

# Hillside Elementary School

## **Title I School-Wide Parent Involvement Policy**

Parents are their children's first and most important teachers. When the school and parents are involved cooperatively, positive results occur. These include high student achievement, reduced absenteeism, improved behavior, and a feeling of confidence regarding the partnership between home and school.

### Part I: Policy Involvement

**Convene an annual meeting: 1118 (c) (1)** *Hillside elementary School will:*

- Hold an annual meeting for all parents at the first Parent-Teacher-Organization meeting in September.
- The purpose of the meeting will be to share the School-wide School Improvement Plan, Review the Parent Involvement policy, and to explain our Title 1 program and how parents can be involved to help their child be successful.
- Parents will be notified of the meeting the first week of school informing them of the time and date.
- Hold a meeting to present the Annual Report at our second PTO meeting at the end of September.

**Offer flexible meeting times & varied activities designed to support and encourage the involvement of all parents: 1118 (c) (2)** *Hillside Elementary School will ensure the involvement of all parents by offering the following activities:*

- Parent Orientation Night (curriculum based)
- Monthly Parent Academic Workshops (Childcare Provided)
- Parent – Teacher Conferences
- Monthly PTO Meetings
- Flexible IEP Times
- Parent Involvement Coordinator
- Fall Open House
- Progress reports every two weeks
- PA25 Annual Report
- Parent participation with building school improvement tasks
- Two way communication
- Student / Parent / School Compact
- Parent Volunteers

**Involve parents in planning, reviewing, and improving the School-Wide Title 1 program, including the School and District Parent Involvement Policy: 1118 (c) (3)** *Hillside Elementary School will ensure the involvement of parents in planning and reviewing the School-Wide Title 1 program by:*

- Reviewing the Parent Involvement Policy at the first PTO meeting.
- Posting the Parent Involvement for parents to review during December's parent Teacher conferences in a visible location. A suggestion box under the plan will make it possible for parent to share suggestions.
- Reviewing and distributing the parent-school compact at our December PTC's.
- Conducting a parent survey for all parents.
- Placing a suggestion box in a visible location for continued communication between parents and school all year. Reviewing suggestions and comments at monthly PTO meetings. Acting on these suggestions made by stakeholders as appropriate.
- Hold a Title I meeting in January at flexible times to review the title I program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program. These suggestions will be used to revise the parent school compact and parent involvement policy.
- Expanding all avenues of communication with parents (school newsletters, district publications and website) to increase parent involvement in the school-wide Title I program.

**Provide timely information about the School-Wide Title 1 Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c) (4) (A) (B)** *Hillside Elementary School will provide timely information through:*

- Parent Orientation Night (curriculum based)
- Monthly Parent Academic Workshops (Childcare Provided)
- Parent – Teacher Conferences – December and February
- Monthly PTO Meetings
- Annual Title I Meeting
- Flexible IEP Times
- Parent Involvement Coordinator
- Fall Open House
- Progress reports and report cards
- PA25 Annual Report
- Parent participation with building school improvement tasks
- Two way communication – Telephone calls, E-mail correspondence
- Student / Parent / School Compact
- Parent Volunteers
- District Web Site – Policy and Compact available on web site
- Home visits
- Parent-Student handbook
- Weekly take home folders
- School/classroom newsletters

**Provide parents the opportunity to interact with teachers regarding the education of their children. Include parents in the decision making process and utilize their suggestions for improvement.**

**Revise the School-Wide plan to meet student and parent need and share revisions with LEA: 1118**

**(c) (4) (C) & 1118 (c) (5)** *Hillside Elementary School will provide parents an opportunity to interact with their child's school by:*

- Parent suggestion box located in a visible location where parents can make suggestions for improvement and comments regarding the school-wide Title I Program. Include school-wide Title I as a monthly agenda item at PTO meetings and share suggestions.
- Conduct a parent survey in the spring.
- Hold a Title I meeting in February to begin evaluating the school improvement plan, parent policy and compact.
- Parent conferences (December, February, additional conferences upon parent request).
- Telephone calls – e-mail correspondence between parents, teachers and school.
- Hillside's mail system (Hornet Mail).

