

# Jordan Hill Elementary School

## *Parent and Family Engagement Policy and Plan for Shared Student Success*

2018–2019 School Year

Policy Revised 03/28/2018



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### **What is Title I?**

Jordan Hill is identified as a Title I school under the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards. The goal is to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support family engagement. All Title I schools must jointly develop with parents and family members a written Parent and Family Engagement Policy.



## **Jointly-Developed School Policy for Shared Student Achievement**

### **What is it?**

This is a policy that describes how Jordan Hill will provide opportunities to improve family engagement to support student learning. Jordan Hill values the contributions and engagement of parents and family members. The purpose is to establish an equal partnership for the common goal of improving student achievement. Jordan Hill, in meaningful consultation with parents, jointly developed with and agreed upon, a written policy that will include relevant activities and actions that support effective parent and family engagement and strengthen student achievement. This plan describes the school's expectations for parent and family engagement, ways that Jordan Hill will implement and support specific family engagement activities and how parents can help plan and participate in activities and events to promote student learning at school and at home.

### **How is it revised?**

The policy is revised annually each spring. Jordan Hill involved parents in an organized, ongoing and timely manner in the planning, review and improvement of programs under Title I, Part A. Programs included the School Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and the family engagement budget. Regular meetings were held for parents to formulate suggestions, to participate in decisions relating to the education of their child and for staff to respond to any suggestions as soon as practicably possible. Parents were involved in the development of the policy by inviting parents to multiple stakeholder meetings at varying dates/times. At the meeting, parents were able to provide feedback on the current policy as well as online feedback on the school's website and through the newsletter. Stakeholders were notified and invited to review and revise the policy in multiple ways including: school system website, flyers, automated phone/email messaging system, social media, and newsletters.

Additionally, parent input and comments regarding this plan are welcome during the school year through an online form and at meetings. The plan is posted on the school website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and provide paper copies of the survey to ask parents for their suggestions on the plan and the use of funds for family engagement. Parents and family members can also give feedback during several parent meetings and activities. The School Parent and Family Engagement Policy is then updated and distributed to parents and the local community. If the school improvement plan is not satisfactory, Jordan Hill will submit any unsatisfactory parent comments on the plan upon submission to the district.

### **Who is it for?**

All students participating in the Title I, Part A program, and their families are encouraged and invited to fully participate in the opportunities described in this plan. Jordan Hill will provide full opportunities and information, to the extent practicable in a language parents understand, for the participation of parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children.

### **Where is it available?**

At the beginning of the year, a copy of the plan is distributed to all parents at Open House. It is also distributed to parents and the local community at parent engagement events. A copy of the plan is provided in the new student orientation packet, at parent workshops and in the front office. Additionally, the plan is posted on the school website and via social media. Parents can also retrieve a copy of the plan in the Parent Resource Center which is located at 75 Jordan Hill Rd. Griffin, GA 30223, in the media center.

## School-Parent Compact

As part of the jointly developed plan, Jordan Hill and our families will jointly develop a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The compact will detail how a partnership will be built and developed to help children achieve the State's high standards. This was a collaborative effort achieved when the school:

- Jointly developed a School-Parent Compact with parents through multiple stakeholder meetings offered at two different times in which parents were able to give written and verbal feedback and suggestions, through online feedback forms on the website and in the school newsletter, and by notifying all parents of the invitation to participate and that the purpose of the meeting is to review and revise the School-Parent Compact through the school system website, flyers, automated phone/email messaging system, social media, and newsletters.
- Created a compact that outlined how parents, the entire school staff, and students will share the responsibility for improved student academic achievement by using input from teachers on suggested learning strategies, parents on the type of support they need, and students on what would help them learn. Parents are encouraged to attend annual revision meetings held in the spring each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and the compact.
- Described how they will build and develop a partnership to help children achieve the challenging State academic standards by the school providing specific activities/strategies to families for at home learning, and to promote student growth on identified school/grade level academic achievement goals. The family will utilize strategies provided by the school to support student learning. Teachers and families will partner to set reasonable expectations for student academic growth. The students will share responsibility for their learning targets jointly established with their teachers and families.

## Annual Title I Meeting

We encourage and invite all parents to an evening of information and learning about our Title I program. The meeting will cover our school's Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and parents' requirements. Meeting information will be posted in the school newsletter, on the school website, via social media and through ParentLink. This annual meeting will be held at a convenient time in August 2018 and will also be available to view online on the school website.

