

# Parent and Family Engagement Plan

## Finch Elementary School

### A School-wide Title I, Part A Educational Community\*

Ratified: November 2020

#### School Mission Statement

*We will provide opportunities for every student at Finch to develop to his/her full potential socially and academically, verified by a variety of assessments, in order to become a life-long learner.*

| <b>Communication with Parents and Families</b>   |   |
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| <p>A. How we will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.</p> | <p>The Parent and Family Engagement Plan is reviewed annually at a winter PTO meeting and recorded in the minutes.</p> <p>The School Parent Compact and Parent Engagement plan offered personally to parents by their child’s teacher during spring Parent-Teacher Conference.</p> <p>Copies are also available in the school office and on the school website should a parent wish to review.</p>  |
| <p>B. How we will inform parents of our school’s participation in Title 1 and explain the requirements and components, and the right of the parents to be involved.</p>  | <p>Title I information and invitation to participate in our annual review will be communicated to families via the Finch newsletter.</p> <p>Title I information will be presented to families at a PTO meeting via the building principal</p> <p>The Title I Parent and Family Engagement Plan and School Parent Compact will be shared annually at a winter PTO meeting.</p> <p>The School Parent Compact is available to parents in the office and the school website, offered to parents at spring conferences.</p> <p>Annually, parents are sent a survey asking about their participation in school events that year. The survey also asks for their thoughts and suggestions for program improvements regardless of their level of participation.</p> |
| <p>C. How we will offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.</p>                       | <p>Parent meetings will take place at regularly scheduled monthly PTO meetings held in the evening. The principal will provide information, gather input, and answer questions during the principal’s report. Free childcare is provided to families at PTO meetings.</p> <p>A parent coffee will take place at a regularly scheduled monthly morning meeting time. The principal will provide information, gather input, and answer questions.</p> <p>Additional school meetings will be held as needed.</p> <p>Families are invited to reach out to principal, and other related staff, to request individual meetings if needed.</p>   |
| <p>D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school improvement plan,</p>  | <p>A representative from the school’s parent community participates in writing and reviewing the school’s SIP with representatives of the school’s staff and administration. Changes in the plan are presented at staff</p>   |

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| <p>and the process of the school review and improvement under Section 1116.</p>   | <p>meetings, PTO meetings, and are posted on the website. A date in the corner of the SIP notes when the plan last went through a revision.</p> <p>The SIP, or School Improvement Plan, is reviewed annually by a committee including representatives from the parent community and school staff. Additions or deletions to the plan are made based on student academic data, the school climate survey, a survey of parents sent home every spring, student interests, and school discipline data.</p> <p>The SIP is written with the 4 components of Title I Programs in mind. Strategies are correlated with Title 1 components and our Comprehensive Needs Assessment and annotated in the SIP plan.</p> <p>Other grants, funding sources, or special programs are also included in the school SIP plan. All components of plans other than the Title I Program are coded next to each Action Steps included in the plan.</p> <p>The SIP is available on the school’s website. A paper copy is available in the school office for parents or community members who do not have access to technology.</p> |
| <p>E. How we will provide parents—</p> <ol style="list-style-type: none"> <li>1. Timely information about Title 1 programs.</li> <li>2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.</li> <li>3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.</li> </ol>                 | <p>All students are assessed in reading, writing, and math throughout the year. Parents are given a report card of progress in February and June. Parents are also provided progress updates during spring conferences.</p> <p>Parents are encouraged to keep in close contact with the school if they have concerns about their child’s progress. They may contact the teacher by phone, in person, or by email to arrange a more frequent communication system.</p> <p>Our School offers a family literacy night to engage families as partners in educating their children.</p>   |
| <p>F. How we will jointly develop with parents for all children, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.</p> <ol style="list-style-type: none"> <li>1. How will the compact be shared with families?</li> <li>2. How we will provide frequent reports to parents on their child’s progress.</li> <li>3. How we will provide parents with reasonable access to staff and opportunities to participate as partners in the education of their child.</li> <li>4. Provide for regular two-way meaningful</li> </ol> | <p>School-Parent Compact will be reviewed annually at a PTO meeting and recorded in minutes.</p> <p>School-Parent Compact will be referenced in a Finch newsletter and then placed on the school website.</p> <p>School-Parent Compact will be available all year in the office and offered at spring conferences. Copies will be made available in the office.</p> <p>Parents will receive ongoing updates on their child’s progress from teachers throughout the year. Updates will be provided informally on an ongoing individual basis. Families will receive formal progress reports each semester (February and June). They will receive a formal update on their child’s progress during yearly conferences in the spring. Staff provide families with contact information. Families are encouraged to connect with teachers via email, phone, or in person. Staff members will return phone calls and emails as soon as possible, preferably within 24 hours.</p>   |

