

School-Level
Parent and Family Engagement Plan
Hightower Trail Elementary School



School Year 2023 – 2024
Revision Date: May 18, 2023

In support of strengthening student academic achievement, Hightower Trail Elementary School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members a written Parent and Family Engagement Plan that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The Plan 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 Title I Plan submitted to the local educational agency (LEA).

Hightower Trail Elementary agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, 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 Plan and the joint development of the schoolwide Title I Plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the School Parent and Family Engagement Plan periodically to meet the changing needs of parents and the school and make the Parent and Family Engagement Plan available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents 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 parents understand.
- If the schoolwide Title I Plan under Section 1114(b) of the ESSA is not satisfactory to the parents, submit any parent 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 parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- A. Parents play an integral role in assisting their child's learning;**
- B. Parents are encouraged to be actively involved in their child's education at school;**
- C. Parents 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

JOINTLY DEVELOPED

Hightower Trail Elementary will take the following actions to involve parents 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 parents, 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.

- *Hightower Trail Elementary (HTES) will involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, the schoolwide Parent and Family Engagement Plan and the joint development of the schoolwide Title I Plan under Section 1114(b)(2) of the Every Student Succeeds Act (ESSA).*
- *The schoolwide Title I Plan will be made available to the public through the school's website. Copies of the Plan will be available in the Parent Resource Center and in the school's front office. Administration and Title I team members will be available to answer questions and interpret the Plan as needed.*
- *Should the Plan not be satisfactory to parents of participating children, HTES will submit any parent comments with the Plan to the RCPS District Title I Office. Parents have the opportunity to evaluate the programs and will be encouraged to make comments and suggestions. The comments and suggestions from parents will be acknowledged and responded to by the staff members and/or the administration, if requested by the parent.*

ANNUAL TITLE I MEETING

Hightower Trail Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the Schoolwide Parent and Family Engagement Plan, and the School-Parent Compact.

An Annual Title I meeting will be held prior to October 31st. All parents will be invited and encouraged to attend. Schoolwide Title I information will be distributed to explain the delivery of services available to students, the system and school's goals, parent responsibilities, parents' rights to be involved, and the plans to meet the requirements of the Title I program. The Title I program will assist parents in understanding the State, county and school's curriculum, and Title I goals and objectives. The school and the parents will be encouraged to set high expectations for their children and become familiar with and understand the curriculum.

COMMUNICATIONS

Hightower Trail Elementary will take the following actions to provide parents 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, childcare or home visits, as such services relate to parent and family engagement; and

- Information related to the school and parent programs, meetings, and other activities is sent to the parents in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

All meetings, notifications, instructional materials, and other pertinent information will be presented in the language easily understood by the parents. Oral explanations and directions will be offered to parents as necessary.

HTES will provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of ESEA in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.

SCHOOL-PARENT COMPACT

Hightower Trail Elementary will take the following actions to jointly develop with parents of children a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards.

HTES will jointly develop with parents a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the State’s high standards. All parents will be invited to the Annual Title I Revision Meeting(s) in the spring of each school year. Their input will be used to revise the School-Parent Compact.

RESERVATION OF FUNDS

Hightower Trail Elementary will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1% of Title I, Part A funds reserved for parent and family engagement is spent by:

Parents are involved in the decisions regarding how funds reserved are allotted for parental involvement activities. Parents are invited and encouraged to participate in the assessment of the Title I program, decisions regarding how funds for parental involvement will be used, and revisions to the schoolwide Title I Plan. Parent input is also collected through the Annual Title I Parent and Family Engagement Survey, workshop surveys and requests for input on the school website. An Annual Revision Meeting is held in the spring of each school year. All parents are invited and encouraged to attend and to provide suggestions and input on the school’s Title I program and parent engagement funds.

COORDINATION OF SERVICES

Hightower Trail Elementary 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 parents in more fully participating in the education of their children.

HTES will coordinate and integrate parent involvement programs, activities, and strategies as much as possible with our Kindergarten Transition Team and Homeless Liaison. For example, the Kindergarten Transition Team will work closely with area daycare facilities to provide resources and services for parents. Parents will be invited to attend a parent workshop and their students will participate in Kindergarten Reimagined during the first week of school. Parents will be provided with materials and directions to assist them with preparing their child for the transition to school.

