

Hopkins Elementary Parent and Family Engagement Plan

In accordance with The No Child Left Behind Act of 2001 & Every Student Succeeds Act of 2015

Parents, staff, and the building administrator have developed this Parent and Family Engagement Plan in accordance with NCLB Section 1118 and Every Student Succeeds Act Section 1116 activities which are accomplished at **Hopkins Elementary School** in the ways listed in each section.

ESSA Section	Ways in Which Hopkins Elementary Staff Accomplish these Activities
<p>1116 (c) (1) Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved</p>	<p>An annual meeting is held which includes information for parents on:</p> <ul style="list-style-type: none"> ● <i>Hold an annual school-wide Title 1 Meeting at the Open House that all parents are encouraged to attend prior to the first day of school.</i> ● <i>The purpose of the meeting will be to share the School-Wide Plan, review the School Parent Involvement Policy, and to explain our Title 1 program and how parents can be involved to help their child become successful.</i> ● <i>Parents will be notified of this meeting through the school website/social media.</i>
<p>1116 (c) (2) Offer flexible number of meetings at times convenient to parents and provide transportation, child care, or home visits as it relates to parent involvement</p>	<p>Meetings are offered at times convenient for parents and if needed, transportation, child care, and home visits can be arranged:</p> <ul style="list-style-type: none"> ● <i>Parent Conferences</i> ● <i>PTO Activities</i> ● <i>Flexible IEP times</i> ● <i>Contact with counselors</i> ● <i>March is Reading Month – Activities</i> ● <i>Annual art show</i> ● <i>Christmas and spring music concerts</i> ● <i>Annual back to school open house</i> ● <i>Award Assembly</i> ● <i>Family Curriculum Night</i>
<p>1116 (c) (3) Involve parents in an organized, ongoing and timely way in the planning, reviewing, and improvement programs under Title I, including the development of the Parent Involvement Plan and schoolwide Plan</p>	<p>Parents are involved in the development of the school improvement plan and Title I Program development in the following ways:</p> <ul style="list-style-type: none"> ● <i>Posting the Parent Involvement Policy for parents to review during fall Open House and Parent Teacher conferences in a visible location</i> ● <i>Distribute and collect Parent/Student/Teacher compacts at the beginning of the school year.</i> ● <i>Conduct an annual Parent Survey</i> ● <i>Reviewing and revising the Parent Involvement Policy to incorporate suggestions based on the Parent Survey results</i> ● <i>Spring Planning Session</i> ● <i>HOPE meetings</i> ● <i>Expanding all avenues of communication with parents (school newsletter, classroom newsletters, District publications and website) to increase parent awareness of the School-Title 1 services.</i>
<p>1116 (c) (4) (A) Provide parents of Title I children timely information</p>	<p>Parents are provided information regarding the school programs in the following ways:</p> <ul style="list-style-type: none"> ● <i>Back to School Open House (annual Title 1 meeting)</i> ● <i>Parent conferences (Fall/Spring/additional conferences upon parent or teacher request)</i> ● <i>School/Classroom Newsletters/District Newsletters</i> ● <i>Standards Based Report Cards and progress reports</i> ● <i>District Web Site – Policy and Compact available on website</i>

