

***DRAFT***  
***Tallapoosa Primary School***  
***2024-2025***  
***Parent & Family Engagement Plan***

As a Title I school, Tallapoosa Primary School agrees to implement parental involvement procedures, programs, and activities for the compliance of statutory requirements of Title I Part A guidelines.

Tallapoosa Primary School defines parental involvement as the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities. In order to provide this, the school ensures the following:

- (A) to provide leadership which will assume the responsibility for promoting parental involvement
- (B) to provide strategies to meet individual needs of all families within the community
- (C) that parents play an integral role in assisting their child's learning
- (D) that parents are encouraged to be actively involved in their child's education at school
- (E) that 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
- (F) the carrying out of other activities, such as those described in section of 1118 of the ESEA

***Parenting***

*Provide assistance to parents in understanding*

*Georgia's K-2 English and Math Standards,*

*Benchmark Assessments, Report Cards, Grading*

*Rubrics, GKIDS – ESGI, and STAR Testing.*

- Annual Title I Meeting
- Open House - teachers explain curriculum per grade level as it relates to the Georgia's K-2 English and Math Standards
- Georgia State Department of Education Content Standard Flyers are available in the Parent Resource Center within the front office.
- The individual academic results from STAR testing, writing products, and ongoing formative assessments will be communicated through the dissemination of information by the teacher.
- Teachers, administrators, and support staff are available to assist in the interpretation of these scores as necessary.
- Newsletters, calendars, Remind and/or ClassDojo, automated call system (Infinite Campus), marquee, Facebook, school website, ClassroomDojo.
- Family Academic Nights will be held throughout the year to promote strategies and ideas on various academic skills.

*Provide materials, trainings, and workshops to*

*facilitate parents in improving their children's*

*academic achievement*

- The Parent Resource Center has information regarding parenting. The Parent Resource Center is located in the front office and is available for parents to use from 6:50-4:00 Tuesday-Friday.
- Family Academic Nights and Assemblies
- TPS/HC website and Facebook page contains links and information for parents.

*Provide reasonable support for participation in parent involvement activities*

- Provide translation when appropriate and necessary
- Provide families with a light snack to encourage attendance at activities
- Family Academic Nights are offered throughout the year to better accommodate various schedules
- Provide opportunities for parents to volunteer at the school in various capacities throughout the day. TPS hosts training for all volunteers. You must attend the training in order to volunteer
- Involve School Governance Team in planning parent activities

*Other School-Level Parenting Initiatives* ● Calls to parents from teachers and/or counselor to check on students when absent

- School Nurse- Communication with parents via phone and newsletters.
- Attendance Rewards
- Fire Safety Week
- Family Academic Nights held at least two times a year
- Red Ribbon Week
  - Positive Behavior Intervention Support (PBIS) “The Rebel Way”
  - Thanksgiving lunch with families
  - Read Across America Week
  - Field Day, Fun Day and Awards Day
- Rebel Fest
- Field Trips
  - Home visits by counselors, administrators, and/or SPO to assess and/or offer assistance to families in need. Visits also made concerning students with chronic absences or other supports needed.
  - Book Fairs are held at least twice a year in order to promote the importance of reading at home. Parents are invited to come with their child in order to purchase books to be read at home.
  - Special Olympics, I Can, field trips, and various other activities offer parents an opportunity to be involved in their child’s academic year.

- Home visits by counselor and administrator to offer resources and assistance

## **Communication**

*Develop a written School-Parent Compact that is signed by all parents and kept at schools.*

- The School-Parent Compact, which outlines the administrators, teachers, parents, and students' responsibilities, will be developed with input from parents, teachers and administrators and distributed to all students at TPS. Administrators, teachers, parents and students sign the compact and they are kept on file in the office. Throughout the year, new students are given the School-Parent Compact upon enrollment.

*Educate school personnel on how to work with parents as equal partners in their child's educational process.*

- Implement strategies from book studies throughout the year to provide a better understanding of the effects of poverty on students, families, and communities and how to better support families from diverse economic backgrounds.
- Collaborate and develop school wide strategies for implementation of professional development
- Special Education Leadership Academy is offered to staff.

