

# Thompson Elementary Parent and Family Engagement Plan

2022-2023

Chester H. 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 Chester H. Thompson Elementary and family work together to promote high achievement by our children. Neither family nor Chester H. Thompson Elementary 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.

Chester H. 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. Chester H. Thompson Elementary 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. Chester H. Thompson Elementary School 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: Tuesday, November 22, 2022  
Time of meeting: 5:00 pm  
Place of meeting: Zoom (recording will be sent to all families)  
Participants invited to meeting: All Title/LAP families, admin, classroom teachers, Title/LAP Tosa, MLE TOSA  
When will the meeting invitations be sent: 1 week before and 1 day before via email and paper  
How will the completed PFE be distributed to parents (2 ways): posted on school website and sent to families via email  
How will the completed PFE be made available to community: posted on 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:** Information was sent via email to all parents and debriefed at the PFE development meeting. A Title I/LAP Syllabus (slide deck) was sent to every family upon entry into the program how/why the children qualified for services. Notifications were also sent home with each student, with a return portion for parental contact information. Both of these items included emails/zoom IDs for families to have easy access to the staff and offered ways families could be more involved in their child's success.  
Time of meeting: Tuesday, November 22, 2022  
Place of meeting: Zoom  
Participants invited to meeting: Title I/LAP families, admin, classroom teachers, Title/LAP TOSA, MLE TOSA  
When will the meeting invitation be sent: 1 week prior and 1 day prior to the meeting
  
- 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):** Zoom meeting will be recorded and sent via email to families, along with contact information.  
Funds used for: No funds will be used for this purpose

- 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)**

Time of meeting: Jun 15, 2023 at 8:30 am

Place of meeting: Thompson Elementary Conference Room

Participants invited to meeting: All Title/LAP families, admin, classroom teachers, Title/LAP TOSA

When will the meeting invitation be sent: one week prior and one day prior to the 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.

**Date and how you sent program information to parents:**

All of this information is sent via email, through a Title I/LAP syllabus. It is sent within a week of students beginning services.

**Provide description/explanation of curriculum information sent:** Components of the curriculum were outlined in the Title I/LAP syllabus that was sent to all families. Families regularly see books from the LLI/SIL curriculum as they are sent home daily. This, along with a comprehension card and strategy cards, provides extra practice and aids in family conversation around books. Curriculum will also be shown at our Strategy Nights.

**Provide description of progress monitoring information sent:** LLI progress monitoring assessments are sent home via “bookbags” for parents to review the progress of their individual student and provide them additional support at home. We also share student data folders during conferences. The syllabus also included information about progress monitoring. Contact information is included to encourage two-way communication and input.

**Provide exit criteria information sent:** Entry and exit criteria was written out within our Syllabus slide deck and is posted on the wall outside our room.

**Provide a process for parents to request regular meetings information sent:** We have offered our phone numbers, emails and Zoom IDs for families to be able to request meetings.

- F. If the 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.

**List process of how to address parents’ concerns with the PFE.**

The below statements are shared within the Title I/LAP syllabus sent home to families. The syllabus is also available on our school website.

- 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.

## 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:** Tuesday, November 22, 2022

**Time of meeting:** 5:00pm

**Place of meeting:** via Zoom

**Participants invited to meeting:** All Title/LAP families, admin, classroom teachers, Title/LAP TOSA, MLE TOSA

**When will the meeting invitations be sent:** one week before and one day before the meeting

**How will the completed compact be distributed to parents:** Compacts will be distributed at Fall Conferences and will be reviewed for potential revisions for the following year during the annual Parent/Family Engagement meeting. New students and their families receive it when our Syllabus is provided to them.

**(Can be combined with PFE meeting)**

-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.

### **Parent/Teacher Conferences:**

**Dates of meetings:** October 24-28, 2022

**Times of meetings:** between 12:30 and 4:00 or before/after school

**Place of meetings:** in-person meeting in classroom

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

### **Progress Reports:**

**Dates sent out:** Feb. 10, 2023 and June 23, 2023

Running Records sent home to parents monthly for families to see progress as well.