***We will involve our Partners in Education and other appropriate community organizations such as Crossroads United Methodist Church, First Baptist Church of Conyers, and Cooperative Extension Service in parent involvement activities. Partners in Education and community service groups will be engaged with our school in meaningful collaboration to advance student learning. All stakeholders are encouraged to become involved in the school, such as volunteering in classrooms, volunteering in the Parent Resource Center, mentoring students, and attending parent meetings as guest speakers and resources.*

BUILDING CAPACITY OF PARENTS

Hightower Trail Elementary will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents 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;
- Providing materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
- Providing assistance to parents, as appropriate, in understanding topics such as the following:
 - The challenging State's academic standards
 - The state and local academic assessments including alternate assessments
 - The requirements of Title I, Part A
 - How to monitor their child's progress
 - How to work with educators to improve the achievement of their child

A minimum of four (4) parent workshops will be provided for parents during the 2023/2024 school year. Parents are invited to attend Title I meetings and workshops that focus on literacy, numeracy, positive relationships, homework, technology, and communication. Parents will be provided with resources, including strategies that parents can use at home. The School Counselor and teachers, in addition to the Parent Liaison, will provide support and academic help skills to parents. Instructional materials and literature about how to help children succeed in school will be offered for checkout from the Parent Resource Center.

Parents are provided written documentation about the State curriculum in the fall and as requested throughout the school year. Parents will be provided with assistance in interpreting the county's standards-based grading system and report cards. Parent-Teacher conferences will be an arena in which parents will be given additional assistance with understanding student performance levels.

Parents will be provided with the types of assessments, formal and informal, that will be administered to students during the school year. They will be given specific information used in measuring student progress and the expectations for meeting and exceeding state standards. The names and descriptions of State and local assessments will be provided to parents. They will receive further assistance at Parent-Teacher conferences. Letters will also be sent home with information about the assessments being administered, as well as an interpretation of the assessment results.

Title I information will be distributed to explain the delivery of services available to students, the system and school's goals, parent responsibilities, parents' rights to be involved, and the plans to meet the requirements of the Title I program. Requirements of Title I, Part A will be provided to parents through the Hightower Trail Elementary Parent/Student Handbook. These requirements will also be reviewed at the Annual Title I Meeting. Parents can monitor their children's progress through the online parent portal where they have access to their student's school scores and state mandated test results. Methods used to demonstrate what children have learned and will be prepared to learn in the next grade will be shared with parents. Each student will have progress portfolios that will include skill checklists, formative and summative results, progress reports, end-of-level and curriculum guide checklists, and test and content performance. Parents and teachers will confer on ways parents can participate in monitoring their children's progress and participate in decisions relating to the education of their children.

BUILDING CAPACITY OF SCHOOL STAFF

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

HTES will provide staff training twice per semester, to educate the teachers, pupil services personnel, principal, and other staff on how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and the school. During the school year, the district Superintendent will host open forums for parents and community members to share their concerns, advice, and suggestions, ask questions, and learn about the direction of the Rockdale County Public Schools.

DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT PLAN COMPONENTS

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
 - *Parents will be notified of any community resources that will help them to become full partners in the education of their children. The school's partners-in-education sponsors and the PTA will be encouraged to assist parents. The school staff will provide academic assistance to students through the after-school tutorial program. Staff members will be trained in working with parents on how to meet their needs in working with students. Parent feedback will be sought through various avenues in making staff members aware of assistance that is needed. A Parent-to-Parent Program will also offer support for new families to the school.*
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- 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.
- Train parents to enhance the engagement of other parents.
- 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 children and parents who are unable to attend conferences at school.
- Adopt and implement model approaches to improving the parent and family engagement program.
- Establish a districtwide Parent Advisory Council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.
- Area businesses and community members will be invited to participate in school events and provide information on resources made available to parents. Sponsors will be used in supporting PTA events. Community members' services will also be included in conducting parent training sessions.