

# **Thompson Elementary: Parent and Family Engagement Plan**

2018-2019

Thompson Elementary is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if the students' home and Thompson work together to promote high achievement for our children. Neither home nor Thompson can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to children's success at every step along the way.

Thompson Elementary recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Thompson intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed.

## **PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT PLAN REQUIRED COMPONENTS**

- A. Thompson Elementary will jointly develop/revise with parents the school Parent and Family Engagement Plan and distribute it to parents of participating children and make available the Parent and Family Engagement Plan to the local community.

### **PFE development/revision meeting**

Date of meeting: [Thursday, October 18th](#)

Time of meeting: [3:20 pm](#)

Place of meeting: [Room 251 \(Title/LAP Room\)](#)

Participants invited to meeting: [Title/LAP Team and Parents of the eligible students, Administrators and Thompson's Parent Involvement Committee \(which seeks to include: Teachers, Community Volunteers and Parents\).](#)

When will the meeting invitations be sent: [Parents were invited to join the committee at Kindergarten Jumpstart, Grade Level Parent Nights, Open House and within our October Newsletter. An invitation was sent to all Title I / LAP families with the students' Take Home Reading folder or within the "orange folder" one week prior to the meeting. The invitation was also posted in our school foyer.](#)

How will the completed PFE be distributed to parents and the community: [It will be distributed via a link in our November School newsletter and being posted to our school website.](#)

- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

### **Participation meeting: [Title I/ LAP Open House](#)**

Time of meeting: [November 15th, 6 - 7 pm](#)

Place of meeting: [Room 251 and adjoining classrooms](#)

Participants invited to meeting: [All Title I / LAP families](#)

When will the meeting invitation be sent: [Invitations will be handed out to every family during Fall conferences, two weeks prior to the event. At this time families will also receive a copy of the Parent Rights Brochure and Form 4130.](#)

Funds will pay for paraprofessionals to participate in this meeting: [\\$200](#)

- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, childcare, or home visits, as such services related to Parent and Family Engagement.

**Alternative meeting dates/times for PFE and participation meeting(s):**

We will be providing a draft of the PFE plan, to our Parent Involvement Committee and Title I / LAP families for them to review and give input via email as well. Childcare will be provided during the afternoon PFE meeting, as well as during the evening Open House.

Funds used for: Childcare (\$90) for Open House and PFE meeting

- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, Title I/LAP under Section 1114, and the process of the school review and improvement under Section 1116.

**School Plan Meeting (end of year-CNA and program review) Comprehensive Needs Assessment will be reviewed twice a year during the State of the School meeting before the Awards Assemblies.**

- **The February meeting will focus on Attendance**
- **June meeting will highlight ELL (at that time we will have most current WELPA scores from this year.**

Time of meeting: February 21st and June 13th 8:30 am and 1:30 pm each day.

Place of meeting: Library

Participants invited to meeting: All parents

When will the meeting invitation be sent: At least one week ahead of meeting.

- E. Provide parents of participating children—

1. Timely information about programs under this part.
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.

Starting September 24th

- Initial notifications and detailed explanation of Thompson's Title I/LAP program sent via "orange folder" to ALL eligible students.
- Explanation also posted in the Title I Hallway

November 15, 2018

- Title I / LAP Open House (personally invited during conference week with an invitation as a reminder).
- Discussed eligibility/exit criteria and progress monitoring
- Provided each parent with a personalized F and P Chart to aid in understanding
- LLI curriculum and "typical" lesson set up shown
- Recording Forms and B/W books shown to help parents understand how to help their children at home
- Invited parents to observe or schedule meetings with us via email

Ongoing 2018-19 School year

- Weekly assessments are sent home via "orange Folder" for parents to review the progress of their student. Contact information is included to encourage two-way communication and input.