Congratulations forms are sent out when students pass a new BAS level.

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

### **Parent Volunteer:**

#### **Process:**

Thompson has a Parent Coordinator, Tricia Donovan, to help enlist as many volunteers. Her contact information is provided to families in the school newsletter, school website, parent school compact. A volunteer application form is available on the Thompson website.

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:

- x **Scheduled and unscheduled visits:**
- X **Reader Board:**
- X **Newsletters:** Smore Parent Newsletter from Principal
- X **Website**
- X **Other:** Facebook
- X **Languages provided (please list):** English, Spanish, and occasionally Russian

## 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.

### **CCSS Information**

**Date information provided:** A grade level syllabus will be created by each grade level team indicating what CCSS are expecting, how families can support at home, how they can access further information and how they can contact/partner with students' teachers. It will be provided to families at the Spring Conferences.

**How information was provided:** A grade level syllabus (slideshow) will be sent to families via email and posted on the Thompson website

- 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).

We will add a "Tiger Den Tip" to Thompson's weekly S'more Newsletter concerning literacy.

**Participation meeting:** Title I/LAP Strategy Nights: The focus of the training will be how to help families understand how to guide their students in using the strategies we teach and learn about phonemic awareness. We will go over student goals, curriculum we use, the materials they may see and how to use them at home and the criteria we use to exit students (Part D,2).

**Participants invited to meeting:** All Title I/LAP families

**Time of meeting:** Thursday, February 23, 2023

**Place of meeting:** Thompson Elementary

**When will the meeting invitation be sent:** One week and one day prior to the event.

**Training provided:** We will show how to use a phonemic awareness activity at home. We will go over how to use reading strategies with their children at home.

**Example of materials provided:** Copies of strategy cards and phonological awareness game board and leveled readers

**Date information/training provided:** Throughout the 22\_23 school year, Common Sense Media provides resources on the Bethel School District website to our families, which teaches them ways of showing Digital Citizenship (including cyberbullying, copyright piracy, and digital security) The website also has information for movies, games, guidelines to have a healthy media home. On November 22, 2022, we will be providing families information about locating these resources at our PFE meeting. We will also be emailing the meeting powerpoint to all families with students enrolled in the Title I/LAP program.

**How information was disseminated to parents:** It is located on the district website under [Other Resources for Parents](#). On November 22, 2022, we will be providing families information about locating these resources at our PFE meeting. We will also be emailing the meeting powerpoint to all families with students enrolled in the Title I/LAP program.

**Training provided:** Digital Citizenship, Cyberbullying, Plagiarism/Copyright Rules

**Example of materials provided:** google doc/powerpoints

- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.

**Professional Development:**

**Date training provided:** Oct 12, 2022 and Oct 21, 2022

**Participants:** 1st meeting with Newly Hired staff and 2nd meeting was with the whole staff

**Training provided:** We reviewed all slide decks located within Thompson's Hyperdoc (document with all links most used by staff) with newly hired staff.

With the whole staff, we reviewed the Parent-Staff-Student compact and trained/modeled the staff in the best practice of delivering parent/teacher conferences. A template of teacher expectations for conferences was also provided. Also at this time our NEU values were reviewed with the whole staff, we highlighted the importance of communicating and involving parents in the educational process of student achievement. Historical examples of how NEU has impacted the achievement of our students was shared to build unity around these values.

**Example of materials provided:**

**Slide Decks:** Everything You Need to Know About the Tiger Den, Correlation Guide, Tiger Den Syllabus, Meet the Team, Communication Forms, Eligibility, Compact

**Paper Materials:** Copy of Parent-Staff-Student Compact, Copy of Parent/Teacher Conference Expectations

- 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.

