

Bordeaux Elementary
Parent/Family Engagement Plan 2022-2023

Bordeaux Elementary

Parent and Family Engagement Policy/Plan and Procedures

Bordeaux 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 Bordeaux Elementary and home work together to promote high achievement by our children. Neither home nor Bordeaux 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.

Bordeaux Elementary recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Bordeaux 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 POLICY/PLAN REQUIRED COMPONENTS

- A. Bordeaux Elementary 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 Advisory Committee will meet in the Fall of 2022. PAC will be surveyed to determine availability and needs for childcare and interpretation. Meetings and resources will be scheduled based on these needs. Multiple meeting times may be offered to include as many families as possible.

- 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.

During Fall Conferences (November 1st – 4th), all families of participating students will be invited to an open house meeting with Title 1 teachers. This will be conveniently scheduled following their regular conference with the homeroom teacher. Families will be given specific information about their child's participation and their rights to be involved. Families will also have an opportunity to ask questions, give feedback, and learn strategies to support their child's reading development.

- C. 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.

Families will be surveyed to determine best meeting days and times. Multiple options for days, times, and venue (including Zoom) will be offered in order to make attendance as accessible as possible.

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

A portion of the plan will be presented and reviewed at each PTSO meeting. In conjunction, the information will also be included in the monthly Bordeaux Newsletter/Calendar that all families receive. The principal's first email/robocall of the month will include the same information with a link for families to provide input.

- 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.
- **Open House will be held on August 30th, which is the night before school starts. This will be parents first opportunity to interact with their child's teacher and Title 1 staff and get information about curriculum and assessment.**
 - **Parents will be given the opportunity to sign up for parent teacher conferences at a time that works for them rather than assigning them a time.**

Afternoon and evening times will be available to accommodate a variety of family schedules. Additional options to provide flexibility include meeting before school, over the phone, or through Zoom. Families will receive information about their child's academic progress.

- Parent surveys are offered at both fall and spring conferences to gather information regarding their child's educational experience at Bordeaux.
- The Title/LAP team will invite families to ^{learn} about the program, curriculum, assessments, and grade level proficiency goals.
- Parent teacher conferences held in the fall and spring.
- Comprehensive report cards are sent at the end of each trimester.
- Teachers provide brief information about students' progress, resources, and family engagement events through Talking Points, Remind, E-mail, etc. (with Spanish translation as needed).

F. If 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.

Families have the opportunity to comment at PTSO meetings, through robocall/email links, and at family engagement events. Their feedback will be included when the plan is made available to Jean.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, Bordeaux Elementary 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.

-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.

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

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

- 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.

- **School-Parent Compact will be reviewed at fall conferences.**
- **Compact will be reviewed with PAC**
- **All staff email addresses are posted on the school website and given out at fall conferences.**
- **Parent email addresses are collected by teachers at the beginning of each year to enable timely communication. Additionally, Remind, Talking Points, and WhatsApp are communication methods utilized as preferred by families.**
- **Student planners or folders go home daily to promote communication between school and home.**
- **Comprehensive report cards are sent at the end of each trimester.**
- **Parent-Teacher Conferences held each fall and spring and other times as needed or requested.**
- **Some students utilize daily goal sheets to give information to parents regarding student progress.**
- **Volunteers are always welcome (depending upon Covid restrictions) and utilized as much as they are available.**

BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the Bordeaux Elementary, parents, and the community to improve student academic achievement:

1. Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
 - **“Your Child’s Progress” flyers are given to all parents to explain the Washington K-12 Learning Standards.**
 - **SBA results are mailed to parents in mid September.**

- **SBA results are reviewed with parents at fall conferences and questions answered as needed.**
 - **Student Learning Plans are developed with parents during spring conferences for 3rd grade students who are considered likely to score level 1 on the SBA for reading.**
 - **Share standards and assessment data with families at conferences. Provide resources for students needing extra support.**
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).
- **November: Fall Conferences (K-4)**
Families will receive information about the Title 1 program, curriculum, assessment, and grade level proficiency goals. Families will participate in interactive demonstrations of Take Home Literacy Bags and have the opportunity to check out a bag.
 - **January: Learning Fair(K-1)**
Families will learn games and strategies to make learning both purposeful and fun at home. They will take home all necessary materials.
 - **March: Learning Fair (2-4)**
Families will learn games and strategies to make learning both purposeful and fun at home. They will take home all necessary materials.
 - **June: Get the Scoop on Summer Learning (K-4)**
Families will learn about extended learning opportunities (SSD Summer School, community resources, and at home activities) that may provide enriching experiences to their children.
3. Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
- **District Professional Development centered around the Strategic Plan will be provided beginning in August and continuing through the school year. This will**

include cultivating a culture of literacy, engaging families and community in shared literacy experiences, and creating welcoming environments.

