

Title I Parent and Family Engagement Policy

Hawkins Elementary School

2020-2021

Part I: Policy Involvement 1118 (b)

At Hawkins Elementary we involved parents in the development of the Parent Involvement Policy/Plan in various ways. During the 2019-20 school year, our team met three times to review the law regarding to Parent Policy requirements. We then discussed the current activities in the building and suggested additional activities that would support parent involvement. We then asked for feedback from our parents who give input for our School Improvement Plan, as well as asking for parent input at our Title I Annual Meeting, and our monthly Hawkins Parent Council (PTO) meetings. This year do to Covid 19 protocols all meetings all meetings will be virtual.

Convene a Title I Annual Meeting 1118 (c) (1)

At Hawkins Elementary School, we hold our Annual Title I Meeting at the beginning of the school year. This year due to Covid 19 we will hold a virtual meeting that will be recorded for parents to view at any time. The meeting will be posted on the school webpage as well as PTO site. Parents are notified of the meeting through letter invitations, MiStar, letters home and Facebook, PTO site. We include the following information in the Annual Meeting:

- *Shared the Parent Involvement Policy/Plan and asked for feedback*
- *Shared the Title I School/Family Compact and ask for feedback*
- *Further explained specific Title I eligibility and services available*

- *Asked for parental input/suggestions regarding our programming needs, which determined meeting topics for future Title One Parent Informational Meetings*

Offer flexible meeting times & varied activities designed to support and encourage the involvement of all parents: 1118 (c) (2)

At Hawkins Elementary School, we offer flexible meeting times and encourage parental involvement in the following ways:

- *Host an annual Curriculum/Parent Night, and work with our PTO to develop reach out plan , (virtual this year due to Covid 19)*
- *Hold Title One Parent Informational Meetings throughout the school year, (virtual this year due to Covid 19)*
- *Offer Kindergarten Information day run by the principal, K-Day, Teachers will create classroom videos with introduction and tour of room. Information will go home which offer specific strategies and materials for parents to use with their children. PTO work with office staff to make follow up contacts to late enrollees, to teach how to use the materials and be involved*
- *Conduct Parent/Teacher conferences as allowed due to Covid 10*
- *Hold monthly PTO meetings, , (virtual this year due to Covid 19)*
- *Hold parent learning sessions (i.e., Math/Reading Night, STEAM Night, which focus on math, science and reading strategies to use with students, this year these will be dependant on what Phase we are in.*
- *Offer family activities (i.e., Lit Night, STEAM Night.), This year this will be dependant on Phase we are in.*
- *Encourage parents to volunteer and participate in classroom and building activities (i.e., classroom projects/activities, Fun Run Day, etc.) This will be supported by the PTO to promote parent involvement to support student learning. This may look different this year due to Covid 19.*
- *Host a family celebration at End of the Year Carnival if permitted by Phase.*
- *Include PTO representative at staff meetings, when appropriate*

Involve parents in planning, reviewing, and improving the Title I program, including the School Parent Involvement Policy: 1118 (c) (3)

At Hawkins Elementary School we encourage our parents to review and provide input to our program in the following ways:

- *Review and solicit feedback on the Parent Involvement Policy/Plan in various ways (i.e., Title I Annual Meeting, PTO meeting, Parent Nights, etc.)*
- *Share the school Parent Involvement Policy at the Parent Curriculum Night, Title I Annual Meeting, PTO, Hawkins Website*
- *Post a suggestion box by the Policy/Plan, for parents to give their thoughts and opinions*
- *Have a Title I corner in the monthly school newsletter to share important information regarding policy, parent participation, services available, (i.e. Title I Annual Meeting dates, interventions, Resource Night, etc.) The PTO will provide Title I information/family supports through the school website, ensuring parent friendly language is used*
- *Parent Compact will be distributed to parents by mail due to Covid 19. Parents will initial/sign to ensure that they have reviewed the document. Parents are asked to offer Compact feedback through an anonymous suggestion box and at the Title I Annual Meeting.*
- *Opportunity for parent feedback is built into monthly PTO meetings.*
- *Annual online parent survey is conducted. Computers and paper copies are also available to encourage participation.*
- *An Annual Title I meeting will be held to review programming, the Parent Involvement Policy, and to ask for suggestions. PTO will work to involve families and increase attendance.*
- *Translations for newsletters, plans, and policies for the ESL Families are provided.*

Provide timely information about the Title I Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c) (4) (A) (B)

At Hawkins Elementary School, we offer the following opportunities so that parents will better understand the curricular expectations and assessments for their student: Much of this will depend on the Phase we are in.

