Hutchinson Elementary 2025-2026 Title I School
Parent and Family Engagement Plan

Date reviewed: March 4, 2025

The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116(b) requires each Title I school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.

The policy must be:

- ❑ developed jointly with and agreed upon by parents and family members of Title I children;
- ❑ written in an understandable format and provided in a language parents can understand;
- ❑ distributed to all parents and family members of Title I children;
- ❑ made available to the local community; and
- ❑ updated annually to meet the changing needs of parents, family members, and the school.

The policy describes how parents and family members will be involved in the planning, review, and improvement of the school's Parent and Family Engagement Policy *(ESSA, Section 1116(b)(1)).*

How will the school involve parents and family members in the development of the parent and family engagement policy?

- At Hutchinson Elementary, the parent and family engagement policy will be developed jointly by the required stakeholders in the annual Title 1 spring meeting.
- The policy will be shared with families at the Back to School Night, other P&FE activities, and on the district website.

The policy states that the school will convene an annual meeting, at a convenient time;

- which all parents and family members of participating children shall be invited and encouraged to attend;
- to inform parents of their schools' participation as a Title I school; and
- to explain the requirements and the rights for parents to be involved *(ESSA, Section 1116(c)(1)).*

How will the school meet with parents and family members annually?

- Hutchinson will convene an annual meeting at a convenient time in which all Title I parents shall be invited and encouraged to attend. At this meeting, parents will be informed of their school's Title I program and their rights about being involved.
- Hutchinson will offer a flexible number of meetings, such as meetings in the morning or evening. Discuss opportunities for Title I funds to offer transportation, childcare, or home visits related to parental involvement for the following school events:
    - Meet the Teacher Night
    - Parent/Teacher Conferences
    - Other P&FE activities throughout the school year including: Parents Are Welcome In School (Paws), Raising Readers, Light Up Night, etc)

The policy states that the school will offer a flexible number of meetings in the morning and/or the *evening (ESSA, Section 1116(c)(2)).*

When and Where will the meetings be held?

- All Meetings will be held at flexible convenient times throughout the school year. Some of those include:
    - Back to School Night (Fall Annual Title 1 Meeting)
    - Parent/Teacher Conference
    - Light Up Night (Hutchinson and Surrounding Community locations)
    - Raising Readers
    - PTA Meeting
    - P&FE Literacy Night
    - Annual Spring Title 1 Meeting

The policy states that the school will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program *(ESSA, Section 1116(c)(3)).*

How will the school involve parents and family members in school review and improvement of the parent and family engagement program?

- The LEA receives $500,000 to be used to carry out activities and strategies consistent with the LEA Parent & Family Engagement Policy including engaging in any other activities and strategies that the LEA determines appropriate and consistent with the Parent and Family Engagement Policy.

The policy describes how the school will provide parents of participating children with timely information about the Title I program *(ESSA, Section 1116(c)(4)(A)).*

How will the school inform parents and family members about the Title I program?

a) Hutchinson will provide Title 1 parents and families with timely information about Title I programs to include:

•Sending all required notices (e.g. ESSA Right-to-Know letter)

•Posting required notices on the website

•Informational station set up at Back to School Night

The policy describes how the school will provide parents of participating children 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 *(ESSA, Section 1116(c)4)(B))*.

How will the school explain the curriculum, state standards, and assessments?

Hutchinson will provide Title 1 parents and family members 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 by:

- Requiring each teacher to share curriculum and assessment information specific to his/her class at the Meet the Teacher/Back-to-School Night. Teachers will also share how they will measure student progress as it relates to PSSA results outlining achievement levels of state academic standards
- Posting curriculum guidelines on District website
- Sending notice to families of their child's PSSA results and outlining that individual's achievement levels of state academic standards.
- Sharing NWEA MAP Growth Assessment scores with families.
- Hosting a Fall Back to School Night and Annual Spring Meeting
- Teacher conferences with parents and family members in elementary school, at least annually, during which the compact will be discussed as it relates to the child's achievement
- Frequent reports to parents and family members on their children's progress
- Ensuring two-way, meaningful communication between parents and family members and school staff in a language that parents and family members can understand
- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children in Title 1 programs to meet the state academic standards

The policy states that the school will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the

education of their children, and respond to any such suggestions as soon as practicably possible *(ESSA, Section 1116(c)(4)(C)).*

How will the school accommodate meeting requests?

