



# School Parent, Guardian, and Family Engagement Policy Planning Template 2023-2024

## School: Hidden Valley Elementary

### I. Parental Involvement Policy

A. List names and roles (teachers, administrators, parents, etc) of persons involved in developing Parental Involvement Policy.

1. Valerie Reyes Principal
2. Kaz Muhammad – Assistant Principal
3. Victoria Lott – Math Facilitator
4. Mia White– Literacy Facilitator
5. Elizabeth Bourne – MCL grade K, 1 and 3
6. Carol Witherspoon – Paraprofessional
7. Michael Hayes – ESL Teacher
8. Rachel Vaughn– Teacher grade 3, Principal Intern
9. Denisha McCluny – Teacher Grade K
10. Tonya Allison – Teacher Grade 4
11. Kerri Lalli – Teacher Grade 5
12. Carlos McCray - Physical Education, Principal Intern
13. Eirka Mata – Parent

B. Briefly describe the process your school used to:

1. Select participants to develop the policy (school improvement team, parent Involvement committee:

We, as an administrative team, called upon our School Leadership Team to develop the Parent Involvement Policy. By analyzing school/staff surveys, previous years parent involvement data, and the specific area of our School Improvement Plan that would make Hidden Valley the central hub for parents and community. Our SLT divided the components of the plan into sections and worked as teams to coordinate, gather, share and revise the required information. The plan was compiled and reviewed by administration before the final copy was drafted. The focus was on discovering new strategies for high quality involvement in classrooms and other instructional based activities.

2. Develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Involvement Section 1116 of Every Student Succeeds Acts (ESSA). We met as an administrative team to analyze staff survey, assessment data and parent involvement. Our focus areas included increasing parental involvement with educational events such as Science Night, EOG Night, Math and Literacy Nights. By increasing the parent’s awareness of educational concepts

and involving the parents with their children's learning the students have an increased chance of being successful in the school setting.

**3. Implement policy**

## **II. Annual Information Meeting**

**A.** Describe your plan to conduct an annual meeting to inform parents of their school's Participation in Title I Part A. Include strategies to inform English Learner parents.

A plan was put in place to conduct our annual parent meeting on September 28, 2023. Communication took place through parent square.

It has been the policy for Hidden Valley's PTA to convene parent meetings to review such information. In lieu of the PTA the School Leadership Team will be the governing body in which to call the meetings. Translators will be utilized as well as additional support staff to reach our Spanish speaking population. Incentives will be given to those classes that have the highest amount of participation.

## **III. Flexible meeting times**

**A.** Describe your strategies to offer flexible times for parental and family engagements opportunities and meetings.

Most of our school events such as Title I Parent Night, Open House, and Hispanic Heritage Night took place from the hours of 5:00 PM to 7:00 PM. By having a two-hour window parents had the opportunity to arrive after work hours. Events such as Reading Mornings, parent conferences, volunteers' hours, Truancy Court, and informal meetings can be held during the morning during school hours. By having daytime as well as evening hours for these meetings we are able to offer times suitable for most of the families of Hidden valley. Parents are also invited to read to classes, participate in conferences through one on one meetings, telephone, Zoom or home visits.

## **IV. Title I Part A Planning**

**A.** What timeline and strategies will you use to involve parents in an organized, ongoing, and timely way, in the planning, review and improvement of the Title I Part A Program.

Through phone calls, ConnectED calls, website information, Flyers, parent square, and future planning meetings we will be able to keep Hidden Valley families updated and aware of the Title I plan and any adjustments made throughout the year.

## **V. Parent Information and Opportunities**

**A.** Describe how you will provide parents with the following:

1. Timely information about Title I Part A Programs
2. School performance profiles
3. Assessment results of their child's performance
4. A description and explanation of the curriculum, assessment forms, and Proficiency levels and state standards. Include strategies to inform parents

With language barriers and/or disabilities

5. Opportunities for regular meetings to participate in decision making

6. Timely responses to suggestions and questions raised by parents
7. Reasonable access to staff, opportunities to volunteer and participate in child's class.