- *Fall Parent Curriculum Night, (virtual this year due to Covid 19)*
- *Fall and Spring Parent conferences (Spring if needed)*
- *PTO will work with staff to provide input and assist in planning for Parent Involvement activities, specifically to communicate academic curriculum, expectations, and assessment.*
- *PTO will focus on building parent involvement through use and viewing of website*
- *Weekly school newsletters, classroom newsletters*
- *Progress reports, Reports cards, Mi Star*
- *Brighton Area Schools District Website, Hawkins Elementary School Website,*
- *Parent workshops*
- *Weekly Take Home Folders and Student Agendas to be reviewed/signed*
- *Kindergarten Round-up, K-Day, Kindergarten Orientation*
- *Parent Meetings, phone calls, email correspondences*
- *Parent Handbook link on district website to inform parents of the handbook and curriculum*
- *Reference to curriculum found on Livingston County and State of Michigan websites*

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 plan to meet student and parent need and share revisions with LEA: 1118 (c) (4) (C) & 1118 (c) (5)

At Hawkins Elementary School, we view our parents as partners in their child's education and offer the following opportunities to strengthen that partnership:

- *Host fall and spring conferences, (spring as needed), to discuss student progress, achievement, Student Action Plans, goals, and interventions*
- *Include Title I information as a monthly agenda item at the PTO for awareness and parental feedback*
- *Have a Title I corner in the monthly school newsletter to share important information regarding policy, parent participation, services available, (i.e. annual meeting dates, interventions, Resource Night, etc.)*
- *Post a suggestion box by the plan, for parents to give their thoughts and opinions*
- *Gather anonymous parent feedback at Title I Annual Meeting and through an annual online survey*

Part II: Share Responsibilities for High Student Academic Achievement

The Hawkins Parent/Teacher/Student Compact outlines the expectations for all stakeholders, is reviewed annually, and input is offered through the Title I Annual Meeting and an PTO meeting. This tool is used to discuss how the Compact relates to the success of each individual child. The Compact encourages a strong home/school/connection and allows for all stakeholders to be clear on the expectations and offer feedback.

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) If we are unable to have conferences the Compact will be sent home by mail.

The Brighton Area Schools district provided a starting point from which buildings could use to modify to fit our buildings. At Hawkins Elementary School we involved parents in the development of the School/Family Compact in various ways. During the 2018-19 school year, our team reviewed our Compact to ensure that all of the legal requirements are met for our Parent Policy. We then discussed the current activities in the building and suggested additional activities that would support parent involvement. We then asked for feedback from our parents who sit on our Title I Parent Committee, as well as asked for parent input at our Title I Annual Meeting, and our monthly PTO meetings. The Compact was re-designed and co-created by parents and staff at an PTO meeting, followed by a staff meeting during the 2018-19 school year. The Compact and Parent Involvement Plan was sent to the Title One Parent Committee for feedback, as well. The School Improvement Team, staff, and parent committees made the decision to create a two-ply compact, in order to provide the family and the school a signed copy of the compact.