*Ensure information is presented in a format parents can understand and in additional languages*

- Provide translated documents when needed
- Provide teachers with access to websites, such as Talking Points that can provide information on creating documents in different languages.
- Members of community provide translation/interpretation (sign language) when needed
- Written communication through the use of take-home folders and monthly calendars
- Personal phone calls will be made when appropriate and for reminders

- Email/Website/Facebook
- Automated Call System (Infinite Campus)
- Weekly Newsletters from Teachers
- Class Dojo (Messages-Weekly, Daily)
- Tallapoosa Public Library offers the use of the internet for parents
- Marquee

*Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.*

- Communication through written media when needed, flyers will be translated for families with limited English proficiency
- Talking Points, Google Translate, ESOL assistance
- As migrant families are identified, workshops will be conducted by migrant school personnel; migratory parents will be encouraged to participate in school activities and meetings with notes and visits from the counselor and administration.
- Parents with disabilities are provided easy access to our school building.
- Communication for the hearing impaired can be facilitated by a phone translation service or staff member that knows sign language.
- Communication through letters, text, phone, email, and face to face for homeless families.
- Residential facilities in the school attendance area are included in the parental involvement correspondence and activities.

*Other School-Level Communication Initiatives* • Academic conferences are scheduled twice a year. • Daily

conference times may be made upon request.

- Class and Grade level Newsletters - Teachers send classroom newsletters (weekly)
- Student Handbooks
- Student folders sent home daily and/or weekly.
- Monthly meal menus are available online and on Facebook.
- IEP Letters-Special Ed. Dept. meets with parents at least once a year to update/modify IEP's.
- MTSS Notifications-MTSS Coordinator and teacher(s) meet at least three times a year to discuss student progress.
- School Memos
- School Yearbook-sold throughout the school year
- School Marquee-information changed as needed
- VOIP-New phone system that allows for faculty/staff voicemail
- Email-faculty and staff communicate with parents via email.
- Fire Safety Week
- Open House
- Community Academic Nights
- School Governance Team
- Classroom and Grade Level Activities (Holiday Celebrations)
- Facebook

- Remind
- Classroom & School Dojo
- MTSS
- Pre-K and Kindergarten registration
- System and School Website
- Marquee
- Conferences available via face to face, FaceTime, Google Meet, Zoom

*TPS will convene parent meetings semi-annually to inform parents of the school's role in implementing Title I and to discuss ways that we can offer and encourage parental involvement*

- All parents will be invited and encouraged to attend the Annual Title I Meeting at TPS each year. Announcements will be made prior to the meeting through Facebook, school website, and the marquee.
- School Governance Team at least six times per year to provide input to Title I activities.

## **Volunteering**

*Volunteers can make many valuable contributions to the schools.*

*Other School-Level Volunteer Initiatives*

- Teacher recommendations of volunteers
- The volunteers at TPS are provided with training and guidelines.
- Volunteers are monitored to ensure that guidelines are followed.
- Parent Volunteer Training—sent home at beginning of school year to determine parent availability.
- Volunteer training conducted by Academic Coach
- Tallapoosa Public Library representative sets up and encourages students to read during the summer
- Local churches and other organizations provide food for the Backpack Food Program throughout the year as well as back to school supplies for students.
- Students for HCHS Junior Beta and Student Council visit the school to help in classrooms and read to students.
- Students from HCHS French and Spanish classes will provide lessons to students.
- HSHS students in Drama complete projects with kindergarten students through their collaboration with Art.

## **Learning at Home**

*TPS will provide materials and workshops for parents to provide ideas and activities to help students practice skills at home.*

- The school will coordinate necessary workshops to help parents work with their children at home to improve their academic skills. Educational sites found on the Internet will be shared with parents to help with different subject areas of the curriculum.



