

Title I School-Level Parent and Family Engagement Policy Hemet Elementary School

September 2018

Hemet Elementary School has developed a written Title I parent and family engagement policy with input from Title I parents and family members. *Via the Panorama Parent Survey, feedback from our ELAC committee, PTA, and School Site Council members, data was collected to inform us of the needs* It has distributed the policy to parents and family members of Title I students via our online email system, Peach Jar. The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c)-(g) inclusive].

Involvement of Parents in the Title I Program

To involve parents and family members in the Title I program at Hemet Elementary, the following practices have been established:

- a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 USC 6318 (c)(1))
Our annual meeting is held in August prior to the beginning of Back to School Night.
- b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement. (20 USC 6318 (c)(2))
All event related to parent engagement, including but not limited to parent trainings, informational meetings and parent advisory councils include child care. Home visits are offered and conducted based on individual need and request.
- c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 USC 6318 (c)(3))
School Site Council meets bi-monthly. Agendas are posted in a timely manner and all dates are available in advance via the student parent handbook and our website. Family and community members are invited and encouraged to attend. Feedback for the creation of the plan is collected each year via a needs assessment survey and through feedback collected at parent advisory meetings, parent conferences and PTA meetings.
- d) The school provides parents of participating students with
 1. timely information about the Title I program. (20 USC 6318 (c)(4)(A))
[Briefly describe or bullet the activities the school will carry out to address this requirement at your school.]
 2. 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. (20 USC 6318 (c)(4)(B))
Each year, we have two official times for parent conferences, and in addition, our teachers are available to meet with parents/guardians at any time regarding their children's progress. Academic reports to parents are sent home every 9 weeks throughout the year. Through classroom and school newsletters, along with our website, we share with our families' pertinent information as to how to support their student's learning and access online support for our curriculum. We allocate specified monies from our Title I budget annually which supports our parents in obtaining the

required fingerprint clearance in order to volunteer in our classrooms. In addition, we collaborate with Mount San Jacinto Community College to provide English as a Second Language classes for our parents. Our parent engagement committee meets each fall to plan out activities for scholars and their parents throughout the year.

3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 USC 6318 (c)(4)(C))
Formal parent conferences are scheduled at minimum twice annually. Administration attends all levels of parent advisory meetings throughout the year with the goal to be to connect with parents and obtain their feedback. Needs assessment surveys are conducted annually as well.

- e) If the schoolwide program plan 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. (20 USC 6318 (c)(5))
These comments, will be included in the plan's narrative as it relates to their feedback and comments/suggestions/requests for improvement.

Building Capacity for Involvement (Parental Involvement Policy continued)

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds, the school has established the following practices:

- a) The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 USC 6318 (e)(1))
Parent conferences are data driven and teachers work with parents to understand assessments, how to access state standards, how to support their scholar with AVID strategies and to ultimately improve their overall social and academic achievement.
- b) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 USC 6318 (e)(2))
Through parent conferences and multiple parent education events scheduled throughout the year, parents are offered opportunities to help them learn research based strategies for working with their scholar at home.
- c) The school 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; (20 USC 6318 (e)(3))

At minimum annually, we engage teachers and administrators in professional development to help increase success with effective communication with parents and family. Hemet Elementary administration works closely with the PTA. Home/school communication is supported through the expectation that all teachers utilize the supports described in item #3 and professional development is offered to all teachers in the technology based communication tools. We also engage our staff in studies

related to the social-emotional well-being of our students and trauma informed care. These are both very important to developing the capacity of staff to respond to the unique needs of our families.

- d) The school, to the extent feasible and appropriate, coordinate and integrate the parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 USC 6318 (e)(4))

Hemet Elementary School and its staff maintains a close and collaborative relationship with the HUSD Parent Resource Center, as well as MSJC ESL staff in order to facilitate parent engagement.

- e) The school ensures that information related to school and parent programs, meetings, and other activities to parents is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318 (e)(5))

All parent meetings, programs and activities after school hours are advertised and communicated in hard copy, email, social media and through an online parent calendar. They are available in English and Spanish.

- f) The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))

Through the ISF processes and the support of our bilingual parent liaison, all requests by parents for support are addressed in a timely manner.

Accessibility

Hemet Elementary , to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students) including providing information and school reports are provided in a format and language that parents understand.

All forms of communication at Hemet Elementary School are available in English and Spanish. We operate in a very inclusive environment. Our school site is 100% ADA compliant. (20 USC 6318 (f))