At Hawkins Elementary School, we will:

- *Host fall conferences and include a review and discussion of the School/Parent/Student Compact and student progress. Spring conferences are held to discuss student progress, as well.*
- *Include a review of the Compact in the Title I Annual Meeting to create awareness and parental feedback*
- *Post a suggestion box by the plan, for parents to give their thoughts and opinions about the Compact*
- *Feedback about parent-friendly language was solicited at the Title One Annual Meeting (Parents are asked to review the language on the compact and indicate if anything was not clear or needed to be clarified. Compacts with feedback can be turned in at the meeting or at a later time.)*
- *Gather anonymous parent feedback through an annual online survey ensure that the Compact includes parent-friendly language for clear understanding*
- *Progress reports and Mi Star Access will make student progress data available to all families*
- *Work with the PTO to effectively communicate with parents and identify areas to best support their child's academic achievement*

Provide frequent reports to parents on their children's progress: 1118 (d) (2) (B)

At Hawkins Elementary School, we provide:

- *Mi Star Access provides 24 hour updated information available for parents to review student progress*
- *Three district electronic report cards are available per year. Hard copies are available upon request.*
- *Student agendas are used daily to communicate progress, as well as informational and assessment information.*
- *Fall and spring conferences are held to discuss student progress, achievement, Student Action Plans, and interventions.*
- *Various support resources are used for student academic practice, which also reports student progress, such as Xtra Math.*
- *Classroom and school newsletters are used to remind parents of important upcoming dates and information directly related to student progress.*
- *Daily Behavior Plans are used for individual students.*

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

At Hawkins Elementary School:

- *We have an open door policy for parents with both staff and administration. This year due to Covid 19 all meetings are by appointment only.*
- *Staff invite parents to contact them through email and daily agendas/daily folders.*
- *Parents are encouraged to participate in many school activities, such as room parents, chaperones for field trips/class activities, assistants/participants in various events (i.e., Legos, Lunch with a Loved One, Fun Run, Popcorn Friday Poppers, MSTEP breakfasts, etc.)*
- *Social Work referrals allow for parents to contact social worker and request support.*
- *Parents are a valuable part of our safety plan, as they serve as morning hallway and front door greeters, and parking lot assistants.*
- *PTO is an open group which encourages parent involvement on many levels, including ongoing roles, in addition to project based opportunities.*

Part III: Building Capacity for Involvement

Provide information and assistance to parents regarding the state and local academic standards and assessments: 1118 (e) (1)

At Hawkins Elementary School, we provide:

- *Parent/Teacher conferences twice per year (Fall and Spring) to discuss student progress and share information about standards, goals and assessments.*
- *Information is shared at Parent (curriculum) Night in the fall. , (virtual this year due to Covid 19)*
- *Assessment student data profiles are generated from Pearson Inform.*
- *M-STEP and MAP test information communications are sent (i.e., letter home, Listserv, newsletters.)*
- *Academic standards and assessment information are shared electronically, via Progress reports, Reports cards, Mi Star Access. Hard copies are available upon request.*
- *Communications are sent through the Brighton Area School District Website, Hawkins Elementary School Website*
- *Weekly school newsletters and classroom newsletters communicate standards and assessment information.*
- *Parent workshops and enrichment opportunities (i.e., Reading/Math Night/Science Night) offer opportunities for teaching assistance to parents regarding academic standards and assessments.*
- *Kindergarten Round-up, K-Day, and Kindergarten Orientation are first time sharing opportunities to meet this goal. This may look different this year due to Covid 19.*
- *Parent Meetings, phone calls, and email correspondences are additional means for providing information.*
- *The Parent Handbook is on district website informs parents of the handbook and curriculum.*
- *A link to the Math Expressions online website is on the Hawkins website.*

- *Reference to the curriculum is found on the Livingston County and State of Michigan websites.*

Provide materials and training to parents: 1118 (e) (2)

At Hawkins Elementary School:

- *JK-4 parent workshops and learning sessions (i.e., Reading/Math/Technology Night/Science Night) offer opportunities for providing materials strategies, and training to support student achievement. , (virtual this year dou to Covid 19)*
- *Materials and training are provided to kindergarten parents/families at Kindergarten Round-up, K-Day, Kindergarten Orientation and Parent Night. , (virtual this year dou to Covid 19)*
- *Academic standards and assessment information are shared electronically, via Progress reports, Reports cards, Mi Star Access. Hard copies are available upon request.*
- *Various materials and training opportunities are shared through theBrighton Area Schools District Website, and Hawkins School Website..*
- *Weekly school newsletters and classroom newsletters communicate opportunities to support parents/families with materials and training.*
- *Parent Meetings, phone calls, and email correspondences are additional means for providing materials and information. This is done for large groups of students, as well as individual students.*

