

## **Cottonwood Elementary Parent and Family Engagement Plan 2021-2022**

### **Parent and Family engagement in developing and reviewing school plans**

- Our School Improvement Plan (SIP) guides our instruction to help ensure student success. Planning an annual review of the SIP involves a staff team. All caregivers are welcome to review the plan at any time during the year. Our SIP is available on our Cottonwood website. If caregivers have concerns about the Learning Assistance Program (LAP), they are encouraged to talk with the Principal, Learning Specialist or Reading Specialist. LAP Complaint Procedures are outlined in Chapter 392-168 of the Washington Administrative Code. This can be found at <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>

### **Providing families and parents with information throughout the year**

- A copy of the Building Family and Parent Engagement Plan is provided on Cottonwood's website.
- Caregivers were invited to learn more about the LAP program during our Back to School event in August. Our LAP Team provided information about our intervention program through conversations with families. A brochure outline the program was provided. We are also available during family conferences in October.
- Caregivers are informed when a student is invited to participate in a school intervention. This is done in writing and shared with caregivers prior to the intervention beginning through the classroom teacher as well as a letter sent home with the child. Caregivers are informed of the type of intervention the child is receiving, and how and when the student will be assessed. The classroom teacher will share progress with caregivers, as needed, based on ongoing assessments.
- During October conferences caregivers are invited to ask questions about the program as classroom information is shared and student progress is noted. Caregivers are also encouraged to share insight about their child and how he/she best learns. Staff and caregivers both have valuable information to share in order to help the child succeed.
- Information about curriculum, assessments, and programs is provided throughout the year through newsletters, emails, social media, and letters.
- Cottonwood actively seeks to find and implement alternative means of

communication in order to reach out to caregivers and community members.

### **Effective family and parent engagement to improve achievement**

- Caregivers are encouraged to request meetings, provide suggestions, ask questions, and participate in their child's education throughout the year. We invite caregivers to be a part of all school activities including attending PTSA meetings. Caregivers also are encouraged to attend conferences with the classroom teacher, take part in Student Success Team meetings, and meet with the principal, student support specialist and other staff members. The staff members at Cottonwood are happy to work with caregivers to assist in the success of the student. We welcome suggestions and requests.
- Interpreters for limited English speaking and deaf/ hard-of-hearing caregivers will be provided as requested.
- Our Student Success Team is set up to meet weekly. Students can be referred by any staff member as well as by caregivers who have concerns about a child's success in school. This is a team effort involving the caregiver, student support specialist, school psychologist, principal, school counselor, classroom teacher, and any other staff with whom the child works. As a team we discuss strengths, concerns, and strategies. Interventions may be put in place to better assist the child, caregiver and teacher.
- A variety of resources are shared with caregivers in order to support student learning at home. These include: online textbook tools, sites for homework and assignments, parent communication websites and programs, and school calendars.

### **Welcoming School Climate**

- At Cottonwood we ensure a welcoming environment so that a caregiver is greeted with respect as they interact with the school. A focus at our school is building relationships with caregivers, students and our community. We strive to make sure that families know we value them as an important part of our school and we are working to build that relationship.
- As we work with families, we focus on their strengths and common goals in areas of concern related to academics, discipline, and attendance.
- Cottonwood recruits, maintains, and uses a resource list of community contacts who can assist caregivers from diverse cultural, ethnic, and language groups.