

Hodges Manor Elementary Parent and Family Engagement Policy/Plan and Procedures

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS

- A. School Name will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.

(Actions) Hodges Manor Elementary School jointly developed this Parent and Family Engagement policy/procedures, in consultation with school personnel, community members, and parents, which was adopted on October 4, 2022. A list of committee members responsible for the writing of this policy can be found in Appendix A. This policy is made available to the local community by the school web page. If the Title I plan is not satisfactory to the parents of participating children, the school will revise the plan before submitting to the state. This Parent and Family Engagement Policy will be updated annually to meet the changing needs of parents and the school.

- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

Describe when and where the annual meeting will be held) The annual virtual meeting convened on October 18th to November 10th, 2022, at Hodges Manor Elementary School, in which all parents of participating children shall be invited and encouraged to view, to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the rights of the parents to be involved.

- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.

(Describe how flexibility is provided) Flexible times for meeting was offered. See a schedule of this year's meetings found in Appendix B.

- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.

(Actions) Parents were involved in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school's Parent and Family Engagement Policy and the joint development of the school wide plan.

- E. Implement an effective means of outreach to parents of English learners, in a language the parents can understand, to inform them regarding how they can—
- be involved in the education of their children; and
 - be active participants in assisting their children to—
 - attain English proficiency;
 - achieve at high levels within a well-rounded education; and

○ meet the challenging State academic standards expected of all students
(Actions) This policy was distributed to parents of participating children to the extent practicable, and provided in a language that all parents can understand, including English learners.

F. Provide parents of participating children—

- timely information about programs under this part;
- a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- 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 practically possible.

(Actions) Parents of participating children were provided timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet; and 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 practically possible. Also provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.

G. If school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

(Actions)

- The school wide program was presented to the parents of the participating children. Any parental comments on the plans were submitted when the school made the plan available to the district. 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 practically possible.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.
- Provide frequent reports to parents on their child's progress.
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
- 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.

(Actions) As a component of the school-level Parent and Family Engagement policy, Hodges Manor jointly developed with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The following actions were part of the school written Parent Engagement policy developed by the school and Section 118(B) of the ESEA in Title I Part A. Hodges Manor and parent in consultation with student, were encouraged to

include other relevant and agreed upon activities and action as well that will support effective parental involvement and strengthen student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement. The parent-teacher conferences will be held on October 10, 2022 and March 6, 2023
- Provide frequent reports to parents on their child's progress.

Progress reports will be sent home on the following dates:

October 5, 2022

December 7, 2022

March 1, 2023

May 16, 2023

Report cards will be sent home on the following dates:

November 14, 2022

February 3, 2023

April 18, 2023

June 16, 2023

- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
- 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. The teachers will correspond through Class Dojo, Schoology, Email, Remind, and/or Robo Calls regularly.

BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must:**

- Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
- (Actions) The Parent and Family Engagement Policy procedure was developed to assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.

- Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).

(Actions) The Parent and Family Engagement included providing material and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).

- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.

(Actions) Hodge Manor shall provide professional development to teachers, specialized instructional personnel, and other staff, on the value of parent and their communities, as well as how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school to increase academic achievement.

- Coordinate and integrate parent 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 parent engagement.

- (Actions) Hodges Manor will coordinate and integrate parent 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 parent engagement in more fully participating in the education of their children.

- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

- (Actions) Hodges Manor will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative format upon the request of parents with disabilities and English learners, to the extent practicable, in a language that parents can understand.

The following are allowable activities:

- (1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- (2) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
- (3) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- (4) May train parents to enhance the involvement of other parents.
- (5) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.
- (6) May adopt and implement model approaches to improving Parent and Family Engagement.
- (7) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
- (8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

Hodges Manor Parent and Family Engagement Policy includes the following:

- May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
- May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- May train parents to enhance the involvement of other parents.
- May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.
- May adopt and implement model approaches to improving Parent and Family Engagement.
- May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
- May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall 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), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

(Actions) Hodges Manor, shall 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), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

PART IV-ADOPTION – This Hodges Manor Parent and Family Engagement Policy/Procedures were developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Hodges Manor Elementary on 10/04/2022 and will be in effect for the period of 2022-2023 school year. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 10/18/22.

Signature of Title I Authorized Representative

Dr. Faye Felton


Date:

Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process:

Name: Ashanti Shareef

Signature: 

Name: Jennia Brown

Signature: 

Name: Lillian Twyman

Signature: 

Name: Tiffany Green

Signature: 


Name: Joyce Johnson

Signature: 

Name: Pamalin Walton

Signature: 

Name: Vallery Theus

Signature: 


Name: Willie Levenson

Signature: 

Name: Dennis Chalk, Assistant Principal

Signature: 

Name: Dr. Faye S. Felton, Principal

Signature: 

Appendix A

Committee Members

Ashanti Shareef

Jenni Brown

Lillian Twyman

Tiffany Green

Joyce Johnson

Pamalin Walton

Vallery Theus

Willie Levenson

Dennis Chalk, Assistant Principal

Dr. Faye S. Felton, Principal

Appendix B

PTA Meetings and Parent and Family Engagement

September 19, 2022
October 17, 2022
December 12, 2022
February 13, 2023
April 12, 2023