

Parent and Family Engagement Plan

Madison Elementary School

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

March 31st, 2021

Madison Elementary Mission

It is the mission of Madison Elementary to develop the skills and talents of all students through rigorous learning experiences, supportive relationships, and relevant real-life applications.

| Communication with Parents and Families | |
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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> | <ul style="list-style-type: none"> <input type="checkbox"/> Parent and Family Engagement Plan we will be reviewed annually at a PTO meeting and recorded in the minutes. <input type="checkbox"/> Parent and Family Engagement Plan will be referenced in Madison newsletter and then placed on the school website. <input type="checkbox"/> Copies will be available in the office. |
| <p>B. How we will inform parents of our school's participation in Title I and explain the requirements and components, and the right of the parents to be involved.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Title I information and invitation to participate will be communicated to families each year via the Madison newsletter. <input type="checkbox"/> Title I information will be presented to families at Fall PTO meeting. <ul style="list-style-type: none"> o What is Title I – Link to Trifold o Title I School and Family Roles – Link to hand out <input type="checkbox"/> The Title I Parent Policy tri-folds will be provided to families in the fall. The Title I Parent Policy will also be on file in the school office. <ul style="list-style-type: none"> o Parents Right to Be Informed <input type="checkbox"/> The Title I Parent and Family Engagement Plan and School Parent Compact will be shared annually at a fall PTG meeting. <input type="checkbox"/> The School Parent Compact will be shared with parents during fall conferences. Additional copies will be available in the office. |
| <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> | <ul style="list-style-type: none"> <input type="checkbox"/> Parent meetings will take place at regularly scheduled monthly PTO meetings. The principal will provide information, gather input, and answer questions during the principal's report. Free childcare is provided to families at PTO meetings. <input type="checkbox"/> Additional school meetings will be held as needed. <input type="checkbox"/> Families are invited to reach out to principal, and other related staff, to request individual meetings if needed. |

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| <p>D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school improvement plan, and the process of the school</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Parents are invited to provide input during fall PTO meeting as well as during monthly PTO meetings. <input type="checkbox"/> Parents are invited to provide feedback via email or personal contact with principal and staff. Suggestions for school improvement will be directed to appropriate building decision-making teams. |
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| <p>review and improvement under Section 1116.</p> | |
| <p>E. How we will provide parents—</p> <ol style="list-style-type: none"> 1. Timely information about Title 1 programs. 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. If requested by parents, 3. 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. | <ul style="list-style-type: none"> <input type="checkbox"/> A printed tri-fold hand-out explaining Title I, Part A will be presented to all families during a fall PTO meeting. It will also be available in the office and shared with families upon request. <input type="checkbox"/> Family events and parent-teacher-student conferences in fall and spring will provide opportunities for communicating and partnering. Information on academic expectations and student progress will be shared at that time. <input type="checkbox"/> Report cards outlining academic expectations and student progress will be provided to families twice a year (February and June). The Madison Annual Report Card will be sent home to all families detailing information about our school, our progress toward academic standards and information about Title I, Part A. Parents are encouraged to contact staff to schedule individual <input type="checkbox"/> meetings regarding their child’s progress. |