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

All staff at Hawkins Elementary School respect and value the home-to-school connection and parent and family involvement. There are many components integrated into our programming and School Improvement Plan. The demographics of our school community present some challenges with parent involvement, therefore, staff is committed to learning and implementing best practice research and new strategies and ideas for successful parent involvement and communication. Working closely with parents and families is a high priority and we consistently

work together in all situations that involve our school community. In addition to continuing our work in learning effective strategies when working with families in poverty through research and a book study, we refer to an Livingston Schools consultant to offer PD on best practice strategies and approaches. These training sessions are open for all staff to attend.

Coordinate parent involvement activities with other programs: 1118 (e) (4)

At Hawkins Elementary School:

- *The PTO meets monthly and parents are encouraged and invited to be involved in the school programming and activities.*
- *Parents are informed about school activities in the Title I Parent Meeting.*
- *Math/Literacy/Science and Activity Parent events offer opportunities to involve families with academic support.*
- *Parents participate in our School Safety Plan in various ways, which supports our overall programming. Parents have been highly involved this year as we developed new procedures due to Covid 19.*

Inform parents of school and parent programs in a timely and practical format in a language they can understand: 1118 (e) (5)

At Hawkins Elementary School:

- *Weekly school newsletters and classroom newsletters regularly inform of school/parent programs and important information.*
- *Daily agenda and folders communicate progress, programming, and information to families.*
- *Staff works with PTO to successfully inform parents about programs in a timely, practical format in parent friendly language.*

- *Newsletters are translated for Spanish speaking families and interpreters are used for school events, programs, informational meetings, conferences, etc.*
- *Title I Parent meeting is conducted to discuss school and Parent Involvement Programs. , (virtual this year due to Covid 19)*
- *Information is shared during Parent Night through principal and teacher presentations. , (virtual this year due to Covid 19)*
- *Electronic communications are done through Listserv, the school and district website.*
- *Information is shared at Kindergarten Round-up, K-Day, and Kindergarten Orientation.*
- *PTO serves as a liaison for parents.*
- *PTO is part of New Family Welcoming Plan to offer information about our school and extend personal invitation and share ways to be involved in our school.*

Provide support for parental involvement at their request: 1118 (e) (14)

At Hawkins Elementary School:

- *Kindergarten Round-up, K-Day, and Kindergarten Orientation are first time sharing opportunities to meet this goal. Due to Covid this will look different this year.*
- *Interpreters and translated newsletters are provided for our Spanish speaking families.*
- *The PTO will provide contact/communication opportunities for parents.*
- *We have a close partnership with the PTO. We offer many opportunities for parent involvement together and those are shared at all school-wide events.*
- *PTO meets monthly and opportunity for parents to provide feedback and make requests is afforded in each meeting.*

Part IV: Accessibility

Parent involvement activities accessible to all parents, including those with disabilities, parents of migratory students, and parents who use English as their 2nd language: 1118 (f)

At Hawkins Elementary School:

- *PTO meets monthly and offers various times for meeting.*
- *Interpreters are utilized for families needing assistance at school activities, conferences, parent meetings (i.e., Spanish Speaking families, Sign Language Interpreter)*
- *Newsletters are offered in Spanish for Spanish speaking families.*
- *Hawkins is a handicapped accessible facility, door opening assistance, ramps, and handicapped accessible restrooms.*
- *Accommodations for home visits and partnership with local mobile home park administration are made, as needed.*
- *Mi Star Access provides families information related to their child's information, including attendance, food service, student progress, and report cards. Hard copies are available upon request (as offered through newsletter, beginning of the year information, and Parent Night).*
- *Various materials and training opportunities are shared through the Brighton Area Schools District Website, Hawkins Website, and Moodle. The PTO will further support these efforts and communications.*
- *Monthly school newsletters and classroom newsletters communicate opportunities to keep all families informed.*
- *Partnerships with community agencies provide Hawkins families with services and support (i.e., Youth Assistance, Community Sharing, Police Department, Optimist Club, et.c)*