

Hillcrest Elementary School Parent and Family Engagement Plan

Committee Members:
Lana Doyle, Parent Facilitator
Shawn Rose, Principal
Melissa Fortenberry, Parent Center Coordinator
Serenity Davis, School Secretary
Rachel Capps, Teacher
Belinda Glenn, Teacher
Karen Goodman, Community Leader
Parents: Courtney Turner and Michelle Doyle

1: Jointly Developed

- Hillcrest Elementary will involve parents in the development of the school parent and family engagement plan.
- Hillcrest Elementary will involve parents in the review, update, and improvement, at least annually, of the school parent and family engagement plan to meet the changing needs of parents and the school.
- Hillcrest Elementary will ensure adequate representation of parents of participating children in the process in a variety of roles.
- The school will submit any parent comments to the district if the Title I School-wide Plan is not satisfactory to parents.
- The school plan will address opportunities for regular meetings if requested by parents.
- The plan will accomplish collaboration through the coalition of parents and community representatives.
- The school will engage parents in the annual evaluation of the parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents, and school staff. The parental involvement committee, made up of teachers, parents, and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted.
- The school will ask parents to fill out a parent survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. The school will use the results of the parent survey to plan the parental involvement activities for the year. The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.

- The school will take advantage of community resources, the school shall consider recruiting alumni from the school to provide advice and guidance for school improvement.
- The school will involve parents on school improvement planning committees. To support this process, the school will facilitate meetings in a way that both staff and parents can contribute to this process.
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (PTSC)
- The school has coordinated and integrated parental involvement strategies with parental involvement strategies under other programs including Home Instruction Programs for Preschool Youngsters (HIPPY), and state-run preschool programs.

2: Annual Title I Meeting

The Annual Title 1 Meeting will be held the last Monday in September of 2019. The school will conduct this Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. The meeting will be held to inform parents of the requirements of Title I and the school's participation, and also to inform parents of their rights under Title I. The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.

3: Communications

- The Hillcrest Elementary School will make the school parent and family engagement plan available to families and the local community. Copies will be online, in the offices, and in the parent center. Lana Doyle (lana.doyle@eagles1.k12.ar.us) is the Parent facilitator for the elementary school.
- The committee has insured that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand, and that the informational packet is appropriate for the age and grade of each child.
- The school will distributed Informational packets each year that includes a copy of the school's parental involvement plan, school calendar/activities, survey for volunteer interests, recommended roles for parents/

teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate. The school will place make the informational packets available in the central office, the parent center, and a PTC meetings at the beginning of the year.

- The school will place a parent-friendly summary/explanation of the parent and family engagement plan online and as a supplement to the student handbook.
- The school will obtain signatures from each parent acknowledging receipt of the [district's] parent and family engagement plan summary.
- Meetings will be offered at various times (such as in the morning and evening)
- Meetings will be offered in different formats (such as offered online and in-person group meetings as well as home visits or other types of individual meetings)
- The school will hold two mandated parent-teacher conferences, along with other meetings and activities, regularly throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts. Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.
- These meetings can include parent-training sessions to help parents understand how to enhance their child's education. (Math, Literacy, and Science Fair Night) Teachers will give the parents the opportunity to be involved with standard-based activities integrated with current technology.
- The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parent and family engagement.
- The school will have a Kindergarten registration day in which the parents and students will receive one-on-one information about the school.
- Sixth Grade students and their parents will receive information and training regarding the responsible use of technology.
- The school can have a parent meeting each year to provide an explanation of the statewide assessment systems, standards, and other accountability measures.

- The school will use multiple venues to notify parents how to obtain a copy on request of the School Improvement Plan, for example: school's website, parent center, and report to the public.
- Parents can use email to communicate with members of the school staff.
- Weekly newsletters will be sent home by the school Principal to inform parents of upcoming activities.
- Weekly newsletters will be sent home by teachers to inform parents of upcoming classroom activities, as well as standards to be covered and specific learning activities.
- Weekly folders will be sent home by individual teachers that contain students' work for the week. Folders will be signed and sent back on Monday.