- If requested by parents, Hutchison will provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible.

The policy states how the school will involve parents and family members in the joint development of the Schoolwide Program Plan under Section 1114 per ESSA *(ESSA, Section 1116(5))*. Applies only to Title I schools operating a Schoolwide Program.

If applicable, how will the school meet with parents and family members to develop and discuss the Schoolwide Plan?

- Hutchinson Elementary involves parents and family members in the joint development of the Schoolwide Program Plan via the annual needs assessment survey in accordance with federal law.
- Hutchinson submit any parent/stakeholder comments on the revision of the plan when the school reviews and jointly develops the Title 1 Plan at the annual Title 1 Meeting

The policy states that a school-parent compact will be jointly developed with parents and family members. The compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the state's high standards. The compact shall:

- describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time *(ESSA, Section (d)(1));*
- address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
- parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
- frequent reports to parents on their children's progress;

- reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and 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 *(ESSA, Section 1116(d)(2)(A-D)).*

How will the school involve parents and family members in the development of the school-parent compact?

A school-parent compact that was jointly developed with parents. The compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student achievement.

- Reviewed annually at the Title I Annual Parent Meeting
- Available on the GS website
- Distributed at Parent/Teacher Conference

The policy states how the school will provide assistance to parents and family members in understanding the challenging state academic standards, state and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children *(ESSA, Section 1116(6)(e)(1)).*

What assistance will be provided to parents and family members to understand the academic standards, State and local academic assessments, and how to monitor their child's progress?

Descriptions of how the school provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.

- Title I events
- Various Open House events
- Parents Are Welcome in Schools (PAWS) Program
- Raising Readers Program
- As requested by families

The policy states how the school will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate to foster parent involvement (ESSA, Section 1116 (6)(e)(1)).

How will the school provide training materials to parents and family members?

How the school will, to the extent feasible and appropriate, coordinate, and integrate parent involvement programs and activities with other Federal, State, and local programs

including public preschool programs, and conduct other activities, that encourage and support parents and family members in more fully participating in the education of their children.

- Title I events
- Various Open House Events
- Parent-Teacher Conferences
- Kindergarten Registration and Screening Days

The policy states how the school will educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school *(ESSA, Section 1116(6)(e)(3)).*

How will the school use parents to train staff on how to work with parents as equal partners?

Hutchinson will provide information on how teachers, specialized instructional support personnel, and other staff, with the assistance of parents, were educated in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school.

- Various Orientation and transition programs
- Various Open House events (e.g. Meet the Teacher, Back to School Nights, Parent/Teacher Conference
- Various Title 1 Engagement Activities (Family Reading Night)
- PTA Meetings
- Grade level data meetings and teacher trainings

The policy states how the school will, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children *(ESSA, Section 1116(6)(e)(4)).*

How will the school coordinate with other federal, state, and local programs to include public preschool programs?

Hutchinson Elementary has a community partnership with the United Way focusing on early intervention with meetings to discuss local preschool programs throughout the year.

The policy states how the school will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and family members of

participating children in a format and to the extent practicable, in a language the parents and family members can understand *(ESSA, Section 1116(6)(e)(5)).*

How will the school ensure information is in a language parents can understand? This should include how documents are translated.

Hutchinson will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and family members of participating children in a format and to the extent practicable, in a language the parents and family members can understand

- GSSD Website
- Remind Messages and phone blasts
- Translated documents
- Title I events

The policy states how the school, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) *(ESSA, Section 1116(7)(f)).*

How will the school include parents and family members of English Learners?

Hutchison will, to the extent practicable, provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children).

- Translated documents at the request of families using TrustPoint, Microsoft, and Google Translate
- Title I Common Documents
- PDE offers translated documents like Kindergarten Registration
- District and School Websites