**Parent and Family Engagement Plan**

**Frances LN Scott Elementary School**

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

Date: 2023-2024

**School Mission Statement**

At Frances L.N. Scott Elementary we strive to “win the day” for all students by providing and safe and rigorous learning environment where all students are challenged to maximize their potential. ​

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| **Communication with Parents and Families** | |
| 1. 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.   *(List actions)* | The Parent and Family Engagement Plan is reviewed annually at a fall PTG meeting and recorded in the minutes.  The School-Parent Compact are distributed personally to parents by their child’s teacher during fall Launch Conferences or the January Parent-Teacher Conference.  Copies are also available in the school office and on the website should a parent request to have one earlier to review. |
| 1. 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.   *(Describe when and where the annual meeting will be held)* | Title I information and invitation to participate will be communicated to families each fall via the Frances L Scott newsletter.  Title I information will be presented to families at a fall PTG meeting via power point.  The Title I Parent and Family Engagement Plan and School-Parent Compact will be shared annually at fall PTG meeting and on the school’s website.  The School Parent Compact is distributed to parents during fall Launch Conferences or January Parent-Teacher Conferences. Additional copies are available upon request.  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. |
| 1. 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.   *(Describe how flexibility is provided)* | 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. Childcare is not provided however, kids are welcome and will be provided with activities for the duration of the meeting.  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. |
| 1. 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.   *(List actions)* | Representatives from the school’s PTG organization are welcome to participate 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 meetings, PTG meetings, and are posted on the website. A date in the corner of the SIP notes when the plan last went through a revision.  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.  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.  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.  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. |
| 1. How we will provide parents— 2. Timely information about Title 1 programs. 3. 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. 4. 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.   *(List actions)* | All students are assessed in reading, writing, and math throughout the year. Parents are given a report card of progress at the end of January and in June.  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.  Our school offers family literacy and math nights to engage families as partners in educating their children. |
| 1. 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.    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 | School-Parent Compact will be reviewed annually at a fall PTG meeting and recorded in minutes.  School-Parent Compact will be referenced in the Frances LN Scott newsletter and then placed on the school website.    School-Parent Compact will be shared during fall Open House or 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 Alerts by Thrillshare 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 or monthly newsletters and classroom websites.  The school uses 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. |
| 1. How we will assist parents in understanding challenging state standards and how to monitor their child’s progress in partnership with the school | Parents are invited to two regular conferences (September and January) to discuss expected achievement and student progress towards learning goals. Other conferences may happen as needed. Parents are encouraged to contact the teacher when there are concerns. |
| 1. How we will provide materials and training to help parents work with their children in partnership with the school | Parents are invited to school in September and January 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. |

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| **Title I**  **Parent Involvement/Communication Opportunities Throughout the Year** |

**Daily Opportunities**

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| Home Communication | Classroom Teachers communicate home through email, phone, or Class Dojo messaging. |
| Family Involvement  Calendar | Yearlong calendar is sent home in Beginning of the Year Packet. Important calendar dates are posted on Frances LN Scott’s website. |
| 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. Volunteer applications are available upon request in the front office of the school. |
| Frances LN Scott website | Provides information regarding school events, important information, and classroom updates. |

**Weekly/Ongoing Opportunities**

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| Frances LN Scott Newsletter | Provides pertinent school information, ideas on how to help children and an upcoming events calendar. It is sent home monthly. |
| Staff Newsletters and  Websites | Provide information specific for each staff member’s classroom and/or program. |
| In-Person Communications | Staff meet with parents during Launch Conferences, January 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 such as email or Class Dojo. |
| Reader Board | Provides families and community with information about upcoming events. |
| Alerts by Thrillshare Phone System | Provides information to families via recorded phone message. |

**Fall Opportunities**

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| Fall Launch 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. |
| Veteran’s Day Assembly | Held during the school day, and again after school, students showcase their support for Veterans. This is an opportunity for parents to see the work their students do, as well as come together as a community. |
| Feeder Pattern event | All schools that feed into Ferris High School have an opportunity to get together as a community to highlight the learning going on in the South Hill Community. |

**Winter Opportunities**

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| Math Game Night | Opportunity for families to play standards based math games together and then take materials home for additional practice. |  |
| January Conferences | In 2024, held 25 and 26 January, conferences are held to share student progress and enable parents to provide input on their students’ education. |  |
| Feeder Pattern event | All schools that feed into Ferris High School have an opportunity to get together as a community to highlight the learning going on in the South Hill Community. |  |

**Spring Opportunities**

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| Spring Conferences | Opportunity for families to meet with teacher and learn about student academic and behavior progress progress and goals. |
| Arts Gala | Students showcase their artistic skills at a community event. |
| Feeder Pattern event | All schools that feed into Ferris High School have an opportunity to get together as a community to highlight the learning going on in the South Hill Community. |

**Summer Opportunities**

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