4: School-Parent Compact

- The Hillcrest family engagement committee developed a school-parent-student compact. This compact outlines how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. The compact also addresses the importance of regular two-way, meaningful communication through:
conferences (no fewer than 2 each year), frequent reports on progress, reasonable access to staff, opportunities to volunteer, observation of classroom activities
- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.
- The school staff will use volunteer surveys to compile a volunteer resource book listing interests and availability of volunteers.
- The school will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies and tutoring.

- The Preschool will work with Hillcrest Elementary to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities.
- The school will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment. This instruction will be given on an as needed basis and can include: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.

5: Reservation of Funds

The Hillcrest School District does not receive more than \$500,000 and thus have no reserve funds.

6: Coordination of Services

- The school will take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. The school will investigate and, where feasible, utilize community resources in the instructional program.
- The school will coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs (applicable to elementary schools), college and career ready resources or organizations , parent resource centers, or other programs that encourage and support parents in fully participating. The school has coordinated and integrated parental involvement strategies with parental involvement strategies under other programs including Home Instruction Programs for Preschool Youngsters (HIPPY), and state-run preschool programs.

- The school has promoted and supported responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review. These resources will be purchased as funds are available.
- The school will consider recruiting alumni to create an alumni advisory commission.
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (PTSC)
- Leaders of Parent Teacher Student Organization (PTSC) will be utilized in appropriate decisions.
- The school will engage in other activities that will use community resources that will strengthen school programs, practices, and learning. This will include activities during the school year as well as summer activities from the local library.

7: Building Capacity of Parents

- Hillcrest Elementary School will schedule regular parent involvement meetings.
- The school will provide parents with a description and explanation of the curriculum in use.
- The school will provide parents with individual student academic assessment results and interpretation of those results.
- The school will provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the State academic standards.
- The school will provide assistance and instruction to parents of children served by the school in understanding these topics:

Arkansas Academic Standards

State and local academic assessments including alternate assessments

Title I, Part A requirements

Strategies parents can use to support their child's academic progress

Partnering with teachers to support their child's academic achievements

Incorporating developmentally appropriate learning activities

Use of ADE website and tools for parents [<http://www.arkansased.gov>]

Assistance with nutritional meal planning and preparation

- The school will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.
- The school will promote and support responsible parenting through the sharing of resources on-line or in the parent center.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:

Reading Buddy

Teacher Assistant/Classroom Volunteer Tutoring

Special Parent Lunches

Book Fair Helpers

Grandparents Day

Awards Day Presentation

Field day volunteers

Family Reading

Literacy Night

Family Math Night

Science Fair

Elementary Sports Activities

Parent education workshops

Open House

Parent-school organization (PTSC)/Backpack for Kids

Music Concerts

G.T. Activities and Competitions

8: Building Capacity of School Staff

The Hillcrest elementary School teachers and administrators complete the 2 hour required parental involvement professional development session to enhance understanding of effective parental involvement strategies.

All teachers support personnel, administrators and other staff understand and value the role that parents play contributing and in assisting student learning.

Our faculty and staff view parents as equal partners and work hard to reach out and communicate with our parents. Information is made available a practical and easy to understand format

We attempt to build ties with our parents and community to aid in the support of our academic and extracurricular programs, and welcome feedback and ideas from our parents and community.

Our handbook states our policy for resolving parent concerns. This policy is also placed in our informational packets.

9: Building Capacity - Discretionary

The Hillcrest District Parent Advisory Group helps to advise the school on all matters related to parental involvement in Title 1, Part A programs.

Conference times are flexible and the school allows a teacher to see parents individually at times convenient for the parent, by providing coverage for classes when needed. We also allow parents to bring their children when needed.