**Coordinated Activities:**

**Name of activity:** Kindergarten Round Up

**Date of activity:** In the spring

**Time of activity:** TBD

**Place of activity:** Thompson Elementary

**Type of activity:** To build relationships with incoming kindergarten families a video presentation will be provided to all incoming kindergarten families

**Name of activity:** Kindergarten Jumpstart

**Date of activity:** August 29, 2022

**Time of activity:** 10:00am and 6:00pm

**Place of activity:** Thompson Elementary

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

**Name of activity:** Move Up Days

**Date of activity:** June, 2023

**Time of activity:** scheduled school-wide

**Place of activity:** Thompson Classrooms

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

**Name of activity:** Assembly with Jeff Evans: Reading Magic Show

**Date of activity:** Mar 16, 2023

**Time of activity:** During school day 2:30 pm

**Place of activity:** At Thompson Elementary

**Type of activity:** Engaging students in the magic of reading for a lifetime.

**Name of activity:** Whole School Literacy Night

**Date of activity:** April 28,2023

**Time of activity:** TBA

**Place of activity:** Thompson Elementary

**Type of activity:** Engaging families in connection with school

**Name of activity:** Read Across America with the Community

**Date of activity:** Mar 2, 2022

**Time of activity:** During school day

**Place of activity:** At Thompson Elementary

**Type of activity:** Invite first responders, veterans and other community members to read to our students during Read Across America

**Name of activity:** Whole School Literacy Night

**Date of activity:** April 28,2023

**Time of activity:** TBA

**Place of activity:** Thompson Elementary

**Type of activity:** Engaging families in connection with school

- 5) 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.

**Multilingual Communication:**

When practical, documents are sent in English, Spanish or Russian

A link to Google Translate will be added to emails sent by Title I/LAP

We are accessing the district translation services for paperwork/digital content going home to families.

Parents rights document is posted in English, Spanish and Russian

Robocalls are sent out in English and Spanish

Interpreters are provided when needed (large variety of languages from district resources as well as our own staff)

**The following are allowable activities:**

- 6) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

**May Involve Parents:**

Dates of meeting:

Times of meeting:

Place of meeting:

Example of training provided:

- 7) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.

**Literacy Training Funds:**

Cost of training:

Date of training:

Time of training:

Place of training:

Example of training provided:

- 8) 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:**

Cost of transportation:

Cost of childcare:

Date of activity:

Time of activity:

Place of activity:

Example of training provided:

- 9) May train parents to enhance the involvement of other parents.

**Literacy Training Funds:**

Cost of training:

Date of training:

Time of training:

Place of training:

Example of training provided:

- 10) 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:**

Date of meeting/conference:

Time of meeting/conference:

Place of meeting/conference:

Meeting Focus:

11) May adopt and implement model approaches to improving Parent and Family Engagement.

**Model Approaches for improvement:**

Description of Model:

Date of adoption and implementation

12) 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:

Time of meeting to establish council:

Place of meeting:

Participants invited to meeting:

When will the meeting invitations be sent:

13) 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:**

Date of activity:

Time of activity:

Place of activity:

Participants invited to activity:

**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 has 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 11/22/22 and will be in effect for the period of 22-23 school year. The school will distribute the Parent and Family Engagement Plan to all parents of participating Title I children and make it available to the community on or before 11/28/22.

\_\_\_\_\_  
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>
These names came directly from the Zoom attendance roster. Deneane H Schmidt	Signatures were not collected. Participants in this process were able to respond and are in agreement to the process. Those who did not attend the meeting were sent the slide deck including the PFE for them to review and provide feedback by email or phone if they so chose.
Nancy Braxton	
Kari Young	
Susy Martinez	
Caprice Brown	
Jazmyn	
Christa Caamano	
JoAnna	
Sonya Lynn Quintata	
Lacy Kahsai	
Vida Weekley	
Trician Donovan	
Michael Dietrich	
Kanani Johnston	
Emily Harris	

Heather Shuler	
Norma Z	
Cecilia Reyes Coreas	
Carrie Fowler	
Marybell Acevedo	
Shelley Ramirez	
Nataly Herrman	
Kimberly Llyod	
Galaxy S9 plus (unknown caller)	
iPhone (unknown caller)	
iPhone (unknown caller)	