

Hilton Elementary Parent and Family Engagement Policy/Plan and Procedures

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.
- The will meet once a month to discuss and revise the Family Engagement Policy. All Title I families will take an active role in developing and revising the Family Engagement Policy. The Parent and Family Engagement Policy will be posted on the district website for families to access at any time. The Parent and Family Engagement Policy will be available in the Family Resource Center at all times and available to any parent upon request.
- 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.
- The "Annual Title I Informational Meeting" will be held at the beginning of each semester to offer parents information about the Title I program and welcome them to Title I. There will be a morning meeting and an afternoon meeting scheduled for all families to attend to accommodate all schedules.
- Topics to be discussed will include:
- Meet and greet Title I teacher
 - Components of the Title I program
 - Title I Funding
 - Description and purpose of the Title I program
 - Family Engagement events, workshops, meetings, and other opportunities that families can participate.
 - Title I curriculum in reading intervention and math intervention groups in all grades
 - School Improvement Plan
 - Parent Family Engagement Policy
- 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.
- Title I meetings throughout the year will be offered at different times based on family survey results.
 - Title I meetings will accommodate families with small children and offer activity centers for children in attendance at the parent meeting
- 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.
- The Title I team, principal, and teachers will be a part of the committee of individuals who work together throughout the school year to plan review and improve the school improvement plan.
 - The school improvement plan will be reviewed a minimum 4 times a year.

- E. Implement an effective means of outreach to parents of English learners, in a language the parents can understand, to inform them regarding how they can—
- be involved in the education of their children; and
 - be active participants in assisting their children to—
 - attain English proficiency;
 - achieve at high levels within a well-rounded education; and
 - meet the challenging State academic standards expected of all students
 - 1. The Title 1 will keep families informed of upcoming events, workshops and parent meetings by sending information letters as well as the reminders in a timely manner
 - 2. . At the annual Title 1 meeting we will provide families with information on all curriculum used in classrooms as well as in Title I. At the Annual Title I meeting we will introduce families to academic assessments used throughout the school year to measure student progress such as: SOLS, Benchmarks, etc. The Title I Assessment meeting, SOL meeting, as well as Parent/Teacher Conferences will be offered throughout the school year to provide parents with information on a child's proficiency levels. Families will be encouraged to contact teachers, as well as Title I teachers, of any concerns they have throughout the year in regards to their students' progress. They can also contact the to help setup a time for a meeting between the teacher and parent. Teachers will be available and flexible to accommodate all families.
- F. Provide parents of participating children—
- timely information about programs under this part;
 - 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;
 - 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.
- G. 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.
- Parent concerns/comments about the School Wide Plan will be recorded by the Title 1 teacher and submitted to the district office within 10 days for further review.
 - At any time parents are encouraged to submit concerns/comments directly to the district office.

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 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.
- Title I families will participate in annual Summer STEAM Camp, Thanksgiving and Christmas dinners, Book Fair Family Night, and annual Easter Egg Hunt.
- Title 1 team will host parent workshops such as Reading, Math, Homework, Technology, Assessment, and etc. workshops throughout the school year to address student academic achievement.

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:**

- Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
- Title 1 team will provide assessment meetings (SOLs, Interactive Achievement) and monitor student progress. 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).
- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
- Professional development opportunities will be offered based on the data in the comprehensive needs assessment.
- 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.
 - Hilton Elementary will operate a school-wide program to engage parents in the educational process of their children. The Title 1 team will offer a flexible schedule to meet with parents to accommodate various parent work schedules. The Title 1 team will provide technical assistance for parents in obtaining curriculum information, information regarding the local and state assessment program and all available services provided by the school division.
- 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.
 - The Title 1 team will provide monthly calendars/newsletters sent home with every Title I student.. The FEC will keep families informed of upcoming events by sending informational letters as well as reminders in a timely manner.
 - ESL families will be provided with documentation in their home language when necessary.

The following are allowable activities:

- 1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. Title I meetings throughout the year will be offered at different times based on family survey results. Title I meetings will accommodate families with small children and offer activity centers for children in attendance at the parent meeting.
- 2) 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.
- 3) 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.
- 4) May train parents to enhance the involvement of other parents.
- 5) 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.
- 6) May adopt and implement model approaches to improving Parent and Family Engagement.
- 7) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported by Rye Cove Intermediate.
- 8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities. including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions to train parents to enhance the involvement of other parents.
- 9) Yearly collaboration meetings will be held with Scott County Schools, local organizations, and community stakeholders to better Family Engagement in the county.

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.

- The Parent and Family Engagement and Policy and school reports will be available to all parents upon request.

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 09/01/19 and will be in effect for the period of 2019-2020. 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 09/30/19.

Signature of Title I Authorized Representative

Date:

Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process:

Name: Kelsey Taylor-Principal

Name: Sarah Medukas-Assistant Principal

Name: Sandy McMurray-Title

Name: Amy Wettack-Reading Specialist

Name: Shannon Horton-Parent

Name: Stacie Jenkins-Math Specialist

Name: Allison Falin-Special Education

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