



School Parent, Guardian, and Family Engagement Policy Planning Template 2023-2024

School _____ **HICKORY GROVE ELEM.** _____

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.

Matt Bower (principal), Monica Pitt (Assistant Principal), Towanda Smith (Dean of Instruction), Jakeela Jarrot (facilitator), Mary Bondi (facilitator), Sherry Addison (facilitator), Ebony Northern (counselor), Nicole Framiglio (EC teacher), Jaryll Byrd (Special area teacher), Melissa Sells (teacher assistant), classroom teachers: Sabrina Mikesell, Dominique Pearson, Alessandra Averalo, Ashley Buzzitta, Adrian Lewis.

B. Briefly describe the process your school used to:

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

School Leadership Team members were chosen to participate in the development of the Parent Involvement Policy. The policy was developed by the School Leadership Team and discussed as one of the agenda items. Implementation of the policy takes effect immediately after agreed upon by all parties involved.

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.

Our annual Title 1 parent meeting will be held on October 17th at 5:00pm in person... This meeting covered:

- An explanation of Title 1
- How the school is using Title 1 funding
- Hickory Grove's Parental Involvement Policy/CMS Parental Involvement Policy
- The School Improvement Plan
- Highly Qualified Teacher Status
- School-Parent Compact

- Common Core Implementation
- CMS Code of Conduct

A flyer will be sent home via Parent Square, school website, and social media as well as a Connect-Ed message will be delivered to all parents of Hickory Grove Elementary students to inform them of the Title 1 annual parent meeting. This meeting will also give parents the opportunity to actively participate and have input into the Title 1 school wide program. An interpreter will be used to inform parents of LEP students of the meeting date and time and will also be present during the annual meeting to provide interpreting needs.

III. Flexible meeting times

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

Parental Involvement opportunities and meetings will be offered in the afternoons after school to allow Hickory Grove Elementary working parents the opportunity to attend. Additional opportunities and meetings will be offered in the morning before normal work hours to allow participation for parents that work various shifts.

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.

Parents are encouraged to attend the PTO meetings to plan, review and make suggestions to the Title 1 Part A Program. In person PTO meetings will be held four times throughout the year... 9/12, 10/17, TBD, TBD. at 5:00 pm in the main media center. The meetings are from 5:00-6:00 pm. The dates and times are posted on the School Website under the School Leadership Team link. The administration and Parent Advocate will also assist in gathering more parent volunteers and members to participate in the meetings through conversations and Hickory Grove Elementary ConnectEd messages.

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

Parents will receive communication about Title 1 Part A Programs through Connect Ed messages, parent important dates (one pager), individual grade level newsletters, Facebook posts, and school website posting. School Performance profiles will be available on the school's website and paper copies will be available in the front office. Parents will receive assessments results of their child's performance at various times of the year based on the grade of the student. All communication will come home in the form of a letter. Descriptions and explanations of the curriculum, assessment forms, and proficiency levels and state standards will be provided by the child's teacher through mid-quarter progress reports, report cards, and parent teacher conferences. Requests for this information can be emailed or written to the classroom teacher. Translated information will also be available by request. Interpreters are at the school to answer parent questions and translate any necessary information regarding curriculum. Opportunities for parents to participate in the decision making process will be during the PTO meetings. Parents may also send any suggestions to the school in writing. All responses to suggestions or questions will be answered by a member of the administrative team within two days of submission. Parents may communicate with teachers or members of the administrative team by phone, email, or in person with a scheduled appointment. Opportunities to volunteer are filtered through the parent advocates who can also

be reached by phone, email or a scheduled appointment. Opportunities for parents to volunteer in the classroom can be communicated to classroom teachers through phone, email or scheduled appointment time.

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

Parents will receive a copy of the School-Parent compact via hard copy the week of 9/18/2023. Teachers will post the agreement to their Class Dojo and Parent Square for parents to access. This is an agreement between the home and school outlining everyone's responsibility for supporting student learning and achievement. Information will be reviewed with parents during the Title 1 Annual meeting. Additionally, parents not in attendance will receive a copy of the School-Parent compact in their child's folder. Copies will be made available to parents in the front office. The School-Parent compact will be made available in English and Spanish to accommodate our LEP population. An interpreter will also be present at all of the events mentioned above to assist with language barriers.

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
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.)
3. Educate teachers and other staff to work with parents
4. Coordinate and integrate parental involvement programs/activities
5. Develop appropriate roles for community-based organizations and businesses
6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
7. Ensure that information related to parent involvement is sent home in the language used in the home

Parents will be provided assistance in understanding performance standards, assessment, Title 1, student progress and decisions relating to the education of their child in several ways. Parents are encouraged to attend Curriculum Night in the Fall and Spring or by scheduling a conference with their child's teacher and/or a member of the administrative team. Materials and Training will be available to parents at the school during Curriculum Night, along with other Curriculum resources available at the school. Parents will also have access to materials in the Parent Center at the school. Teachers and other staff at the school will participate in professional development during their PD sessions on how to work with parents. New teachers will also discuss strategies with their mentors and in the monthly mentor-mentee meetings. Parental Involvement programs and activities will be coordinated by the school administrative team, facilitators and members of the School Leadership Team. These programs will be communicated through Connect Ed messages and written communication. They will also be integrated with goals from the School Improvement Plan. Community-based organizations and businesses will have roles that align with the School Improvement Plan such as mentoring/tutoring students and volunteering as reading buddies for students at high risk. Suggestions for additional ideas to allow parents to become full partners in the education of their child are welcome to be discussed during the PTO Meetings, in writing, by phone or with a scheduled appointment. Interpreters are available on staff to ensure that information related to parent involvement is sent home in the language that is used in the home.

VIII. English Learners and Disabled Parents and Families

- A.** Provide full opportunities for the participation of English Learner parents or with disabilities

Hickory Grove Elementary School will provide full opportunities for the participation of parents with limited English proficiency or with disabilities by accommodating any additional needs that they may have. Please let a member of the school know ahead of time of accommodations needed. Interpreters will be present at every meeting or activity to meet the needs of LEP parents.

IX. Parent/Family Requests

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

Parents are encouraged to provide suggestions for parental involvement activities by contacting the child's teacher, a member of the School Leadership Team or a member of the administrative team. All ideas and suggestions will be discussed and parents will be contacted on the decision of the requested activity within two days.

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.

A survey will be given to parents in the fall and spring through a parent survey created by the School Improvement Team that will allow a chance to voice their feedback and feelings about the Title 1 school wide program. We look forward to suggestions and/or recommendations that can help us improve our Title 1 program. An annual review meeting will be held this year in the spring to review the Title 1 school wide program. Parents are welcome to attend. The results of the annual review meeting will be shared with parents at the annual review meeting in the fall of the following school year.

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

School meetings will be arranged after work hours (around 5:00 pm) to accommodate parents' working schedules, additional times will be added to accommodate parents who need to attend morning meetings. Parents are welcome to schedule conferences with classroom teachers at any time through email or phone. Parents are also welcome to schedule meetings with members of the administration team. Parents will also access to materials with specific directions in our parent resource center that will allow them to check materials out to take home and utilize.

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