*Other School-Level Initiatives to Assist with  
Learning at Home*

**Decision Making**

*Parent Engagement Plan is developed  
with input from parents*

- Additionally, written information to assist parents is provided throughout the year.
- Presentations/workshops are provided in accordance with parents' needs as designated by survey.
- Teachers send weekly newsletters home with homework assignments, instructional focus/ standards and at home tips.
- Community Academic Nights held at least twice a year
- Students will check out books bi-weekly or more often if needed to encourage reading at home.
- Parent/Teacher Conferences twice a year
- Home visits made by counselors, administration and/or the School Police Officer to encourage student attendance and promote ideas to engage parental help at home.
- Book Fair information is sent home to encourage reading at home.
- Contact with Parents to check on students when absent
- Academic conferences are scheduled twice a year
- Daily conference times may be made upon request
- Family Academic Nights
- Community Volunteer Program
- Parents will be invited to participate in the Title I Parent Meeting which is held each year to review the Parent Engagement Plan and make suggestions for the upcoming school year.
- A draft of the School Improvement Plan and Engagement Plan is shared with students and feedback is requested.
- The School Governance Team promotes discussions on how the plan can be updated and improved to maximize parent participation.
- Copies of the plan are distributed during Fall Conferences, Family Academic Nights, and other activities, along with comment sheets. Parents are asked to submit suggestions on how to improve the plan on the

	comment sheets. There is also a comment box on the TPS website for input.
<i>This plan is distributed to all parents</i>	• The draft version of this document is available to parents - it is accompanied with a comment sheet in which parents can make suggestions on how to improve the plan.

	<ul style="list-style-type: none"> <li>• Parents will receive this document during the Annual Title I Parent meeting held at TPS. For parents who do not attend, they can request a copy to be sent home.</li> <li>• A copy will be kept at the Parent Resource Center.</li> <li>• The plan will be posted on the TPS website.</li> </ul>
<i>Review the effectiveness of the school parental involvement activities</i>	<ul style="list-style-type: none"> <li>• The School Governance Team gives input on suggestions and changes that might need to be made.</li> <li>• Open door policy-suggestions on improving the plan are encouraged.</li> <li>• Oral feedback</li> </ul>
<i>Other School-Level Shared Decision Making Initiatives</i>	<ul style="list-style-type: none"> <li>• Parent Meetings to discuss educational needs</li> <li>• Parents are presented with a draft copy of the SIP and have the opportunity to contribute thoughts</li> <li>• TPS School Governance Team – meetings held at least six times a year. Flyers are posted to inform the community. The School Governance Team will review policies and provide input.</li> <li>• Administrative Team meets each Tuesday.</li> <li>• Leadership Team–meetings held monthly</li> <li>• Faculty Meetings–meetings held monthly</li> <li>• PLC-meetings held weekly</li> <li>• <u>Collaborative planning occurs weekly on Wednesday.</u></li> </ul>

## ***Collaborating with Community***

*We are working on developing appropriate roles for community-based organizations and businesses to collaborate with the school and to help develop sustain parental involvement*

- Business members from the community are invited to be members of the Tallapoosa Primary School Governance Team
- Share needs with business community-owners donate items for different school events and activities
- Information for parents posted in business locations
- Information for parents posted on school's Facebook page and on the school's website and marquee
- Local churches offer assistance to students and families in need of food items as they participate in the Backpack Program; they also assist families in need of school supplies and clothing
- Boy/Girl Scout Leaders are invited to school for recruitment purposes
- Partnership with local public library
- Field trips to local businesses

*Other School-Level Community Collaboration Initiatives*

- Fire Safety Week
- Backpack Program—from various churches and community members

- School Governance Team
- Red Ribbon Week
- Six Flags Read to Succeed
- Veterans Park
- Special Olympics
- Field Trip to HCHS
- Public Library
- Courthouse
- Rebeffest
- Community Christian Council (CCC)
- Help A Child Smile Dental Van

Copies of Tallapoosa Primary's Program Plans, including the School Improvement Plan, School-wide Plan, and Parent Engagement Plan, are located in the Parent Resource Center (which is located in the front office and are available for parents from 6:50am-4:00pm Tuesday-Friday) and on the school website at [www.haralson.k12.ga.us](http://www.haralson.k12.ga.us) .