Parent and Family Engagement Plan

Franklin Elementary School

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

March 11thth, 2021

# Franklin Mission

The Franklin mission is to support each child’s academic journey as a confident, respectful, and independent learner. We strive to develop a love of learning, an appreciation of individual differences, and an understanding

of socially responsible behavior that will serve as a foundation for Franklin students for the rest of their lives.

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| Communication with Parents and Families  |
| 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.  |      | Parent and Family Engagement Plan we will reviewed annually at a PTG meeting and recorded in the minutes. Parent and Family Engagement Plan will be referenced in Franklin newsletter and then placed on the school website. Copies will be available in the office.  |
| 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.  |     | Title I information and invitation to participate will be communicated to families each year via the Franklin newsletter. Title I information will be presented to families at Fall PTG meeting. * [What is Title I](http://www.k12.wa.us/TitleI/ParentFamilyEngagement/WhatIsTitleI/Parents-WhatisTitleI.pdf) – Link to Trifold o [Title I School and Family Roles](http://www.k12.wa.us/TitleI/ParentFamilyEngagement/InfoGraphic/TitleIPartAInfoGraphicLETTER.pdf) – Link to hand out

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. * [Parents Right to Be Informed](http://www.k12.wa.us/TitleI/ParentFamilyEngagement/pubdocs/2017ParentsRighttobeInformedENG.pdf)
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|  |   | The Title I Parent and Family Engagement Plan and School Parent Compact will be shared annually at a fall PTG meeting.  |
|  |   | The School Parent Compact will be shared with parents during December conferences. Additional copies will be available in the office.  |
| 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.   |     | Parent meetings will take place at regularly scheduled monthly PTG meetings. The principal will provide information, gather input, and answer questions during the principal’s report. Free childcare is provided to families at PTG meetings. 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.  |
| 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  |    | Parents are invited to provide input during fall PTG meeting as well as during monthly PTG meetings. 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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|   | review and improvement under Section 1116.  |  |  |
| E. 1. 2. 3.   | How we will provide parents— Timely information about Title 1 programs. 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, 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.  |       | A printed tri-fold hand-out explaining Title I, Part A will be presented to all families during a fall PTG meeting. It will also be available in the office and shared with families upon request. Family events and parent-teacher-student conferences in December and March will provide opportunities for communicating and partnering. Information on academic expectations and student progress will be shared at that time. Report cards outlining academic expectations and student progress will be provided to families three times a year (December, March, June). The Franklin 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 meetings regarding their child’s progress.   |
| F.  | How we will 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. 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. 1. Provide for regular two-way meaningful communication between families and school staff and to the extent practical, in a
 |            | School-Parent Compact will be reviewed annually at a PTG meeting and recorded in minutes. School-Parent Compact will be referenced in Franklin newsletter and then placed on the school website. School-Parent Compact will be shared during December conferences. Copies will be made available in the office. 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 trimester (December, March, June). They will receive a formal update on their child’s progress during twice yearly conferences (December and March). 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. The Bright Arrow system will be utilized to communicate with all families regarding events by phone through a recorded message. Families are invited to volunteer in classrooms and/or schedule a time to visit classrooms. Parents may request meetings via email, phone, or in person. Appropriate staff will respond and attend requested parent meetings. When attending conferences, parents are encouraged to actively participate in decisions regarding interventions on behalf of their children. 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  |
| language the family can understand  |  | each day. Students in grades 5-6 have an AVID planner that goes between home and school each day.  |
|   |   | 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.  |
| G. How we will assist parents in understanding challenging state standards and how to monitor their child’s progress in partnership with the school  |    | The Franklin 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 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.  |
|  |   | The principal contributes articles to the monthly school newsletter and has an open door policy for parents requesting to meet.  |
|  |   | Students will receive annual OSPI report on spring SBA scores following assessments.  |
| H. How we will provide materials and training to help parents work with their children in partnership with the school  |   | 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. Math Night, Book Swap, Kindergarten Welcome, Movie Nights, Science Fair).  |

Title I

Parent Involvement/Communication Opportunities Throughout the Year

## 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 Franklin website.  |
| Volunteering  | Provides opportunities for volunteers to work on school wide projects that will support teachers and students.  |
| Franklin website  | Provides information regarding school events, important information, and classroom updates.  |
| All-Star Citizenship and Behavior Parent Handbook  | Franklin 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 Franklin website. Copies of more detailed Staff Handbook are made available in the office for interested families.  |

## Weekly/Ongoing Opportunities

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| Franklin 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 are able to 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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| Math Night  | Opportunity for families to play math games together and then take games home for additional practice  |
| Craft Night  | Families work together on crafts with staff and event is sponsored by PTG.  |
| Science Fair  | Each year a community event with outside agencies and educational bodies bring a science learning opportunity to families of Franklin Students.  |

## Spring Opportunities

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| Spring Conferences  | Opportunity for families to meet with teacher and learn about student progress and goals  |
| Dr. Seuss Book Swap  | Opportunity for families to read materials together and then take materials 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 encourage to attend and bring their own meal.  |