-The following information will be distributed in a timely manner through newsletters, Connect Ed messages, parent workshops, parent square, parent conferences and website information. Notes and newsletters are to be sent home monthly as well as PTA, SLT, Career day, Curriculum Nights, Open House, Book Fairs, Mystery Readers as well as an open door policy for all parents to access administrators.

## **VI. School-Family Compact**

- A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities:
  - In August 2023 Hidden Valley presented the compacts and their meaning at the Open House available to all parents. Parents will be informed of their significance to parent involvement and the connection it creates to Hidden Valley and the community. The Title 1 Night in September 2023 is where parents will be reminded and re-introduced to those hearing this for the first time. October 2023 is when Hidden Valley conducts parent teacher conferences. Parents will be asked to sign and have the compacts explained if required.

## **VII. Building Parent Involvement Capacity**

- A. Briefly discuss how you will address the following:
  1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress and participating in decisions relating to the education of their child:
    - Parents will be provided assistance through Title I parent meetings, Parent teacher conferences, Curriculum Carnival, Science fair, SLT meetings, Math and Literacy Nights, Grade level newsletters and teacher phone calls.
  2. Provide materials and training to help parents work with their children (Literacy training, computer skills, homework assistance/workshops, family Literacy nights, adult ESL, GED etc.)
    - Parents will be provided assistance through Title I parent meetings, Parent teacher conferences, Intervention Meetings, 504 and IEP meetings, Curriculum Carnival, Science fair, SLT meetings, Grade level newsletters
  3. Educate teachers and other staff to work with parents:
    - Parent teacher conferences, in-service for beginning teachers, Grade level PLC meetings, staff meetings
  4. Coordinate and integrate parental involvement programs/activities:
    - Newsletters, Connect Ed messages, School Leadership Team meetings, Marquis notices, administrative meetings,
  5. Develop appropriate roles for community-based organizations and businesses:
    - Outside organizations, church organizations, parent job connections
  6. Conduct other activities as appropriate and feasible that is designed to help Parents become full partners in the education of their child:

- Curriculum Nights, Math, Literacy, and Science Nights
7. Ensure that information related to parent involvement is sent home in the Language used in the home:
- Newsletters in Spanish, Volunteers in the classroom, Connect Ed messages in Spanish and English, Notes translated in Spanish

### **VIII. LEP and Disable Parents**

**A.** Provide full opportunities for the participation of parents with limited English Proficiency or with disabilities

-Newsletters, flyers, use of translators and interpreters, Google translate, dictionary usage, information in Spanish on website, Marquis written in Spanish, Report cards and progress cards in Spanish, consistently check with teachers to ensure all parents understand and have equal opportunities for participation.

### **IX. Parent Request**

**A.** Describe how you will provide reasonable support for parental involvement activities requested by parents.

-Parent involvement requests will be brought to the attention of the Principal or Assistant Principal and shared with the School Leadership Team. Final decisions will be made by the Principal.

### **X. Annual Evaluation**

**A.** Discuss timeline and plan for involving parents in an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools.

-Parents are invited to all School leadership Team meetings where they have the chance to voice opinions and bring specific views. The parent involvement plan is an area of regular review and updates will be made.

### **XI. Other Parent Involvement Practices**

**A.** Describe how your school addresses the following, **only** if practices are part of your schoolwide plan.

1. Involve parents in the development of training for teachers, principals and other educators
2. Provide necessary literacy training
  - The literacy facilitators at Hidden Valley have coordinated and held reading mornings as well as nights in which parents attended via zoom. The focus was to demonstrate and model activities parents can work with at home for their children to improve their reading.
3. Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care cost
4. Train parents to enhance the involvement of other parents
5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities”
  - At home visits will continue to be conducted by the Community In Schools specialist, counselor, administrators, and other staff members on

as needed basis. Many families do not have transportation and need special accommodations for us to come to them.

6. Adopt and implement model approaches to improving parental involvement