



## ***William H. Hunter Elementary School*** **Parent and Family Engagement Policy**

***School Year 2019-2020***  
***Revision Date: {04/29/2019}***

In support of strengthening student academic achievement, **William H. Hunter** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **William H. Hunter Elementary School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA 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 local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
- Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
  - (A) Parents play an integral role in assisting their child's learning
  - (B) Parents are encouraged to be actively involved in their child's education at school
  - (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
  - (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

### **DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT**

#### **REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

#### **Section A: JOINTLY DEVELOPED**

**William H. Hunter Elementary School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- **Recruit parents on Back to School Night (September 2019) as volunteers and members of the SAC**
- **Host parent meetings/SAC meetings throughout the year to gather input and feedback on parent engagement and needs**
- **Assure parent participation in SAC meetings, Winter and Spring Title 1 Meetings to discuss the School Improvement Plan, budget, and leadership**
- **A parent meeting was held on March 8, 2019 that provided opportunity for parents to give input into the development of the parent and family engagement policy and school parent compact**

#### **Section B: ANNUAL TITLE I MEETING**

**William H. Hunter Elementary School** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- **The annual Title 1 Meeting will be held in September of each school year during Back to School Night. At this time, the principal or designee will give a presentation on the requirements of Title 1, parent rights and responsibilities under Title 1, state content standards and academic assessments, how to monitor student progress through our online systems, and how to work with educators to improve student outcomes.**

#### **Section C: COMMUNICATIONS**

**William H. Hunter School** will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- 1) **Monthly Calendar and Newsletter sent home in backpacks**
- 2) **ClassDojo Messages**
- 3) **School Messengers**
- 4) **Twitter/Instagram**
- 5) **School Website**
- 6) **Informational Flyers sent home in backpacks**
- 7) **Flyers and Information on counter in front office- Parent Resource Center**
- 8) **All communication from the school will be sent home in parent-friendly language. Translations into multiple languages are available through the district contracted translation services and Pacific Interpreters. These services can also be utilized for phone communication between home and school.**
- 9) **The school will send home the parent and family engagement policy and school parent compact to all families in the Fall.**

#### **Section D: SCHOOL-PARENT COMPACT**

**William H. Hunter Elementary School** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will

share the responsibility for improved 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 standards.

- **In January we will host a Winter Title 1 Meeting in order to gain parent input**
- **In March we will host a Spring Title 1 Meeting in order to review and revise the School-Parent Compact. This year, the parent input meeting was held on March 8, 2019.**

#### **Section E: RESERVATION OF FUNDS**

**William H. Hunter Elementary School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- **In January, we will host a Winter Title 1 Meeting in order to gain input from parents on how to spend the 1% of Title 1, Part A funds**

#### **Section F: COORDINATION OF SERVICES**

**William H. Hunter Elementary** will, to the extent feasible and appropriate, coordinate and integrate parent and family 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 parents in more fully participating in the education of their children by:

- **In collaboration with the Grants Compliance Monitor, Family Engagement Liaison, Title 1 Parent Advisory Committee, and other parent groups, provide workshops to schools on parent engagement.**
- **Provide professional development by parents/caregivers for new and existing principals and other administrators on how to develop promising partnerships with parents/caregivers**
- **Provide workshops to parents on supporting student achievement**

#### **Section G: BUILDING CAPACITY OF PARENTS**

**William H. Hunter Elementary School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
2. Materials and training to help parents to work with their child to improve their child'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
3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - a) The challenging State's academic standards
  - b) The State and local academic assessments including alternate assessments
  - c) The requirements of Title I, Part A
  - d) How to monitor their child's progress
  - e) How to work with educators to improve the achievement of their child
  - f) **Parent workshops and trainings on how to support student achievement**
  - g) **Parent-teacher conferences to review student progress three times a year and upon either parties' request**
  - h) **Training and supporting parents in viewing the new Parent Portal in order to view student grades and progress**

- i) **The annual Title 1 Meeting will be held in September of each year during Back to School Night. At this time, the principal or designee will give a presentation on the requirements of Title 1, parent rights and responsibilities under Title 1, state content standards and academic assessments, how to monitor student progress through our online systems, and how to work with educators to improve student outcomes.**

**Section H: BUILDING CAPACITY OF SCHOOL STAFF**

**William H. Hunter Elementary School** will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- **Professional development sessions during the school day, as well as after school sessions offered to teachers that provide opportunities for training around parent engagement**
- **In the Fall or Winter, the school will use part of one of the district PD days to train staff on effective parent engagement and communication. At this time results of the school parent surveys will be shared with staff.**
- **Teachers meet weekly during PLC to collaborate on best practices and analyze data**
- **Identification of a staff member as the Family Engagement Ambassador in order to assist in developing, communicating, and planning workshops and activities for families.**

**William H. Hunter Elementary School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- **Workshops and trainings for parents in literacy and math**
- **Attendance Workshops**
- **Parent Portal Training**
- **Workshops for Hispanic/ESOL Community on supporting their English Language Learning students in the academic classroom**

**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

- **Provide necessary literacy training for parents from Title 1, Part A funds if the school has exhausted all other reasonably available sources of funding for that training**
- **To maximize parent and family engagement and participation in their child’s education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school**
- **Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities**

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Heather Miller

Principal Signature

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4/29/2019

Date