Horatio B. Hackett School
Parent and Family Engagement Policy

School Year 2019-2020
Revision Date: 04/24/2019

In support of strengthening student academic achievement, **H.B.Hackett School** 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 **H.B. Hackett 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

H.B. Hackett 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.

- **We will encourage parents to attend the Winter and Spring Title I Parental Input Meeting. At these meetings, parents are given input into the development of parent engagement activities as well as the parent and family engagement policy and the school parent compact. This year, the parent input meeting for the documents was held on April 3, 2019.**
- **Parents will be invited to attend School Advisory Council meetings.**
- **Parent surveys will be distributed to collect parent feedback.**

Section B: ANNUAL TITLE I MEETING

H.B. Hackett 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.

- **During Back to School Night in the Fall, the school will hold its annual Title I Parent Meeting. This will include a presentation to parents with information about the requirements of Title I part A, parent rights under the law, the state's academic content standards and assessments, how to work with educators and ways to monitor student progress.**

Section C: COMMUNICATIONS

H.B Hackett 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) Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.

2) Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.

3) Parent meetings will be held at different times to encourage increased parent attendance. All meetings will be advertised in advance through flyers and phone messenger calls.
4) All communication between the school and home will be sent in parent-friendly language. We have the capacity to translate documents into multiple languages in partnership with the district Multilingual Office. Class Dojo also has a "translate" function that increases parent communication in home languages.
5) 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

H.B. Hackett 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.

- **We will encourage parents to attend the Winter and Spring Title I Parental Input Meeting. At these meetings, parents are given input into the development of parent engagement activities as well as the parent and family engagement policy and the school parent compact. This year, the parent input meeting for the documents was held on April 3, 2019.**
- **Additionally, we provide opportunities during our meetings throughout the year for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.**

Section E: RESERVATION OF FUNDS

H.B. Hackett 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:

- **During the Annual Title I Winter and Spring Meetings, parents will be given input into the spending of Title I dollars. Suggestions will be taken on how to spend the 1% parent set aside in a way that best meets the needs of parents and supports them in helping their child at home with academic progress. This year, we held a meeting on April 3, 2019 to gather input.**
- **Invite and encourage parents to attend our monthly School Advisory Council Meetings.**

Section F: COORDINATION OF SERVICES

H.B. Hackett School 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:

- **Providing parent workshops in both literacy and math.**
- **Offering a variety of Kindergarten Transition activities for prospective students and their parents.**
- **Bridging the school's relationship with its surrounding community by hosting a variety of volunteer day opportunities and special events.**
- **Homework help workshops**

Section G: BUILDING CAPACITY OF PARENTS

H.B. Hackett 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

- **During Back to School Night in the Fall, the school will hold its annual Title I Parent Meeting. This will include a presentation to parents with information about the requirements of Title I part A, parent rights under the law, the state's academic content standards and assessments, how to work with educators and ways to monitor student progress. We will also build parent capacity for supporting student learning through these communication methods:**

Class Dojo

- **Report Card Conferences**
- **Interim Reports**
- **FACE (Family and Community Engagement): parent workshops, literacy workshops, meetings with families**

Section H: BUILDING CAPACITY OF SCHOOL STAFF

H.B. Hackett 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- during the Fall or Winter, during one of the district PD days will be used, in part, to train staff on effective parent engagement and strategies for quality communication with parents. This PD will be informed by the results of the school level parent surveys and these results will be shared with staff at this PD.**
- **Parent-Teacher conferences as needed to discuss individual student's needs.**

H.B. Hackett School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- **We will provide assistance to families in understanding topics that monitor students' success (state and local assessments).**
- **We will provide families with materials to help parents work with their children to improve academic achievement.**
- **We will create a parent resource room within the building.**
- **Parents have opportunities to volunteer within the school building.**

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Principal Signature **Date**