- F. If Title I/LAP program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

- To provide feedback or input into this plan please email [nbraxton@bethelsd.org](mailto:nbraxton@bethelsd.org) or [dschmidt@bethelsd.org](mailto:dschmidt@bethelsd.org)
- If you have a particular concern and would like to set up a meeting with the Title I / LAP staff and/or administration we can arrange that meeting for you.
- A PARENT SURVEY will be sent out in April for parents to provide feedback on the Title I / LAP program

## **PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the school-level Parent and Family Engagement Plan, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

### **Compact development/revision meeting:**

Date of meeting: [9/20/18](#)

Time of meeting: [3:20 - 4:00](#)

Place of meeting: [Room 251](#)

Participants invited to meeting:

- Parent Involvement Committee (previous members as well as new members)
- Parent portion of compact was posted seeking feedback on Thompson's Facebook page
- Administration visited with every student to review/revise student portion of the compact
- Parents are invited to become part of our Parent Involvement Team on an ongoing basis through our Parent Coordinator, Patricia Donovan. We use newsletters, school functions and Facebook to invite participants.

-Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.

Dates of meetings: [October 29th - November 2nd](#)

Times of meetings: [Before school, after school and evening conferences available](#)

Place of meetings: [Students' homeroom](#)

- Compact will be discussed with all families during fall parent/teacher conferences
- Compact will be posted on our website and commitments will be posted in our foyer.

-Provide frequent reports to parents on their child's progress.

- Progress Reports will be sent February and May (after STAR/Dibels testing is complete)
- Weekly Recording Forms will be sent to families as they are completed with each student
- Implement SeeSaw (as a small pilot) to have students share their own personal progress

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

- Thompson has a Parent Coordinator, Tricia Donovan, to help enlist as many volunteers as possible into our school for many events such as: Take-Home Reading Program, Student Mentors, WatchDogs, Middle School Mentors, School Math night, School Culture Night
- Our Social Worker, Chelsea Rambo, supports the Parent Coordinator to enlist fathers, in particular, to our Watch DAWG program to increase participation of the fathers within our school
- Classroom teachers actively seek volunteers to help with our Take Home Reading program (K-2)
- Many classroom teachers are using SeeSaw for children to share ongoing classroom activities electronically

Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Two-way communication (options-check all that apply):

- ✓Phone calls
- ✓Emails
- ✓Texting
- ✓Scheduled and unscheduled visits
- ✓Reader Board
- ✓Newsletters
- ✓Website
- ✓SeeSaw App
- ✓Languages provided: English, Spanish

#### **BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must:**

1. Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
  - Every grade level team at Thompson Elementary hosts a grade level night to discuss Thompson's No EXCUSE (and No Surprises) belief system, as well as the Common Core State Standards and grade level expectations
  - Dates of Meetings: September 18, September 20, September 27, October 2, October 4, January (TBA)
  - Information was provided through PowerPoint presentation within each grade level team.
  
2. Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
  - Our technology department is teaching Digital Citizenship within the classroom and sends home updates of this instruction via newsletter.
  - A Facebook video is being posted instructing families about copyright infringement and how to properly cite online sources.
  - Training will be provided during Title I / LAP Open House in how to help their child at home.
  - Parent Development Committee is actively implementing ways to create partnerships with parents and increase their knowledge to better help their children. Plans for this year include: using Facebook as a means to provide tips to parents, providing parent development sessions and recording them so that they would be available for viewing and planning a "Bring Your Parent to School Day"
  
3. Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.

#### **Professional Development:**

Date training provided: September 17th, 3:30 -5:30

Participants: All staff members were invited and offered pay

Training provided:

- SeeSaw (as a way for the school and families to have ongoing two way-communication)

- RAZ kids (as a way for families to support literacy at home)

Date training provided: October 12th, 1:30 - 2:30

Participants: All staff members were required to attend

Training provided: ELL TOSAs began to train staff on a basic understanding of ELL families and stages of language development. Levels of development (as measured by ELPA) were explained. This knowledge can help us better communicate with families of ELL students as well.

4. Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.

5. Coordinated Activities:

Name of activity: Culture Night

Date of activity: January 25th

Time of activity: evening

Place of activity: Thompson Elementary

Type of activity: To build relationship with families (including preschool and PTA) around the topic of diversity.

