

## Hayt School Parent and Family Engagement Policy

Schools must involve parents and family in the joint development and periodic review and revision of the ESSA, Title I school parental and family engagement plan and policy, and in the process of school review and improvement. Please describe how this will be accomplished.

Hayt School will involve parents in the joint development and periodic review of the ESSA, Title I plan by organizing the parent ESSA-PAC and facilitating monthly meetings. At these meetings, parents will be solicited for input on how the school can best assist the parents in supporting their children. In addition, there is an on-going review of the ESSA plan, which allocates teachers and resources that are used. These allocations are reviewed and revised with parent input on the identified priorities and action plan to increase student achievement. We involve parents by organizing events to provide a forum for communicating curriculum and instruction goals (i.e. Family Nights) and advising parents of their child's progress at Report Card Pickup Days. PAC will review this policy at the organizational meeting

The school will hold an annual meeting at a time convenient to parents and families during the first month of school to inform them of the school's participation in ESSA, Title I programs and to explain the Title I requirements and their right to be involved in the Title I programs. The school will also hold an annual Title I PAC Organizational meeting at which 4 PAC officers are elected and monthly meeting dates are identified. The school will also offer parental and family engagement meetings, including monthly school PAC meetings, at different times and will invite all parents and key family members of children participating in the ESSA, Title I program to these meetings, and encourage them to attend. Please describe how this will be accomplished. Please list the projected date of your Title I Annual Meeting and your Title I PAC Organizational Meeting

The Title 1 Annual Parent meeting will be held October 14th, 2022. The ESSA-PAC Title 1 Organizational Meeting will be held on October 14, 2022. The ESSA-PAC meetings will be held on a monthly basis. At the beginning of the year, all parents receive a master schedule of all LSC, ESSA-PAC and BAC meetings. The meeting schedule is also placed on our school calendar, which is available for viewing on the school's website public calendar. All meetings are also mentioned (with day, date, and time) in the monthly parent newsletter. In addition, on a monthly basis, our school invites all parents to attend the ESSA-PAC meetings by posting the agenda on a public outdoor bulletin board and we also send out notices to parents at least 72 hours prior to the meeting.

At the request of parents, schools will provide opportunities for regular meetings, including the School Parent Advisory Council meetings, for parents and family members to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. Please describe how the school will immediately respond to any such suggestions.

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Parents are encouraged to express their suggestions and concerns at all meetings. After which, these ideas are thoroughly explored at leadership team meetings and grade level meetings. The principal has an open door policy to meet with parents regarding any concerns and suggestions parents may have on their child's education. We give parental input every consideration as we work collaboratively to build effective instructional programs and develop our school improvement plan. Parents are encouraged to complete the My Voice, My School survey each year about their perceptions of the school.

Schools will provide parents a report of their child's performance on the State assessment in at least math, language arts and reading. Please describe how this will be accomplished.

Hayt hosts an Open House at the beginning of each school year in order to introduce the parents and students to the curriculum and school-based assessments. Every five weeks, parents receive an academic progress report that indicates classroom assignments, homework, assessments and student participation. These reports also include the proficiency levels the students are expected to meet. In addition, every ten weeks, all students receive a quarterly report card. For the first and third quarters, the school conducts parent/teacher conferences. Letters that detail students' performance on state and district assessments are sent home as soon as they become available. Teachers make themselves available by appointment for 10 minutes.

Schools will provide parents timely notice when their child has been assigned to, or taught by, a teacher who is not "highly qualified," as defined in the Title I Final Regulations, for at least four (4) consecutive weeks. Please describe how this will be accomplished.

Each year, the parents are asked if they would like to be notified in regards to the "highly qualified" status of teacher(s). If so, parents are notified by letter of the qualifications of teachers. Please add the definition of "highly qualified", per the Title 1 Guidelines.

Schools will assist parents of participating ESSA Title I children in understanding: the state's academic content standards; the state's student academic achievement standards; the state and local academic assessments including alternate assessments; the requirements of Title I, Part A; how to monitor their child's progress; and how to work with educators. Please describe how this will be accomplished.

The school conveys information to parents via email and the school website, ALL state assessments and academic achievements, a list of all exams and months it will be taken. Parents need to be notified that teachers need to be contacted to determine times to meet. During parent-teacher conferences, parents are informed of how their child is progressing in meeting academic achievement standards. In addition. Parents receive information and assistance in registering with the districts Parent Portal application which helps parents

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access academic information on a daily basis. The school's website will have updated information.

Schools will provide information, resources, materials and training, including literacy training and technology, as appropriate, to assist parents and family members in working with their children to improve their academic achievement, and to encourage increased parental involvement. Please describe how this will be accomplished.

A variety of parent workshops are scheduled during the school year. Parents are given instructional material to take home to support student learning at home. Parents are encouraged to attend these training sessions as needed. The workshop schedules are posted on the school's calendar and notices are sent home with students.

Schools will educate all staff in the value and utility of contributions by parents and family and in how to reach out to, communicate and work with, parents and family as equal partners in the education of their children and in how to implement and coordinate parent and family programs and build ties with parents and family members. Please describe how this will be accomplished.

The Hayt staff is routinely encouraged to utilize parental involvement as an effective tool for improving student achievement. Thus, our classroom teachers communicate consistently with parents by personal notes, classroom or grade level newsletters, email, phone calls, and/or parent conferences. Teachers received training on how planning agendas can be used as a communication tool for students, teachers, and parents. The teachers are also available to meet with parents before school, as well as to use their daily prep periods to communicate with parents via email, telephone and in person during the school day. In addition to the above methods of communication, the school has provided training to teachers on how to create and utilize a classroom website.

Schools will, to the extent feasible and appropriate, coordinate and integrate parent and family programs and activities with Head Start, Reading First, Early Reading First involvement, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs, to further encourage and support parents and families in more fully participating in their children's education. Please describe how this will be accomplished.

Our Pre-K teachers organize activities to promote parental involvement such as, art and virtual Pre-K activities that parents enjoy with their entire family. PreK teachers host parent

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meetings to share information on the transition to kindergarten as well as on Pre-K standards and rubrics. The Pre-K team encourages parents to attend all field trips.

Schools will ensure that information related to the school and parent and family programs, meetings, and other activities is sent to parents in understandable and uniform formats, including language. Please describe how this will be accomplished.

Our school posts monthly meetings and sends home informative reminders in at least 2 languages: English and Spanish. Some are also in Arabic and Urdu. Our school website has a feature that translates all information in numerous languages.

### Policy Implementation Activities:

- The LSC will approve the school improvement plan and monitor the CIWP.
- In the CIWP, the school identifies current parental and family engagement practices and outlines activities related to expanding parent and family partnership programs.
- The school will coordinate the parent and family engagement programs identified in the CIWP.
- The school will evaluate the Parent and Family Engagement Policy for effectiveness and make improvements as necessary.