	<ul style="list-style-type: none"> ● <i>Transition to Kindergarten Program– Parent awareness evening and coordination with preschools to educate all involved about kindergarten expectations</i> ● <i>Parent Workshops</i> ● <i>Daily/Weekly Take Home Folders</i> ● <i>Telephone Calls/E-mail correspondence</i> ● <i>Parent-Student Handbook shared in parent friendly language</i> ● <i>Local assessment information (DIBELS Next, Delta Math, Running Records, NWEA and district common formative assessments) shared with parents at conferences</i> ● <i>M-STEP results are shared in a timely manner</i>
<p>1116 (c) (4) (B) Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet</p>	<p>Parents are provided information about the school’s curriculum, assessments, and proficiency level expectations in the following ways:</p> <ul style="list-style-type: none"> ● <i>Standards Based Report Cards and progress reports</i> ● <i>Telephone Calls/E-mail correspondence</i> ● <i>Parent conferences (Fall/Spring/additional conferences upon parent or teacher request)</i> ● <i>District Web Site – Policy and Compact available on website</i> ● <i>Parent Portal – PowerSchool (online grading system)</i> ● <i>Daily/Weekly Take Home Folders</i> ● <i>Back to School Open House (annual Title 1 meeting)</i>
<p>1116 (c) (4) (C) Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision making as it relates to their child’s education, and to respond to any suggestions as soon as possible</p>	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:</p> <ul style="list-style-type: none"> ● <i>Include School-Wide Title 1 as a monthly agenda item at HOPE meetings. Utilize parent feedback to revise and update our School-Wide Title 1 services to meet the needs of all parents and students. Share suggestions and comments with the appropriate audience (LEA and/or School Improvement Team) and act on suggestions as appropriate.</i> ● <i>Conduct multiple Parent Surveys</i> ● <i>Parent conferences (Fall/Spring/additional conferences upon parent or teacher request)</i> ● <i>Telephone Calls/E-mail correspondence between parents, teachers and school</i>
<p>1116 (c) (5) Ensure that if the schoolwide program plan is not satisfactory to parents of participating students, submit any parent comments on the plan when the school makes the plan available to the Local Education Agency</p>	<p>If parents are not satisfied with the school improvement plan or programs, they have opportunities to make comments by:.</p> <ul style="list-style-type: none"> ● <i>Include School-Wide Title 1 as a monthly agenda item at HOPE. Utilize parent feedback to revise and update our School-Wide Title 1 services to meet the needs of all parents and students. Share suggestions and comments with the appropriate audience (LEA and/or School Improvement Team) and act on suggestions as appropriate.</i> ● <i>Participating in Parent Surveys</i> ● <i>Parent/Teacher Conferences</i> ● <i>Telephone calls/email correspondence between parents, teachers and school</i>
<p>1116 (d) (1) Jointly, with parents, develop a school-parent compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement</p>	<ul style="list-style-type: none"> ● <i>The compact is given to all parents at the beginning of the school year and reviewed at the fall. Teachers discuss how the compact relates to the success of each individual child. This ensures a strong home/school connection and allows all stakeholders to have a voice.</i> ● <i>The Parent/Teacher/Student compact is reviewed annually. Revisions are made based on Parent Survey results and additional suggestions provided by parents.</i> ● <i>Spring Planning Session</i> ● <i>HOPE meetings</i>
<p>1116 (d) (2) (A) Include a schedule for Elementary Parent/Teacher Conferences, at least annually,</p>	<p>The Parent/School Compact will be shared annually at Parent/Teacher Conferences each fall. This is an opportunity for the parents and the teacher to</p>

<p>during which the Compact will be discussed with parents as it relates to the individual child's achievement</p>	<p>share ways in which they can jointly support the child's learning at home and school.</p> <ul style="list-style-type: none"> • <i>The compact is given to all parents in the beginning of the year packet.. The compact is reviewed with parents at Fall Parent/Teacher Conferences.</i> • <i>The compact is reviewed annually. Revisions are made as appropriate based on the feedback from parent survey results and additional suggestions provided by parents.</i>
<p>1116 (d) (2) (B) Provide frequent reports to parents on their child's progress</p>	<p>Student progress is reported to parents in several different ways at a variety of time throughout the school year including:</p> <ul style="list-style-type: none"> • <i>Standards based report cards</i> • <i>Parent portal (online grading system)</i> • <i>Progress reports available on as-needed basis</i> • <i>Parent Teacher Conferences (Fall, spring, and additional conferences available upon request by parent or teacher)</i> • <i>Phone calls and emails</i>
<p>1116 (d) (2) (C) Afford parents of children receiving Title I services, reasonable access to staff, opportunities to volunteer, and participate in their child's class, and observation of classroom activities</p>	<p>School staff ensure parents have access to communicate with them about their child's education in a variety of ways including:</p> <ul style="list-style-type: none"> • <i>HOPE (Parent Teacher Organization)</i> • <i>Room Parent/Helpers</i> • <i>Chaperones for field trips</i> • <i>Room observations as requested by parents (as needed)</i> • <i>Muffins with Moms, Donuts with Dads, etc</i> • <i>Christmas and spring music concerts and art show</i> • <i>Math, Literacy and other Family Engagement activities</i>
<p>1116 (d) (2) (D) Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.</p>	<p>School staff ensures regular two-way communication between staff and family by:</p> <ul style="list-style-type: none"> • <i>Biweekly school newsletters</i> • <i>Facebook pages</i> • <i>Online smore classroom newsletters</i> • <i>Viking View (quarterly district newsletter)</i> • <i>Emails, phone call or face-to-face scheduled meetings (as needed)</i>
<p>1116 (e) (1) Shall provide assistance to parents served by the school in understanding the State's academic content standards, the State and Local assessments, and how to monitor their child's progress</p>	<p>School staff annually shares the State's content expectations with parents, the state's annual assessment (MSTEP) with parents, and how to monitor their child's progress.</p> <ul style="list-style-type: none"> • <i>Grade level Curricular Brochures</i> • <i>Parent/Teacher Conferences (fall, spring, additional conferences available upon teacher or parent request)</i> • <i>Local assessment information (Running Records, DeltaMath, NWEA, district common assessments) shared with parents at conferences</i> • <i>Students receiving additional assistance will be progress monitored on a monthly or a bi-weekly basis depending on student need. Information will be shared with parents when appropriate.</i> • <i>Reading Teacher available to provide information and answer questions about assessments</i>
<p>1116 (e) (2) Shall provide materials and training to help parents work with their children at home to improve their children's achievement</p>	<p>Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child's academic progress. These include:</p> <ul style="list-style-type: none"> • <i>Family Engagement Evening Activities (Math, Literacy, SEL, etc)</i> • <i>Kindergarten registration</i> • <i>Kindergarten orientation</i> • <i>Web-based reading and math programs (Freckle, Prodigy, etc)</i> • <i>Provide lists of community resources to individual parents and assistance in accessing these resources, as needed</i> • <i>Summer Tutoring Program</i> • <i>After School Tutoring</i>