## Part II: Share Responsibilities for High Student Academic Achievement

**Develop jointly with parents and teachers a School/Parent/Student Compact. The compact will outline ways in which the parents, school staff, and students will work together to ensure high student academic achievement. The compact will be reviewed and discussed during fall parent-teacher conferences: 1118 (d) (1) & 1118 (d) (2) (A)**

*Hillside Elementary School will develop a School / Parent / Compact:*

- The Parent / Teacher / Student compact is developed with parent input and reviewed annually. Revisions are made based on the December PTC survey results and additional suggestions provided by parents.
- The compact is reviewed and given to all parents at the November Parent-Teacher conference. 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.

**Provide frequent reports to parents on their children's progress: 1118 (d) (2) (B)** *Hillside Elementary School will provide various academic reports to parents:*

- Reports cards – November, March, and June
- Progress reports once a month – more often for at-risk students
- On-line access to grades, lessons, and attendance (Skyward)
- PTC's in December and February – additional conferences available upon request

**Afford parents reasonable access to staff. Provide opportunities for parents to volunteer participate and observe in their child's classroom: 1118 (d) (2) (C)** *Hillside Elementary School has*

*an open door policy for parents with both administration and staff. Additionally, parents are encouraged to participate in the following activities:*

- Monthly PTO meetings
- Room helpers
- Reading Buddies
- Tutoring one-on-one
- Chaperones for field trips
- Playground / lunchroom help
- Lunch with their child
- Library volunteers
- Typing in our publishing center
- Office / health room help

### Part III: Building Capacity for Involvement

**Provide information and assistance to parents regarding the state and local academic standards and assessments: 1118 (e) (1)** *To ensure that parents are informed about academic standards and assessments, Hillside Elementary School will provide the following:*

- Parent copy of Grade Level Content Expectation / Common Core Standards at parent orientation night
- PTC's
- Local assessment information (Dibels, school-wide assessments in reading, writing, math, spelling, benchmark assessment in science / social studies) shared with parents at PTC's
- Students receiving additional assistance will be progress monitored on bi-weekly basis depending on student need. Information will be shared with parents when appropriate.
- Monthly parent workshops

**Provide materials and training to parents: 1118 (e) (2)** *Hillside Elementary School offer training and materials to parent through the following events and activities:*

- Parent Orientation Night
- Monthly parent workshops
- Take-home book bags – daily or weekly
- Provide lists of community resources to individual parents and assistance in accessing these resources as needed
- Summer school
- Weekly school / teacher newsletter
- PTO meetings

**Educate teachers, Title 1 staff and principals regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs: 1118 (e) (3)**

- Hillside Elementary School values and respects parent involvement in the school community. Parent involvement will be part of the professional plan. Time at bi-weekly staff meetings will be devoted to learn about effective parent communication (6 types). Teachers will learn how to post classroom newsletters, add materials and resources to the school website. A parent resource room is available to all parents.

**Coordinate parent involvement activities with other programs: 1118 (e) (4)** *Hillside Elementary School will work to coordinate programs to ensure success for all:*

- Grandparents program
- PTO
- City Library assemblies
- Chartwell's food service program

**Inform parents of school and parent programs in a timely and practical format in a language they can understand: 1118 (e) (5)** *To ensure that all parents are informed in a timely and user-friendly manner, Hillside Elementary School will provide:*

- Weekly take home folders
- School / classroom newsletters
- Local newspaper

**Provide support for parental involvement at their request: 1118 (e) (14)** *Hillside Elementary School will make every effort to support our parents and make sure their needs are met:*

- 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.
- Parent Coordinator will ensure increased communication

## Part IV: Accessibility

**Parent involvement activities accessible to all parents, including those with disabilities and parents who use English as their 2<sup>nd</sup> language: 1118 (f)** *Hillside Elementary School will provide:*

- Flexible meeting times
- Handicapped accessible facilities
- Home visits
- Transportation assistance

- School / classroom newsletters written in a language parents can understand
- Collaborations with community agencies