

Putnam County Elementary School

Title I Parent and Family Engagement Plan

2024-2025

Revised 6/25/2024

The faculty and staff of Putnam County Elementary School are committed to a quality educational program that values parent and family engagement. We recognize that parents play a very important role in their children's education and take every opportunity to foster the relationship between school, parent, and child. We have developed a parent and family engagement plan that outlines how to actively involve all parents in their child's educational journey. Parents will be notified of the plan in an understandable and uniform format, and to the extent practicable, provided in a language the parents can understand. Parents with limited English proficiency, parents of migratory children, and parents of students with disabilities will be encouraged to participate in the plan's activities. The plan will be updated annually and parents will have the opportunity to participate in the revision. If the School Improvement or Parent and Family Engagement Plans are not satisfactory to the parents, the school will submit any parent comments to the district office. Putnam County Elementary School has established clear and concise objectives and strategies to increase parent and family engagement within our school and community.

Putnam County Elementary School invites parents to visit the school and to take an active role within the school and provide suggestions for future meetings and workshops. Our goal is to provide quality, yet challenging, education for every child in a safe and nurturing environment. Parents are welcome to come and join us at any time to help ensure that this is the most successful year ever for their child. The faculty and staff value your input, suggestions, and assistance as a parent. We will continue to inform our parents and community with various forms of communication such as translations/interpretations of parent/student handbook, newsletters, flyers, phone calls, emails, and text messages.

The faculty and staff at Putnam County Elementary School recognize:

- The value in shared responsibility of student achievement.
- Our student's education is a responsibility shared by the school and family during the entire time the child spends in school.
- In order to support the goal of the school to educate all students effectively, the school and parents must work as knowledgeable partners.
- Although parents are diverse in culture, language, and needs, they are an integral component of a school's ability to provide for the educational success of their children.
- Engaging parents is essential to improving student achievement.
- That the school should foster and support active parent and family engagement.
- That parents will be notified of this policy in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand.
- That this plan will be distributed to parents and the community in multiple ways, including the school's website and the Annual Title I Meeting, and updated periodically to meet the changing needs of the parents and the school.
- That if this plan is not satisfactory to the parents, the school will submit any parent comments with the policy to the Title I Coordinator.
- That meetings and workshops will be offered at various times of the day, so that as many parents as possible can attend. Meetings may also be held in different formats such as group meetings, home visits, and individual meetings.
- Parents need to be surveyed regularly to formulate suggestions for future meetings and workshops.

The Parent Involvement Plans of the Putnam County Charter School System and Putnam County Elementary School are evaluated annually as to the effectiveness in increasing parent participation and identifying barriers to parent participation such as transportation and childcare. The findings of the annual evaluation are used to design strategies for school improvement or to redesign the parent plan. Parent and family engagement activities are offered at various times during the school day, and in the evenings, so that as many parents as possible are able to attend. Parents may submit suggestions for parent and family engagement activities or request regular meetings, and the school will address these requests in a timely manner.

Putnam County Elementary School's Parent and Family Engagement Activities

Open House

An annual open house for parents will be held at the beginning of the school year to describe and explain the curriculum, the state's academic content standards, and state and local assessments in each grade level.

Rituals and Routines Night

Parents are invited to school to meet with teachers and administration regarding classroom expectations and procedures as well as school initiatives.

Annual Title I Meeting

Prior to November 1st, all parents will be invited to attend a Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights under Title I.

Curriculum Nights- Curriculum nights will be held in the fall and spring to provide materials and training to help parents to work with their children to improve their child's achievement.

Staff Training

The school will educate teacher and other staff members, with the assistance of parents, on the value and utility of parents and in how to reach out to, communicate, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school.

Title I Document Revision Meeting

Meetings will be held in the spring of each year with parents to plan, review, and improve the school and district's Title I documents, including the compact, school parent and family engagement plan, district parent and family engagement plan, school-wide plan, and the Consolidated LEA Improvement Plan (CLIP).

Parent Involvement Funds

In the fall of each year, parents of Title I students are surveyed to involve them in the decision regarding how the school's parent and family engagement funds will be spent on allotted activities.

Transition Programs

During the spring, Putnam County Elementary School will coordinate with Putnam County Primary School and Putnam County Middle School to invite parents to meet with teachers and staff regarding in the effort to support the students' successful transition to the kindergarten and the third grade.

Student/Parent/Teacher Compact

The Student/Parent/Teacher compact is an agreement that outlines how parents, the school staff, and students will share the responsibility for improved student academic achievement. The compact is built to develop a partnership to help children achieve the State's high academic standards. The compact is developed jointly with parents. The compact is available in both English and Spanish. The compact is sent home at the beginning of the school year or when a new student enrolls.

Weekly Progress Reports/Nine-Weeks Report Cards

Reporting the progress of students often is necessary for their overall achievement. Each week the teacher sends home a "Wednesday Folder" which will contain the previous week's work, grades, and various other communications to the parents. Midterm Progress Reports are sent home at the 4 1/2 week point each quarter and report cards are sent home with students every 9 weeks to update parents on their child's progress.

Parent Survey

Each spring Putnam County Elementary School parents complete a Parent Survey. The survey is available in hard copy in the front office and on the school's website. The survey is used to evaluate the effectiveness of our parent and family engagement program and other school goals. Parents will also have the opportunity to complete the survey when they attend school events during the spring.

Parent Resource Center

There is an area designated for our parents. There are resource materials for parents and computers for their use. The materials include information on how to assist their children with educational issues as well as school and community information.