



# School Parent, Guardian, and Family Engagement Policy Planning Template 2024-2025

## Hidden Valley Elementary

**Directions:** The Every Student Succeeds Act (ESEA) requires each Title I school to develop a written parent and family engagement policy. Use the outline below to ensure your school's policy includes all of the required components.

### I. Parent and Family Engagement Policy

**A.** List names and roles (teachers, administrators, parents, etc) of persons involved in developing Parent and Family Engagement Policy.

1. Valerie Reyes - Principal
2. Craig Higgins - Assistant Principal
3. Annastasia Ryskamp - Assistant Principal
4. Victoria Lott - Facilitator
5. Elizabeth Buckner - MCL
6. Mia White - MCL
7. Keauna Carlton - MCL
8. Denisha McCluney - MCLSE
9. Carol Witherspoon - Teacher Assistant
10. Brittany Francis - Parent

**B.** Briefly describe the process your school used to:

1. select participants to develop the policy (school improvement team, parent/family committee)

As an administrative team, we called upon our School Leadership Team to develop the Parent Involvement Policy. By analyzing school/staff surveys, previous years parent involvement data, and the specific area of our School Improvement Plan that would make Hidden Valley the central hub for parents and community. Our SLT divided the components of the plan into sections and worked as teams to coordinate, gather, share and revise the required information. The plan was compiled and reviewed by administration before the final copy was drafted. The focus was on discovering new strategies for high quality involvement in classrooms and other instructional based activities.

2. develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Engagement Section 1116 of The Every Student Succeeds Act (ESSA))

The administrative team met to analyze staff survey, assessment data and parent involvement. Our focus areas included increasing parental involvement with educational events such as Science Night, EOG Night, Math and Literacy Nights. By increasing the parent's awareness of educational concepts and involving the parents with their children's learning the students have an increased chance of being successful in the school setting.

3. implement policy

## **II. Annual Information Meeting**

- A. Describe your plan to conduct an annual meeting to inform parents of their school's participation in Title I Part A. Include strategies to inform English Learner parents.

A plan was put in place to conduct our annual parent meeting on September 30, 2024. Communication took place through ParentSquare. It has been the policy for Hidden Valley's PTA to convene parent meetings to review such information. In lieu of the PTA the School Leadership Team will be the governing body in which to call the meetings. Translators will be utilized as well as additional support staff to reach our Spanish speaking population. Incentives will be given to those classes that have the highest amount of participation.

## **III. Flexible meeting times**

- A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.

Most of our school events such as Title I Parent Night, Open House, and Hispanic Heritage Night took place from the hours of 5:00 PM to 7:00 PM. By having a two-hour window parents had the opportunity to arrive after work hours. Events such as Reading Mornings, parent conferences, volunteers' hours, Truancy Court, and informal meetings can be held during the morning during school hours. By having daytime as well as evening hours for these meetings we are able to offer times suitable for most of the families of Hidden valley. Parents are also invited to read to classes, participate in conferences through one on one meetings, telephone, Zoom or home visits.

## **IV. Title I Part A Planning**

- A. What timeline and strategies will you use to involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program.

Through phone calls, ConnectED calls, website information, Flyers, parent square, and future planning meetings we will be able to keep Hidden Valley families updated and aware of the Title I plan and any adjustments made throughout the year.

## **V. Parent Information and Opportunities**

- A. Describe how you will provide parents and families with the following:

1. Timely information about Title I Part A Programs
2. School performance profiles
3. Assessment results of their child's performance
4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities
5. Opportunities for regular meetings to participate in decision making
6. Timely responses to suggestions and questions raised by parents
7. Reasonable access to staff, opportunities to volunteer and participate in child's class

The following information will be distributed in a timely manner through newsletters, Connect Ed messages, parent workshops, parent square, parent conferences and website information. Notes and newsletters are to be sent home monthly as well as PTA, SLT, Career day, Curriculum Nights, Open House, Book Fairs, Mystery Readers as well as an open door policy for all parents to access administrators.

## **VI. School-Family Compact**

- A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities

In October 2024, Hidden Valley presented the compacts and their meaning at the Open House available to all parents. Parents will be informed of their significance to parent involvement and the connection it creates to Hidden Valley and the community. The Title I Night on October 1, 2024 is where parents will be reminded and re-introduced to those hearing this for the first time. Later in October 2024 is when Hidden Valley conducts parent teacher conferences. Parents will be asked to sign and have the compacts explained if required.

## **VII. Building Parent and Family Engagement Capacity**

**A.** Briefly discuss how you will address the following:

1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child

Parents will be provided assistance through Title I parent meetings, Parent teacher conferences, Curriculum Carnival, Science fair, SLT meetings, Math and Literacy Nights, Grade level newsletters and teacher phone calls.

2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.)

Parents will be provided assistance through Title I parent meetings, Parent teacher conferences, Intervention Meetings, 504 and IEP meetings, Curriculum Carnival, Science fair, SLT meetings, Grade level newsletters.

3. Educate teachers and other staff to work with parents

Parent teacher conferences, in-service for beginning teachers, Grade level PLC meetings, staff meetings.

4. Coordinate and integrate parental involvement programs/activities

Newsletters, Connect Ed messages, School Leadership Team meetings, Marquis notices, administrative meetings

5. Develop appropriate roles for community-based organizations and businesses

Outside organizations, church organizations, parent job connections

6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child

Curriculum Nights, Math, Literacy, and Science Nights

7. Ensure that information related to parent involvement is sent home in the language used in the home

Newsletters in Spanish, Volunteers in the classroom, Connect Ed messages in Spanish and English, Notes translated in Spanish

## **VIII. English Learners and Disabled Parents and Families**

**A.** Provide full opportunities for the participation of English Learner parents or with disabilities Newsletters, flyers, use of translators and interpreters, Google translate, dictionary usage, information in Spanish on website, Marquis written in Spanish, Report cards and progress cards in Spanish, consistently check with teachers to ensure all parents understand and have equal opportunities for participation.

## **IX. Parent/Family Requests**

**A.** Describe how you will provide reasonable support for activities requested by parent and families.

Parent involvement requests will be brought to the attention of the Principal or Assistant Principal and shared with the School Leadership Team. Final decisions will be made by the Principal.

## **X. Annual Evaluation**

**A.** Discuss timeline and plan for involving parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools.

Parents are invited to all School leadership Team meetings where they have the chance to voice opinions and bring specific views. The parent involvement plan is an area of regular review and updates will be made.

**XI. Other Parent and Family Engagement Practices** (School may include the following).

Only describe the ones you choose to implement

**A.** Describe how your school addresses the following, **only** if practices are part of your schoolwide plan.

1. Involve parents/families in the development of training for teachers, principals and other educators
2. Provide necessary literacy training

eBoth Teachers and Multi-Classroom Leaders at Hidden Valley have coordinated and held reading mornings as well as nights in which parents attended via zoom. The focus was to demonstrate and model activities parents can work with at home for their children to improve their reading

3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost
4. Train parents and families to enhance the engagement of other parents
5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities

At-home visits will continue to be conducted by the Community In Schools specialist, counselor, administrators, and other staff members on as needed basis. Many families do not have transportation and need special accommodations for us to come to them.

6. Adopt and implement model approaches to improving parent and family engagement

*{Please have this document translated into Spanish or other languages for your school}*