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| <p>communication between families and school staff and to the extent practical, in a language the family can understand</p>                                | <p>The Blackboard system will be utilized to communicate with all families regarding events by phone through a recorded message or text.</p> <p>Families are invited to volunteer in classrooms and/or schedule a time to visit classrooms.</p> <p>Parents may request meetings via email, phone, or in person. Appropriate staff will respond and attend requested parent meetings.</p> <p>When attending conferences, parents are encouraged to actively participate in decisions regarding interventions on behalf of their children.</p> <p>Staff provide families with regular communication such as weekly or monthly newsletters and classroom websites.</p> <p>The school utilizes district interpreters as needed to provide language translations during conferences and for written communications. Staff are encouraged to access interpreters and/or the Language Line as needed to communicate with families throughout the year.</p> |
| <p>G. How we will assist parents in understanding challenging state standards and how to monitor their child's progress in partnership with the school</p> | <p>In addition to report cards, students' Washington State Smarter Balanced test scores are sent home each fall. This measure of student achievement is reported for reading, writing, and math. Students in 5<sup>th</sup> grade complete the Washington Comprehensive Assessment of Science (WCAS) in science. School newsletters are sent home from the office twice a month with general school-wide news. At least once a month each classroom sends room specific news. Teachers include their contact information on each edition.</p>   |
| <p>H. How we will provide materials and training to help parents work with their children in partnership with the school</p>                               | <p>Parents are invited to school in September and March to conference directly with their child's teacher about academic and social progress. Discussions and materials for how parents can support their child at home are given during this time. Additional meetings can be scheduled on an as-needed basis to keep communication open and available for families. In addition, parents are invited to participate in a variety of family engagement events throughout the year that provide materials and skills needed to support student academic progress.</p>   |

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| <p><b>Title I</b><br/><b>Parent Involvement/Communication Opportunities Throughout the Year</b></p> |
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**Daily Opportunities**

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| <p>Family Information Calendar &amp; Student Handbook</p> | <p>The Family Information Calendar &amp; Student Handbook is sent home on the first day of school for families to post. This resource provides important dates and information about school events, opportunities and procedures.</p> |
| <p>Home Communication</p>                                 | <p>Folders/Binders are sent home with school communication, weekly newsletters, homework, etc. Digital communication via Teams and Blackboard.</p>  |
| <p>Volunteering in School</p>                             | <p>Provide opportunities for volunteers to work on school wide projects and classroom activities that support students and teachers</p>   |
| <p>Finch Website</p>                                      | <p>Provide information regarding school events, student work, curriculum, classroom updates, etc.</p>   |

### Weekly/Ongoing Opportunities

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| Finch Newsletter                     | Provides pertinent school information, ideas on how to help children and an upcoming events calendar. It is sent home twice a month.                              |
| Staff Newsletters and Websites       | Provide information specific for each staff member's classroom and/or program.  |
| In-Person Communications             | Staff meet with parents during fall and spring conferences, and as needed. They connect with individual families outside the school day, before and after school. |
| Phone Calls, Written Notes and Email | Teachers communicate with families as needed via notes, calls home, or electronic means.  |
| Reader Board                         | Provides families and community with information about upcoming events.   |
| Blackboard Messenger System          | Provides information to families via recorded phone message and text messages.  |

### Fall Opportunities

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| Fall Conferences                | Provides families the opportunity to visit classrooms to meet the teacher, visit the classroom, drop off school supplies, and tour the school, meeting all specialists. |
| WA Kids Conferences             | Opportunity for teachers and parents to meet and discuss in-coming kindergartners needs. Teachers are able to gather data related to kindergarten readiness.            |
| PTO Meetings & Sponsored Events | Provide the opportunity for families and staff to build relationships (ex. Skate Nights and Sports Night)   |
| Veteran's Day Assembly/Concert  | Students and staff recognize veterans in our community  |

### Winter Opportunities

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| PTO Meetings & Sponsored Events         | Provide the opportunity for families and staff to build relationships (ex. Santa Breakfast, Donuts with Dad, Morning with Mom)                     |
| Reading Family Night with Book Exchange | Promotes parent understanding of ways to support their child with engaging literacy take aways and a book exchange to promote family reading time. |
| Book Fair                               | Provide reading opportunities for students and families  |
| Student Recognition Assembly            | Provide opportunity to recognize student improvement   |
| Dr. Martin Luther King, Jr. Assembly    | Provide opportunity for students and staff to recognize Dr. King   |

### Spring Opportunities

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| Spring Conferences              | Opportunity for families to meet with teacher and learn about student academic and behavior progress and goals. |
| Spring Band and Strings Concert | Provide opportunity for students to share student growth in band and strings.                                   |
| Student Recognition Assembly    | Provide opportunity to recognize student improvement  |

### Summer Opportunities

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