## Communications

Jordan Hill will promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach achievement goals. The school will take the following measures to provide parents of participating children information and supports by:

- Providing timely information about Title I programs by sharing information on the school website, on the school's social media sites (Facebook, Twitter), in newsletters, through flyers, with ParentLink calls, at the annual Title I meeting, the Title I Information Sheet in the student's agenda, at Curriculum Night, at ongoing workshops, and in the parent resource center.
- Offering a flexible number of meetings in the morning, afternoon or evening by using the data on the spring survey in order to plan for the days and times that parents are in need of. Also, meetings will be provided at various times and days of the week. Workshops will also be combined with school events in order to be more convenient for parents.
- Offering meetings in flexible formats by providing resources in person and online, and offering meetings at community establishments.
- Providing transportation to prevent barriers to parent and family engagement by inviting parents to RSVP to request transportation to the school or other location to attend school parent engagement events.
- Providing child care to prevent barriers to parent and family engagement by inviting parents to RSVP to request arrangements for child care while they attend parent engagement events.
- Addressing opportunities for regular meetings if requested by parents for Title I programs/meetings within 2 school days.
- Providing information related to the school and parent programs in an understandable and uniform format, including alternative formats upon request and in a language parents can understand, by providing a Spanish statement on documents directing parents who to contact if translation is needed, making translators available upon request and by using parent-friendly language void of acronyms and educational lingo.
- Responding to parent requests for Title I services within 2 school days through a phone call, email, note, in-person contact or Dojo message.
- Distributing the Parent and Family Engagement Policy to parents, family members and the community at Open House, in the new student orientation packet, on the school website, via social media, in the front office, at parent workshops and in the school parent resource center.



## Reservation of Funds

School districts that receive more than \$500,000 in Title I funds are required to reserve 1% of funds for parent and family engagement activities. Jordan Hill will take the following actions to engage parents in decisions about how Title I, Part A funds are spent by:

- Sharing the budget for parent and family engagement activities and programs with parents by requesting input through fall and spring surveys and feedback forms at workshops, stakeholder meetings, in the newsletter and on the school website to determine how Title I funds should be spent.
- Involving parents in input opportunities for how the funds are used by discussion at workshops, notifying all stakeholders of the multiple meetings at varying dates/times to provide input on the 1 percent reservation of parent engagement funds and through multiple feedback forms on the website, in surveys and at meetings.



## Coordination of Services

Jordan Hill will coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs. The school will also conduct other activities that encourage and support parents in more fully participating in the education of their children by the school:

- Coordinating and integrating parent and family engagement programs, activities, and strategies with English to Speakers of Other Languages (ESOL), Pre-K, and Special Education by combining events with those programs such as Make It-Take It, Muffins with Mom, Grandparent's Day, and parent workshops.
- Translating important parent correspondence into a language that a significant percent of the students and families speak. Documents which are not translated will contain a statement for identified languages indicating who to contact for translation assistance.
- Coordinating with other organizations, businesses, and community partners to provide additional supports and literacy resources to families through coordinated events with UGA for Science Night, Gutsy the Fox for the testing pep rally, and Chic-fil-A Family Nights.
- Making resources available through a Parent Resource Center that parents can check out including brochures, pamphlets, parent-student readers, DVDs, and reading/math kits. Many materials are available in identified languages.

## Building Capacity of School Staff

Jordan Hill 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.
- How to reach out to, communicate with and work with parents as equal partners.
- Implementing and coordinating parent programs.
- Building ties between home and school.

The school will train staff by:

- Providing in-person trainings at grade level/faculty meetings.
- Providing online avenues to build staff capacity.
- Emailing staff information to build parent capacity with reflection questions/input.
- Sharing information in a parent friendly language.

Jordan Hill will provide reasonable support for parent and family engagement activities as parents may request by:

- Providing monthly newsletters that feature tips, games, web resources, and other activities, focusing on the identified school goals.
- Providing information through open house, curriculum night, the Title I meeting, PTO meetings, workshops, in the new student orientation packet, stakeholder meetings, the parent resource center, parent-teacher conferences, combined events with another program and community events.
- Using a variety of methods to support families including online videos, online feedback opportunities, transportation, child care and translation/interpretation services.
- Providing workshop and school event information on the school website, placing workshop videos on the school's YouTube channel, and placing information in the parent resource center.



