



**407 S. Liberty Hill Road
Morristown, TN 37813
423-586-7472**

**Dr. Lindsey Cochran, Principal
Mrs. Whitney Hodges, Asst. Principal**

In support of strengthening student academic achievement, Hillcrest Elementary 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 Hillcrest Elementary School agrees to implement the following requirements as outlined by Section 1116:

- Involve families, 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 school improvement 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 families and the school, distribute it to the families 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 families with limited English proficiency, families with disabilities, and families 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 families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family 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 families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child's learning;
 - (B) families are encouraged to be actively involved in their child's education at school;
 - (C) families 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; and

(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:

JOINTLY DEVELOPED

Hillcrest Elementary School will take the following actions to involve families 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 families, 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.

Our superintendent's advisory council member will work to review and improve the current family engagement plan. Collaboratively, the support team will work with parents to discuss and implement improvements. The team will meet each nine weeks to determine if changes need to be made or if the plan should remain as written.

ANNUAL TITLE I MEETING

Hillcrest Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

Annually, the Title I Coordinator will distribute the Title I Family Engagement Plan and review the requirements of both the compact and the engagement policy.

COMMUNICATIONS

Hillcrest Elementary School will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- 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 and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand.

All communications will be distributed in the monthly School Newsletter (both in English and Spanish), Facebook posts, Foyer Computer Display, Outdoor School Sign, PA System, and Other School Communications.

SCHOOL-PARENT COMPACT

Hillcrest Elementary School will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

The staff, parents/guardians, and students of Hillcrest Elementary School hold high expectations for themselves and accept shared responsibility for student learning, high achievement, communication, and positive self-development. To accomplish this, we agree to the following:

As Hillcrest Elementary School staff and faculty, we will:

- Provide an academic program that is individualized and challenging
- Give families timely reports on student progress and on the school's overall performance
- Be accessible to parents/guardians and respond to their questions and concerns in a timely manner
- Involve parents/guardians in the activities and programs of the school
- Set and enforce firm and fair safety, discipline, and drug policies
- Provide a warm, safe, and caring environment conducive to learning

As parents/guardians, we will:

- Send children to school on time, appropriately dressed, and prepared to learn
- Monitor and supervise progress and completion of homework
- Find a quiet, well lighted place for my child to do his/her homework and see that it is returned to school
- Read at home together or encourage students to read at least 20 minutes a day
- Be champions of the school, expressing public support for programs and teachers
- Attend at least one parent-teacher conference
- Support the school in its effort to maintain good discipline and a safe environment for learning

As a student of Hillcrest Elementary, I will:

- Attend school regularly, ready to learn, will give my best effort
- Talk to my family about problems and progress in school
- Seek assistance from teachers when there are problems with schoolwork
- Follow the discipline, safety, and drug policies of the school
- Take care of my school building, technology, learning tools, and learning spaces
- Treat adult and other students with fairness and respect

RESERVATION OF FUNDS

If applicable, Hillcrest Elementary School will take the following actions to involve the families 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:

- Providing Parent Communication Folders
- Funding Parent Events such as:
 - Funding supplies for International Night, Technology, Open House, Book Fair, Field Day, LEAP Meetings, Academic Honors, Parent Advisory Council, Musical Programs, and the Veterans Day Programs.
- Actively supporting stakeholders by providing staff for Parent Teacher Conferences, Child Care, and Translation Services
- Funding supplies and training for field trips, American Education Week, Read Across America Week, College and Career Day, Arts Build Skills Curriculum, and other events as scheduled throughout the school year.

COORDINATION OF SERVICES

Hillcrest Elementary 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 families in more fully participating in the education of their children by:

- Provide progress reports throughout the year during mid-terms and with grade cards each nine weeks.
- Inform parent and review process for checking daily academic progress using Parent Portal with Internet Access.
- Conduct Parent Conferences in the fall and spring to discuss test data, identify strengths and areas of improvement, share information as needed. These will be conducted.
- Provide translation services for EL students.
- Provide opportunities for parents to voice their opinions and concerns through discussions and surveys.
- Develop a student/teacher/parent compact to outline responsibilities.
- Promote school activities through newsletters, ParentPortal, the school website, Facebook, Remind, our foyer information center, student planners, and the local media.
- Partner with local agency Douglas-Cherokee Economic Authority to provide after-school tutoring to at-risk students K-5
- Partner with the Family Resource Coordinator to provide services, resources, and program information to families via the Hamblen County Interagency Coalition.
- Partner with local churches to provide birthday cards and party supplies for all students during monthly birthday parties.
- Partner with local businesses and churches to provide school supplies for teachers and students.
- Partner with local agency Boys and Girls Club of America and Girls, Inc. to provide after-school care and homework help to students who need it.

BUILDING CAPACITY OF SCHOOL STAFF

Hillcrest Elementary School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school by:

- Book Studies, Collaborative Planning Meetings, Monthly Staff Meetings, and Professional Learning Communities
- Professional Conferences, District Trainings, and Webinars
- TNDOE Email Updates
- Teacher Leader Program
- New Teacher Mentor Program
- Blood Borne Pathogens, Suicide Training, EpiPen Training, AED/CPR Training, Active Shooter Training, Stop Bleed Training and Kits, School Safety Procedures, Fire Marshall Regulations, TOSHA Workplace Safety Training.

Hillcrest Elementary School will provide other reasonable support for parent and family engagement activities under Section 1116 as families may request by contacting the Family Resource Coordinator, Raina Dixon at 423-586-7472

DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENT

- Pay reasonable and necessary expenses associated with local parent and family engagement activities to enable families to participate in school-related meetings and training sessions.
- Train families to enhance the engagement of other families.
- To maximize parent and family engagement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and families who are unable to attend conferences at school.
- Adopt and implement model approaches to improving parent and family engagement
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.