	<ul style="list-style-type: none"> ● <i>Providing summer information on library programs, amps, and additional resources</i> ● <i>Weekly newsletters/Classroom newsletters/Viking View</i> ● <i>HPS District Website Parent Portal</i>
1116 (e) (3) Shall educate staff in the value and utility of parents' contributions. Staff shall receive guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school	<p>On-going professional development for staff on effective ways to increase parent involvement occurs annually.</p> <ul style="list-style-type: none"> ● <i>Hopkins Elementary School values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will attend workshops and implement new ideas for effective parent communication. When situations occur that involve students or the welfare of the entire school community, parents are always the first point of contact. Technology support staff will in-service teachers on how to utilize teacher generated webpages to post classroom newsletters and add materials and resources</i>
1116 (e) (4) Shall coordinate and integrate parent involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children	<p>Coordination with other programs for parent involvement includes:</p> <ul style="list-style-type: none"> ● <i>Curricular Family Engagement Activity (Math, Literacy, SEL, etc)</i> ● <i>Kindergarten registration and orientation evenings</i> ● <i>HOPE (PTO organization)</i> ● <i>Family Coaching biweekly playgroup events</i> ● <i>Transition events for students entering middle school</i> ● <i>Room parents/volunteers in the classroom and on field trips</i>
1116 (e) (5) Shall ensure information is shared with parents in a language and format they can understand	<p>Information is shared with parents in a language and format they can understand. Examples include:</p> <ul style="list-style-type: none"> ● <i>Weekly communication (format varies by teacher)</i> ● <i>Viking View</i> ● <i>Interpreter (as needed for parent contacts)</i> ● <i>Phone calls and emails</i> ● <i>District website and teacher websites</i> ● <i>Facebook pages</i>
1116 (e) (14) Shall provide other reasonable support for parental involvement activities as parents may request	<p>Parents are provided with other reasonable support such as:</p> <ul style="list-style-type: none"> ● <i>Make every effort to accommodate parent requests to ensure that students and parents individual needs are met in order to foster more positive parent involvement</i>
1116 (f) Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children	<p>Staff provide opportunities for full parent participation:</p> <ul style="list-style-type: none"> ● <i>Flexible meeting times</i> ● <i>Handicapped Accessible Facilities</i> ● <i>Home Visits</i> ● <i>Phone Conferences (bilingual interpreter, as needed, for all parent contacts)</i> ● <i>School newsletter/classroom newsletters/district newsletters written in a language parents can understand per request</i> ● <i>Accommodations for deaf parents</i> ● <i>Collaboration with community agencies (ie: CMH, etc)</i> ● <i>Accommodations are made as needed to ensure participation of all parents including parents with limited English proficiency, parents with disabilities, and parents of migratory children</i>