read.
- GA Bobs collaborates with BES to promote Spirit Night. Families of BES can enjoy dinner and socialize.
- Teachers and staff will meet with parents for conferences when requested by parents.
- Parents are elected to the Local School Governance Team and will work with administration in the development of training for teachers, principals and staff. Meetings will be held monthly throughout the year as well as LSGT training monthly.
- Parents are elected to The BES PTO and will work with administration to provide the school with educational software and materials.
- Teachers and staff will respectfully answer email and phone messages within 24 hours.