Name of activity: Chocofest (a math night) and Dia de la Nina

Date of activity: April (specific date TBA)

Time of activity: evening

Place of activity: Thompson Elementary

Type of activity: To build relationship with families (including preschool and PTA) around the topic of mathematics

Name of activity: Kindergarten Round Up

Date of activity: TBA

Time of activity: evening

Place of activity: Thompson Elementary

Type of activity: To build relationship with incoming kindergarten families

Name of activity: Kindergarten Jumpstart

Date of activity: TBA (2 different days)

Time of activity: afternoon and evening

Place of activity: Thompson Elementary

Type of activity: To build relationship with incoming kindergarten families and pre-assess students

Name of activity: Middle School Lunch Visit/Tour

Date of activity: TBA

Time of activity: daytime

Place of activity: Thompson Elementary

Type of activity: To help students and families with the transition to Middle School

Name of activity: Move Up Days

Date of activity: TBA

Time of activity: daytime

Place of activity: Thompson Elementary

Type of activity: To help students and families with the transition to the next years' grade level.

Name of activity: Pre-School Transition Meetings

Date of activity: TBA

Time of activity: daytime

Place of activity: Thompson Elementary and Thompson Preschool

Type of activity: Kinder teachers, Social Worker, Counselor and Admins meet with the Preschool Teachers and FSS to go over needs and supports of Preschool students scheduled to attend Thompson Elementary.

6. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

Multi-lingual Communication:

- Whenever possible/ practical, documents are sent in English and Spanish
- Parents rights document is posted in English, Spanish and Russian
- Robocalls are sent out in English and Spanish
- Interpreters are provided when needed

7. May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.

**PFE Costs:**

Date of activity: Grade Level Parent Nights (9/18, 9/20, 9/27,10/2, 10/4 and one in January)

Cost of childcare: \$775

Time of activity: 6-7 pm

Place of activity: Thompson Gym and Classrooms

Example of training provided:

- NEU belief system and academic success
- Common Core State Standards and expectations
- How to help students succeed

Date of activity: Parent Involvement Meetings (In general, 3rd Thursday of each month and as needed throughout year)

Cost of childcare: \$200 for paras to provide childcare for parents participating in Parent Involvement Meetings

Time of activity: 3:20-4:20

Place of activity: Title 1/LAP room or classrooms

Example of training provided: Informing parents of Title 1/LAP budget expenditures and soliciting input on additional activities or trainings that would support our families. The committee guides and plans for the implementation of family events

8. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.

**School Meetings/Home Conferences:** [Home Visits for Academic, Social Emotional or Attendance](#)

Date of meeting/conference: [Ongoing](#)

Time of meeting/conference: [During School Day](#)

Place of meeting/conference: [Student's Home](#)

Meeting Focus: [Social worker and/or Counselor and Admins complete home visit to seek information, provide support or resources and/or build communication with parents about the curriculum of the home and the school supports available.](#)

9. May adopt and implement model approaches to improving Parent and Family Engagement. [The Parent Development Committee will research local models of effective parent engagement to enhance the levels we currently have and build further capacity of our parent models.](#)

**Model Approaches for improvement:**

Description of Model:

Date of adoption and implementation

10. May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.

**District Parent Advisory Council:**

Date of meeting to establish council: TBA

Time of meeting to establish council: TBA

Place of meeting: TBA

Participants invited to meeting: TBA

When will the meeting invitations be sent: TBA

11. May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

**Roles for community-based organizations/businesses in PFE activities:**

[Thompson has a variety of ways we are reaching out to the community for partnerships.](#)

- [United Way helps support our weekend backpack program](#)
- [PTA supports a variety of school events \(Trunk or Treat, Fall Carnival, Movie Nights\)](#)
- [Franz Bakery provides free bread to our families](#)
- [Our Parent Coordinator attends a monthly faith based organization meeting and Mid-County Leadership meetings to seek out partnerships](#)
- [Sound Life partners with us for Field Day and provides a Jump House for our students](#)
- [Local water company provides our school free water for our events](#)

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

PART IV-ADOPTION – This Thompson Elementary Parent and Family Engagement Plan have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Plan were developed/revised by Thompson Elementary on 10/18/18 and will be in effect for the period of 2018-19 School Year. The school will distribute these Parent and Family Engagement Plan to all parents of participating Title I children and make it available to the community on or before 10/29/18.

\_\_\_\_\_  
Signature of Title I/LAP Principal

\_\_\_\_\_  
Date

<b>Name and Signature of Parents, Students, and Staff Involved in the PFE Plan Process:</b>	
<b>Name</b>	<b>Signature</b>