- **Title 1 Staff and Literacy Leadership Committee members will provide ongoing support in the implementation of Balanced Literacy and parent/community partnerships.**
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.
- **Kindergarten teachers work closely with Head Start, local day care providers, and preschools to make a smooth transition to school.**
 - **All library materials, including Love and Logic parenting resources, are available for parents check out.**
 - **Bordeaux Title 1 teachers will collaborate with other Title 1 teachers in the district, as well as the Family Resource Center.**
 - **We will reach out to community partners (Timberland Library, YMCA, Shelton Parks & Rec, South Sound Parent to Parent, Ready for K! etc.)**
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.
- **Events may be included on district-wide calendar, school website, and/or Facebook page throughout the year.**
 - **Monthly newsletter and calendar are sent home with events listed, described in English and Spanish.**
 - **Principal sends weekly robocalls/e-mails in English and Spanish.**
 - **Flyers are sent home in English and Spanish.**
 - **Teachers communicate regularly through newsletters, email, text, and phone calls.**
 - **Reader board in front of school updated regularly with upcoming events.**
 - **The Family Liaison coordinates communication with non-English speaking families.**

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.
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.
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.
9. May train parents to enhance the involvement of other parents.
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.
 - **Parent-Teacher conferences are often held before and/or after school according to the parent's schedule.**
 - **IEP/SpEd meetings and student re-entry meetings are also held for the convenience of parents.**
 - **Phone and Zoom options are offered whenever possible.**
 - **Interpretation/translation services are provided when necessary.**
11. May adopt and implement model approaches to improving Parent and Family Engagement.
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.
 - **We recommend exploring the option of a district PAC.**
13. May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, Shelton School District and Bordeaux Elementary, 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.

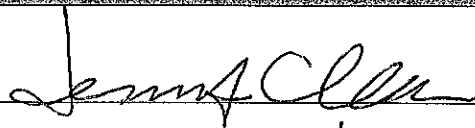
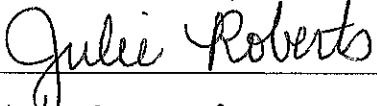

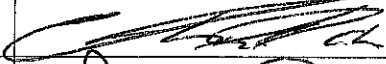
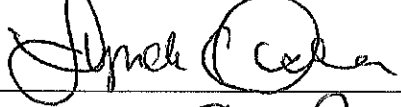
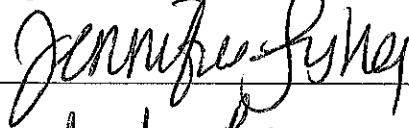
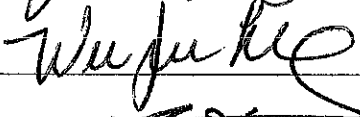
- **Written communication is provided in the parent’s native language.**
- **Interpretation services are provided at conferences and events.**
- **The Family Resource Center and the Family Liaison are utilized to support participation of families as needed.**
- **Special parent information nights are held for non-English speaking families.**

PART IV-ADOPTION – This Bordeaux Elementary Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes. (For the 2021-22 school year, we have survey results in lieu of meeting minutes, due to Covid restrictions.)

The Parent and Family Engagement Policy/Procedures were developed/revised by Bordeaux Elementary on 06/03/22 and will be in effect for the period of the 2022-23 school year. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 11/04/22.


Signature of Title I Authorized Representative

6/7/22
Date

Name and Signature of Parents, Students, and Staff Involved in the PFE Policy Process	
Name	Signature
Jennifer Clark	
Julie Roberts	
Kirsten Barkman	
Christina Dale	
Lynde Icalia	
Jennifer Fisher	
Wu ju hui	
KYLE O'NEIL	