

Hilton Elementary Parent and Family Engagement Policy/Plan and Procedures

2017-2018

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

Hilton Elementary recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Hilton 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. Hilton 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.
 - Distributed and available at all Parent Association Meetings.
 - Posted on school's 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.
 - Every other month throughout the school year starting in September.

- 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.
 - Based on needs/requests, the school will support families with such services.
 - Based on 2016-2017 inventory, meetings in the early evening are acceptable.

- 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.
 - Parent representative (from Parent Association) included in all school improvement team meetings.

- 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.
 - Parent/student handbook includes Title I information and is delivered to all parents upon registration.

-Title I review, curriculum and assessment overview is conducted the first Parent Association meeting of the year.

- F. If schoolwide 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.
-No concerns at this time.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

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

- 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 signed by all stakeholders at the onset of the school year (registration).

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.
 - Standards reviewed during Fall and Spring Parent/Teacher Conferences – Standards-based report cards.
 - 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).
 - Host parent trainings twice a year.
- 2) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
 - Ongoing professional development embedded throughout the school year - Morning meetings.
- 3) 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.
 - STEM Nights
 - Migrant Family Nights
 - Open House
 - Preschool Academic Nights

-Title III

- 4) 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.

-Flyers/newsletters sent home weekly describing classroom activities and schoolwide events.

-School publications provided in English and Spanish.

The following are allowable activities:

- 5) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. *N/A*
- 6) 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. *N/A*
- 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. *Allowed as needed.*
- 8) May train parents to enhance the involvement of other parents. *N/A*
- 9) 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 feedback indicated evening meetings as appropriate.*
- 10) May adopt and implement model approaches to improving Parent and Family Engagement. *N/A*
- 11) 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. *Parent representatives sit on the District Improvement Team to provide such input.*
- 12) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities. *N/A*

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. *School Publications sent home in English and Spanish.*

PART IV-ADOPTION – This Hilton 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.

The Parent and Family Engagement Policy/Procedures were developed/revised by Hilton Elementary on 11/16/17 and will be in effect for the period of 2017-2018. 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 11/20/17.

Signature of Title I Authorized Representative

Date

