



Hilltop Elementary School

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www.isd199.org

Revised March 10, 2026

Hilltop Elementary Title I Parent/Family Involvement Procedure – 2026-2027

Hilltop Elementary prides itself on its excellent reputation of providing a creative and vigorous approach to implementing a strong educational program for all academic areas including reading, writing, and math. Hilltop is committed to creating a warm, positive, and supportive learning environment for all students. There is a tradition of welcoming and encouraging diversity during the school's day-to-day activities, as well as interacting with the community at large. We can best achieve our goal of maximum growth by complete cooperation between home and school.

There is a boastful positive connection between students, parents, and staff members who come together with one goal in mind: helping all students succeed to the best of their ability in becoming lifelong learners and productive members of the community.

Hilltop Elementary acknowledges the development and implementation of a strong student, parent, family, school, and community partnership which is based on the guidelines in the Elementary and Secondary Education Act (ESEA): Every Student Succeeds Act (ESSA) legislation.

The Parent/Family Involvement Procedure focuses on these basic principles:

- Communication
- Parenting
- Learning at home
- Decision-making and advocacy
- Volunteerism
- Collaboration with the community

Communication

- Elementary handbook
- Classroom to home email

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- Grade level planners for grades 4-5
- District and Hilltop website
- District 199 Reporter
- Parent Square
- School report cards – accessible on Parent Portal of Infinite Campus
- Facebook <https://www.facebook.com/HilltopElementaryPTSA>
- Family Newsletter/Weekly Classroom Communication
- Hilltop Connect

Parenting

- Fall Family Connections Week
- Fall goal setting conferences
- Winter Family/Teacher conferences
- School Psychologist, Social Worker and School Nurse available
- Student and Family Success Coach and Learning Partner
- Hilltop Advisory Council
- Spring kindergarten registration
- Notification of independent reading levels
- Family Literacy Event
- Summer Academy
- K Camp
- Community Education
- Hilltop University

Volunteering and Collaborating with the Community

- Reading Buddies, classroom helpers, vision and hearing assessment, picture days
- Hilltop PTSA
-Family Fun Nights

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- Book Fair
- Schoolwide Fundraiser
- Family Literacy Event

- Guest speakers
- Inver Grove Heights Days
- Food drive
- Employer Matches
- 3M Visiting Wizards
- Flint Hills Partnership with Science Museum of Minnesota

Learning at Home

- BridgesMath math homework
- Facts practice
- Requirements for weekly/monthly reading minutes
- MCA letters
- Calendars and classroom newsletters
- eSpark license for all students K-5
- Epic for all students K-5
- Home Connections (Caring Schools Community)

Decision-Making and Advocacy

- Hilltop PTSA
- Child study team/Hilltop Intervention team
- Building Leadership Team
- Instructional Collaborative Team
- Student Success Team
- PBIS
- Progress Monitoring Team

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- Parent Advisory Council
- Student Advisory Council
- Collaborative Teams
- District committees
- School Board Meeting

Title I District Wide Parent Meeting

- General information
- Requirements
- Parent involvement
- School-Parent Compact
- Parent/Family Involvement Procedure

Hilltop Elementary develops/revises, with Title I parents, the school parent involvement plan yearly and makes it available to all families. We have an annual meeting when the plan is reviewed and additions and corrections are made. After that, the parent involvement plan is posted on the Hilltop Website.

All parents of Title I students are invited to an annual meeting. We usually meet at Hilltop/Virtual. At this meeting we inform parents of opportunities for parent involvement in their school. We also explain the requirements of the school parent involvement plan and the right of parents to be involved. We review the parent/school compact and district and school parent involvement plans.

If parents are not able to attend the annual meeting, there are other opportunities to connect with Title I staff such as at family connections week and during conference days. The conference times include morning, afternoon, and evening times to meet. Our Title I staff can be contacted by phones in their classrooms and are accessible through email.

At conference times, parents see results of various district assessments, which measure student progress. Those reports show norms and proficiency levels. They also see other classroom academic measures. Parents may request a meeting with building staff at any time if there are questions and concerns.

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In the fall of the year, all Title I parents are asked to sign a signature sheet for the parent/school Title I Compact which outlines how parents, school staff, and students share the responsibility for improved student academic achievement. Often compacts are signed at conference times if not sooner. Title I staff are available to explain the compact as it relates to the individual child's achievement. During conference times, parents also are encouraged to volunteer and participate in classroom activities.

Inver Grove Heights Community Schools publishes a local newsletter, which is sent out to parents of Inver Grove Heights students. It explains topics such as the Minnesota academic content standards and Minnesota academic achievement standards, the MCA-IV state assessment, FastBridge assessments, Capti Readbasix for 4th and 5th grades, and suggestions on how to monitor a child's progress and encouragement to work with our teaching staff to improve their child's achievement. Information about many of these topics can also be found on our district's website.

Every Title I school has been encouraged to devote at least one faculty meeting per year to reinforce the importance of involving parents in our schools. It is up to each building principal to schedule this meeting.

Our English Language Learner Paraprofessional is most helpful in communicating with non-English speaking parents. She has made phone calls to homes, translated our parent/school compact and parent involvement plans in Spanish, and has been present to translate Spanish conversations. She has translated our annual Title I survey into Spanish. Our English Language Paraprofessional also arranges/or acts as a Spanish interpreter to attend our annual Title I parent meeting.

The Hilltop Parent Involvement Plan was developed and reviewed with: MaryAnn Curro, Amy Reynertson, Morgan Hallermann, Sharlene Gelhaye, Katy Anich, Ruby Cano Berrios, Kayla Novak, Mallory Wakefield, Mike Wakefield, Libby Brandl, Emily Glenna, Danielle Roush, Amanita Cunningham, Nancy Martin, Troy Gullick, Gina Smethers, Sarah Quiroga Neri, Robin Holien, Maria Chourio Maldonado, and Leah Byrd.

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