

**Graham Elementary Learning Assistance Program (LAP)
Parent and Family Engagement Plan
2023-2024 SY**

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

Graham Elementary recognizes that some students may need the extra assistance available through the LAP program to reach the state's high academic standards. Graham Elementary intends to include parents in all aspects of the school's LAP 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. Graham 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: October 24, 2023
Time of meeting: 12-7pm
Place of meeting: Graham Elementary, Room 11
Participants invited to meeting: all LAP families, administrators, general education teachers, and paraeducators
When will the meeting invitations be sent: October 20, 2023
How will the completed PFE be distributed to parents (2 ways): emailed and sent home with LAP students
How will the completed PFE be made available to community: Graham Elementary 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:**
Time of meeting: October 24, 2023, hourly presented as needed for families post conferencing
Place of meeting: Graham Elementary, Room 11 and 23
Participants invited to meeting: GE administration, general education teachers, LAP Families, paraeducators
When will the meeting invitation be sent: October 20, 2023
- 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): October 24, 2023 parent meeting held at Graham Elementary, hourly and at 5:30 PM; Individual meetings scheduled upon request; drop-ins after meeting with general ed. teacher during conference week October 23-27, 2023.

Funds used for:

Transportation:	Yes	No	Amount:
Childcare:	Yes	No	Amount:
Home Visits:	Yes	No	Amount:

- 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-CAN and program review)

Time of meeting: June 2024 (Date TBD)

Place of meeting: in person at Graham Elementary or via Zoom

Participants invited to meeting: All LAP families, administrators, general education teachers, and paraeducators

When will the meeting invitation be sent: June 2024 (Date: TBD)

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:

Program Information provided in-person: October 24, 2023 at PFE meeting; Fall 2023 conferences; Spring 2024 conferences

Families were provided:

- Student qualification for LAP/Review of scores, progress and goals for the year
- Discussion of curricula LAP uses
- Assessments administered throughout the year
- Exit criteria information-
- An explanation and copies of the PFE draft

- E. If the 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:

- Review the school plan annually with parents/families.
- Partner with families to agree on your actions and roles, include these in your plan/policy.
- Provide opportunities for families to share their concerns, ideas, and opinions.
- If applicable, use the feedback to revise your action for implementation.
- Include the date of revision or adoption (most current).
- LAP disseminates revised PFE to participating parents/families.

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: October 24, 2023

Time of meeting: 12-7 PM

Place of meeting: Graham Elementary Room 11 or 23

Participants invited to meeting: All LAP families, administrators, general education teachers, and paraprofessionals

When will the meeting invitations be sent: October 19, 2023

How will the completed compact be distributed to families: Emailed on October 19, 2023 for families to look at before 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: Fall: October 23-27, 2023 and Spring: March 25-29, 2024

Times of meetings: 8:15 AM M-F; 12:30-3:45 M-F; 3:45-7:30 Tues. only

Place of meetings: Graham Elementary Room 11 or 23

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

Progress Reports:

Sent out digitally in Synergy system each semester: February 2023 and June 2024 with individual conferences as requested. Specific dates TBD.

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

Parent Volunteers:

Process: Volunteering or observing in the Graham LAP program remains open to all LAP families

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)

- X Phone calls
- X Emails
- X Scheduled and unscheduled visits via Zoom or in-person
- X Website
- X Languages provided (please list): Spanish translation as needed

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/Monitoring Progress Information

Date information provided: October 24, 2023; Fall 2023 conferences; Spring 2024 conferences

Times of meeting: October 24, 2023; Drop-ins to LAP Rooms (11&23) after general ed. Fall & Spring conferences take place

How information was provided: In person and digitally

- 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).

Literacy Information: Reading

Date information/training provided: October 24, 2023; Fall 2023 conferences; Spring 2024 conferences

How training provided: In person and digitally

Training provided: Help with reading at home with their child

Example of materials provided:

- Let them hold the book and turn the pages.
- Talk about different parts of the book such as the front, back, title page, first page, and last page.
- Take your time reading
- Point to the words as you read (K-2)
- Ask them to think about the story as you read it.
- Provide questions families may ask their child when reading together (K-5)
- How to choose a 'Just right' book

Read Across America Reading Night:

Date information/training provided: March 2024,; Specific Date TBD

- Ways to increase student engagement in literacy
- Make and Take file folder games
- Multisensory ways to practice sight words

Reading Aloud: Teacher reads a story with families gathered around; stopping occasionally to discuss reading strategies for parents to use with their child

How training provided: Instructional guides included within each Take Home book packet

Training provided: Help with reading at home with their child, models, methods of encouragement, and scaffolded projects to allow for reflection.

- 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 trainings provided: August 25, 28, September 22, October 20, 2023

Staff Trainings: Panorama Data, Family-Student-Teacher, Analysis to increase positive interactions and perceptions of families and students in order to increase academic achievement

Training Provided:

Panorama data: How does this inform the way we include and communicate with families? How can we improve?

Info Shared:

Participants: Depending upon the training offered, General Education Teachers and LAP Paras

Examples of materials provided/shared: Panorama surveys (Teacher Perception 1-2, Student scores 3-5, and Family surveys), Fall 2022, Spring 2023, Fall 2023

- 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.

Kinder Transition Night

Date of activity: May 2024 (date TBD)

Time of activity: 5:30-6:30 PM

Place of activity: Gym

Type of activity: Student transition from preschool to Kindergarten; Kindergarten curriculum shared

Middle School Transition

Date of activity: May 2024 (date TBD)

Time of activity: Varies depending on middle school counselors' schedules

Place of activity: 5th grade classrooms or gym

Type of activity: Students learn about transitioning from fifth grade to middle school; schedules, logistics, and curricula.

Reading Night

Date of activity: (March 2024 TBD)

Time of activity: (TBD)

Place of activity: Gym

Type of activity: (TBD)

Math Night

Date of activity: (date TBD)

Time of activity: (TBD)

Place of activity: Gym

Type of activity: (TBD)

LAP Open House

Date of activity: October 23-27, 2023, March 25-29, 2024

Time of activity: 12- 4 p.m. (Tuesday 12-7 pm)

Place of activity: LAP Rooms

Type of activity: Curriculum review, progress monitoring, drop-in conferencing

LAP Reading Take Home Program (Reading) 1-2 with "We Both Read"

Date of activity: Ongoing through May 2024

Time of activity: N/A

Type of activity: Books and activities that focus on paired reading with an adult and responding to repeated readings.

Place of activity: School to home

How training provided: Instructional guides included within each Take Home book packet

Training provided: Help with reading at home with their child, models, methods of encouragement, and scaffolded projects to allow for reflection.

- 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.

Multilingual Communication:

X When practical, documents are sent in English and Spanish (other translations as needed)

X Parents rights document is posted in English and Spanish (other translations as needed)

X Robocalls are sent out in English and Spanish

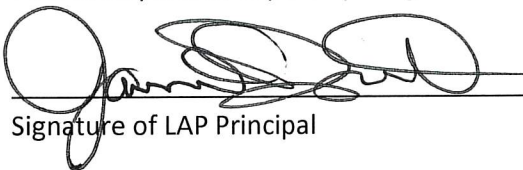
X Interpreters are provided when needed

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 Graham 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 Graham Elementary on 10/24/23 and will be in effect for the period of the 2023-2024 school year. The school will distribute these Parent and Family Engagement Plan to all parents of participating LAP children and make it available to the community on or before 11/10/23.



Signature of LAP Principal

10/26/23

Date