

Title I School-Level Parent and Family Engagement Policy **Hillcrest Drive Elementary and Music Magnet**

Hillcrest Drive Elementary and Music Magnet has developed a written Title I parent and family engagement policy with input from Title I parents. The School Site Council members and other Title I parents worked collaboratively to develop the policy. After approval of the School Site Council, the policy was distributed to all Title I students via students' take-home letters. The policy will also be available for distribution during Open House and Parent Conferences. The policy will be available for review on the school's website and in the main office. The policy describes the means for carrying out the following Title I parent and family requirements:

Section I: Involvement of Parents in the Title I Program

To involve parents in the Title I program at *Hillcrest Drive Elementary and Music Magnet*, the following practices have been established:

- The school convenes an annual meeting to inform parents and family members of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
 - ◆ An explanation of Title I
 - ◆ Parent's rights at a Title I school
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
 - ◆ An Annual Title I Meeting is held yearly
 - ◆ Monthly School Site Council Meetings
 - ◆ Monthly English Language Advisory Council Meetings
 - ◆ Ongoing Coffee with the Principal Meetings
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.
 - ◆ Reviewing the needs assessment completed by Title I annually
 - ◆ Evaluating parent concerns and feedback
 - ◆ Receiving input from the English Language Advisory Council (ELAC) and the School Site Council (SSC)
 - ◆ Review of the annual School Experience Survey data
- The school provides parents of Title I students with timely information about Title I programs.
 - ◆ When program updates occur, parents will be informed in a timely manner by way of letter and/or school memo
 - ◆ Monthly School Site Council and English Language Advisory Council Agendas
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
 - ◆ Provide a district copy of grade level standards no later than November 30th
 - ◆ Provide a copy for grade level expectations from teachers no later than November 30th
 - ◆ Provide parents with information on how and when children will be assessed for district and state testing and what they can do to support their children before, during and after these assessments are given

- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.
- ◆ Parents are given the opportunity to become members of either School Site Council or the English Language Advisory Council
- ◆ Parents are informed in a timely manner of monthly SSC and ELAC meetings along with an agenda

Section II: Shared Responsibilities for High Student Academic Achievement

Hillcrest Drive Elementary and Music Magnet School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents and approved by them, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- ◆ The school's responsibility to provide high-quality curriculum and instruction
- ◆ The ways parents will be responsible for supporting their children's learning
- ◆ The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

Building Capacity for Involvement

Hillcrest Drive Elementary and Music Magnet engages Title I parents and family members in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
 - ◆ Parent Conferences
 - ◆ Parent Workshops on Common Core Standards
 - ◆ Support with Homework
- The school provides Title I parents and family members with materials and training to help them work with their children to improve their children's achievement.
 - ◆ Providing Literacy Workshops
 - ◆ Math Night
- With the assistance of Title I parents, the school educates staff members about the value of parent and family contributions, and in how to work with parents as equal partners.
 - ◆ Professional Development for teachers and administrators
 - ◆ Conferences designed specifically for service personnel and other staff members in how to work with parents as equal partners.
- The school coordinates and integrates the Title I parent and family engagement program with other programs, and conducts other activities, such as Parent and Family Centers, to encourage and support parents in more fully participating in the education of their children.
 - ◆ Operational Parent Center with Parent Representatives designed for building connections between parents, school, and the community

- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents and family members in a format and language that they understand.
- ◆ Information will be sent to the parents in an understandable and uniform format. This include alternative formats upon request, and, to the extent practicable, in language the parents can understand.
- The school provides support for parent and family involvement activities requested by Title I parents.
- ◆ Service personnel that provides support to our students in parents with various resources.

Accessibility

Hillcrest Drive Elementary and Music Magnet provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- ◆ Letters and Memos in both English and Spanish
- ◆ Translation at Parent Workshops
- ◆ Translation at Assemblies and other school wide events

This policy was adopted by *Hillcrest Drive Elementary and Music Magnet* School on 12/9/19 date and will be in effect for the entire school year. It has been distributed to parents on 12/13/19 date.