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| <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"> 1. How will the compact be shared with families? 2. How we will provide frequent reports to parents on their child's progress. 3. How we will provide parents with reasonable access to staff and opportunities to participate as partners in the education of their child. 4. Provide for regular two-way meaningful communication between families and school staff and to the extent practical, in a | <ul style="list-style-type: none"> <input type="checkbox"/> School-Parent Compact will be reviewed annually at a PTO meeting and recorded in minutes. <input type="checkbox"/> School-Parent Compact will be referenced in the Madison Mustang newsletter and then placed on the school website. <input type="checkbox"/> School-Parent Compact will be shared during fall conferences. Copies will be made available in the office. <input type="checkbox"/> 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 twice yearly conferences (December and March). <input type="checkbox"/> 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. <input type="checkbox"/> The Bright Arrow system will be utilized to communicate with all families regarding events by phone through a recorded message. <input type="checkbox"/> Families are invited to volunteer in classrooms and/or schedule a time to visit classrooms. <input type="checkbox"/> Parents may request meetings via email, phone, or in person. Appropriate staff will respond and attend requested parent meetings. <input type="checkbox"/> When attending conferences, parents are encouraged to actively participate in decisions regarding interventions on behalf of their children. <input type="checkbox"/> Staff provide families with regular communication such as weekly newsletters and classroom websites. Students in grades K-2 have a weekly communication folder that goes between home and school |
| <p>language the family can understand</p> | <p>each day. Students in grades 5-6 have an AVID planner that goes between home and school each day.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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>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> | <ul style="list-style-type: none"> <input type="checkbox"/> The Madison Annual Report Card will be sent home to all families detailing information about our school, our progress toward academic standards and information about Title I, Part A. <input type="checkbox"/> Parents are invited to two regular conferences (December and March) to discuss expected achievement and the student progress towards learning goals. Other conferences may happen as needed. Parents are encouraged to contact the teacher when there are concerns. <input type="checkbox"/> The principal contributes articles to the monthly school newsletter and has an "open door" policy for parents requesting to meet. <input type="checkbox"/> Students will receive annual OSPI report on spring SBA scores following assessments. |

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| H. How we will provide materials and training to help parents work with their children in partnership with the school | <input type="checkbox"/> Parents are invited to participate in a variety of family engagement events throughout the year that provide materials and skills needed to support children in continued academic success (i.e. Community CAFÉ and Math Night). |
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| Title I Parent Involvement/Communication Opportunities Throughout the Year |
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Daily Opportunities

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| Home communication | Folders/binders are sent home with school communications and homework. AVID binders and planners will be used in grades 5-6. Students are expected to share planner nightly and families are expected to sign planner each night. |
| Family Involvement Calendar | Yearlong calendar is sent home in Beginning of the Year Packet. Important calendar dates are posted on Madison website. |
| Volunteering | Provides opportunities for volunteers to work on school wide projects that will support teachers and students. |
| Madison website | Provides information regarding school events, important information, and classroom updates. |
| 3M Citizenship and Behavior Parent Handbook | Madison utilizes Positive Behavior Intervention Support (PBIS) schoolwide. The parent handbook provides information about PBIS, rules/expectations, student recognition, and interventions/consequences. It is sent home in the Beginning of the Year Packet and is posted on the Madison website. Copies of more detailed Staff Handbook are made available in the office for interested families. |

Weekly/Ongoing Opportunities

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| Madison Mustang Newsletter | Provides pertinent school information, ideas on how to help children and an upcoming events calendar. It is sent home weekly. |
| Staff Newsletters and websites | Provides information specific for each staff member's classroom and/or program. |
| In-Person Communications | Staff meet with parents during start of year Open House, December and March conferences, and as needed. They connect with individual families outside before and after the school day. |
| Phone Calls, Written Notes and Email | Teachers communicate with families as needed via notes, calls home, or electronic means such as email. |
| Reader Board | Provides families and community with information about upcoming events. |
| Bright Arrow Phone System | Provides information to families via recorded phone message. |

Fall Opportunities

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| Open House | Provides families the opportunity to visit classrooms before school to meet the teacher, visit the classroom, drop off school supplies, and learn about the classroom. |
| WA Kids Conferences | Opportunity for teachers and parents to meet and discuss in-coming kindergartners. Teachers can gather data related to kindergarten readiness. |
| December Conferences | Opportunity for families to meet with teacher and learn about student academic and behavior progress and goals. |

Winter Opportunities

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| Dr. Seuss Community CAFE | Opportunity for families to read materials together and then take materials home for additional practice. |
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Spring Opportunities

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| Spring Conferences | Opportunity for families to meet with teacher and learn about student progress and goals. |
| Math Night | Opportunity for families to play math games together and then take games home for additional practice |

Summer Opportunities

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| Summer Lunch Program | Children 17 years and younger can participate in the free summer meal program which runs designated days throughout the summer. Parents are encouraged to attend and bring their own meal. |
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