## Building Capacity for Family Engagement

Jordan Hill will provide the following activities that have been chosen, in meaningful consultation with our parents, to be undertaken to build parents' capacity for engagement in the school to support their children's academic achievement:

- Engaging parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training by providing parents with the opportunity to complete input forms on topics for staff training either on the school website, at workshops or at the stakeholder meetings and through parent surveys and using a parent co-presenter at the training.
- Providing necessary literacy training for parents after the district has exhausted all other reasonable available sources of funding for such training through a literacy workshop, by sharing newsletter tips and by providing parent resources through pamphlets, booklets, readers, DVDs, and reading kits.
- Paying reasonable and necessary expenses for activities, including transportation and child care costs, to enable parents to participate in school-related meetings and trainings by using school resources for transportation and/or child care based on parent request.
- Training parents to enhance the engagement of other parents by designing a role for co-presenters to speak at parent engagement events.
- Maximizing parent and family engagement and parent participation by recording workshops or a video summary of the workshop with contact information and posting it on the school website and/or social media, by providing events in the community and sending information via email to parents who request information from the workshop if they are not able to attend, and arranging school meetings at a variety of times and days to meet the needs of the parents.
- Adopting and implementing model approaches to improving parent and family engagement by providing online opportunities for families to be engaged.
- Encouraging parent participation on the districtwide parent advisory council to provide advice on all matters related to parental engagement in Title I, Part A programs by reaching out to and submitting a list of engaged parents to participate on the District Parent Advisory Council (DPAC).
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in engagement activities, and through sponsorship of parent meetings/events.



## Parent and Family Engagement

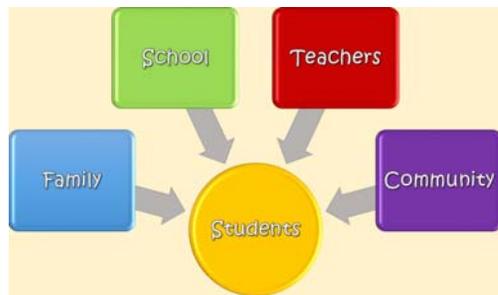
To Jordan Hill, parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:

- Parents play an integral role in assisting their child's learning
- Parents are encouraged to be actively involved in their child's education at school
- 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

## School Parent Resource Center

Come visit the school Parent Resource Center at 75 Jordan Hill Rd. Griffin, GA 30223 in the media center to check out books, pamphlets, study materials, and activities to use at home with your child.

Hours: Monday-Friday, 8:00 am–4:00 pm



## District Parent Resource Center

Books, DVDs, pamphlets in identified languages, and computer access are available at the District Parent Resource Center located in Room B112 on 234 E. Taylor Street. The center is open Monday-Friday from 8:00am-4:00pm and after hours by appointment.

**Melinda Owens**

District Family and Community Engagement Specialist

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770-229-3710 ext. 10363

## Building Capacity of Parents

Jordan Hill is committed to building parents' capacity for strong parent and family engagement to ensure effective engagement of parents and to support a partnership among the school and the community to improve student academic achievement. The school will:

- Provide materials and training to help parents work with their children 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 by providing resources at parent workshops, at parent-teacher conferences, in packets from the parent engagement coordinator, and by providing workshop information on the school website, posting workshop videos on the school's YouTube channel, and by maintaining a school resource center.
- Provide assistance to parents in understanding topics such as:
  - Description and explanation of the curriculum in use at the school by providing resources at curriculum night, open house, parent workshops, PTO meetings, and parent-teacher conferences.
  - Challenging State academic standards and achievement levels of standards by providing resources at curriculum night, tips and helpful websites in the monthly newsletter, offering parent workshops, implementing parent-teacher conferences, and sending classroom newsletters and graded papers.
  - State and local academic assessments including alternate assessments and a description and explanation of the assessments used to measure student progress by providing resources at curriculum night, during parent-teacher conferences, at workshops, and on the monthly school newsletter.
  - Requirements of Title I, Part A by offering the Annual Title I meeting and providing the Title I Information Sheet in your child's agenda.
  - How to monitor their child's progress through parent-teacher conferences, workshops, progress reports/report cards, curriculum night, Dojo messages, and online resources.
  - How to work with educators to improve the achievement of their child by offering parent-teacher conferences with the teacher on ways that they can support their child at home and by offering parent workshops.
  - Strategies parents can use to support their child's academic progress by providing parent workshops about various academic tips and strategies, on the monthly school newsletter, and on the school's website, YouTube channel, or Facebook page.
  - Partnering with teachers to support their child's academic achievement by providing materials and resources to help parents work with their child to improve their child's achievement through regularly communicating through Dojo/email messages, by sharing Infinite Campus resources, and offering parent-teacher meetings and parent workshops.
- Provide parents individual student academic assessment results and interpretation of those results by hosting workshops about the Georgia Milestones Assessment, and by providing online resources for the Georgia Milestones Assessment (GMA).

