

Parent and Family Engagement Plan

Linwood Elementary School

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

Date: 2020-2021

School Mission Statement

As a professional learning community, Linwood School is committed to providing current research-based instruction in order to meet the academic needs of each student. Our goal is to empower students with the skills to be responsible, respectful citizens in a diverse and ever-changing society.

Communication with Parents and Families

<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 fall PTO meeting and recorded in the minutes. It is also posted on our school website.</p> <p>The Parent Policy and the School Compact are distributed personally to parents by their child's teacher during spring Parent-Teacher Conferences. It is also published in our school newsletter.</p> <p>Copies are also available in the school office and on the website should a parent request to have one earlier 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 will be communicated to families each fall via the Linwood newsletter.</p> <p>Title I information will be presented to families at a fall PTO meeting via power point. The power point will also be posted on our website.</p> <p>The Title I parent and Family Engagement Plan and School Parent Compact will be shared annually at a fall PTO meeting.</p> <p>The School Parent Compact is distributed to parents during conferences. Additional copies will be available in the office.</p> <p>In May, 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. 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>Additional school meetings will be held as needed. 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, and the process of the school review and improvement under Section 1116.</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"> 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. 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. 	<p>Title I program information is shared at PTO meetings. Additional information and handouts are distributed to families through our website, school newsletters, and on Peach jar. They are also available in the school office.</p> <p>Due to our need to offer remote learning this year, teachers prepared detailed summaries of curriculum, grade level expectations, and assessments to begin the year. They continue to update that information, as needed within the virtual format.</p> <p>All students are assessed in reading, writing, and math throughout the year. Parents are given a report card of progress in December, March, and June.</p> <p>Parent/ Teacher conferences provide a venue for information about student progress to be shared. Parents also have an opportunity to request a meeting with teachers at any time to discuss interventions, plans, or other specifics related to their child’s education.</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>F. How we shall 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>	<p>School-Parent Compact will be reviewed annually at a fall PTO meeting and referenced in our school newsletter. It will be distributed to families during Parent/ Teacher conferences.</p> <p>Parents receive information regarding their child’s progress via our school report card along with a scheduled Parent/ Teacher conference which occurs twice a year. For the 2020-2021 school year, the first parent/ teacher conference occurred in September, so the parent, school/ student compacts will be handed out at March conferences.</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 language the family can understand 	<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.</p> <p>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> <p>Staff provide families with regular communication such as weekly or monthly newsletters and classroom websites. Students in primary grades have Monday Folders that go home every Monday. Students in grades 3-6 have an AVID planner that goes between home and school each day.</p> <p>Blackboard Messenger will be utilized to communicate with all families regarding events by voicemail message, text, or e-mail.</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>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 5th grade complete the Washington Assessment of Student Learning in science. School newsletters are sent home from the office each 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 October 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>

Title I
Parent Involvement/Communication Opportunities Throughout the Year

Daily Opportunities

Home Communication	<p>Monday Folders are sent home each Monday with students in primary grades and AVID binders are sent home daily in grades 3-6 with school communications and homework. AVID binders and planners will be used in grades 3-6. Students are expected to share planner nightly and families are expected to sign planner each night.</p> <p>School events and flyers are posted on the Linwood website in Peach jar.</p> <p>Blackboard Messenger is utilized for e-mails, text messages, and voice mails. Teachers use Microsoft Teams for parent/ school communication.</p>
Family Involvement Calendar	Yearlong calendar is sent home in Beginning of the Year Packet. Important calendar dates are posted on Linwood's website and on Peach jar.
Volunteering	Opportunities for volunteers are provided to work on school wide projects that will support teachers and students. We also have Volunteers read with students and volunteer to help in classrooms.
Linwood website	Provides information regarding school events, important information, and classroom updates.

Weekly/Ongoing Opportunities

Linwood Newsletter	Provides pertinent school information, ideas on how to help children and an upcoming events calendar. It is posted monthly on the school website in Peach jar.
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 Open House, October and March conferences, and as needed. They connect with individual families outside the school day, before and after school. For the 2020-2021 school year in person conferences will be held in September and March.
Phone Calls, Written Notes and Email	Teachers communicate with families as needed via notes, calls home, or electronic means such as email or classroom Dojo.
Reader Board Messages	Provides families and community with information about upcoming events and school achievements.
Blackboard Messenger	Provides information to families via recorded phone message, e-mail, or text message.
Monthly Award Assemblies	Linwood promotes and encourages students to get involved in extra-curricular academic and athletic activities and to display Character Counts attributes. Students are honored monthly with award certificates.

Fall Opportunities

Fall Open House	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 gather data related to kindergarten readiness.
Fall Conferences	Opportunity for families to meet with teacher and learn about student academic and behavior progress and goals.
AVID Family Workshops	Promotes parent understanding of ways to support children with study, organization, and time management skills for on-going success from elementary through post-secondary education.

Winter Opportunities

Math Game Night	Opportunity for families to play standards based math games together and then take materials home for additional practice.
Grade Level Family Academic Engagement Days	Each Grade Level invites families to come into their classrooms during the school day. Parents are involved in playing Chess, Math Games, Art/Writing activities, or participate in Kindergarten Lit Fit.

Spring Opportunities

Spring Conferences	Opportunity for families to meet with teacher and learn about student academic and behavior progress and goals.
Science Experiments and Science Fair	Opportunity for families and students to learn about conducting a Science experiment. Parents can support their child in creating a project using the Scientific Method. Students then display experiment at science fair.
Grade Level Family Academic Engagement Days	Each Grade Level invites families to come into their classrooms during the school day. Parents are involved in playing Chess, Math Games, Art/Writing activities, or participate in Kindergarten Lit Fit.
Linwood Field Day	At the end of the year, our Fitness & Health Teacher and other staff invite parents to facilitate a variety of outdoor activities/games for student participation.

Summer Opportunities

Kindergarten Jump Start	Opportunity for students to spend two half days at school, meeting Kindergarten teachers and becoming familiar with the classroom and school.
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