

Parent and Family Engagement Policy
Don E. Hayden
2017-2018

This policy has been jointly developed and agreed upon by the Hayden Elementary School Faculty and parents of students served in the school pursuant to Title I. Hayden Elementary School will convene an annual meeting, at a convenient time for parents to evaluate this policy, to accommodate parent needs children were allowed to attend. This meeting will be held the last week of August 30, 2017. The school's Parent and Family Engagement Policy developed by Jason Schrock and the Hayden Faculty and community, will be distributed in an understandable and uniform format and to the extent practicable, in both Spanish and English. The Parent and Family Engagement Policy and Annual Title One information will also be made available to the community via school website.

Hayden Elementary School will involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, School Performance Plan and Parent and Family Engagement Policy. A parent representative will attend school improvement team and Student Generated Funds committee meetings. At these times, parents will provide input into the creation of our Performance Plan and the plan for funds.

The Educational Involvement Accords are integrated into the registration process through Infinite Campus. Parents must review Accords prior to completing their child's registration. Administrators and teachers will have access to the Accords whenever needed for parent/student conferences or other occasions.

The school's plan for including parents in the academic achievement of students includes:

A. Administration and staff will:

1. Provide assistance to parents, as appropriate, in understanding such topics such as the NV Academic Content Standards, the District's Common Assessments, iReady, Reading Inventory, CCSD Standards-Based Common Assessments, as well as the various school-based common assessments and their alignment to the standards based report card. The requirements of Title I will be explained to parents. Parents will know how they can monitor their student's academic progress using the Parent Portal in Infinite Campus and how to work with school staff to improve the achievement of the student.
2. Provide high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards. We do this through direct and explicit instruction. Parents are given opportunities during open house and other scheduled parent meetings, such as Read by Grade Three parent meetings, and Parent Education provided by FACES to help improve student performance. Staff has been trained by the Read by Grade Three team in communication skills to promote collaboration with peers to ensure student success. Teachers make sure all students are taught the NV Academic Content Standards to mastery by the end of the year. Students at the emergent or approaches levels are given multiple opportunities to try to demonstrate proficiency on the standards before the end of the year. Teachers use various high yield instructional strategies throughout the day to be sure to reach the learning level of all students. Such techniques include Thinking Maps, cooperative learning, collaborative group work, guided practice, visual representations, movement, student to student academic discourse,

metacognition, and repeated practice. Teachers will check for student understanding frequently to make sure no students are able to opt out of learning. Teachers respond in real time to meet all students' needs.

3. Offer parent involvement activities in the school that will include opportunities for parents to volunteer and be involved in school activities:

- School-wide volunteer program
- Staff development and parent education: Read by Grade 3 Training for Teachers/Parents, FACES
- Classroom volunteer program
- Field trip chaperones
- Parents to provide home support for their children's education
- Parents to participate in school decision-making: SGF, SOT
- Effective communication between the school and parents
- Active Parent Teacher Association

B. Hayden ES works to engage parents and families in the academic achievement of each and every child through participation in conferences and family activities such as Open House, Literacy Nights, YamJam, and Parent Education classes provided by FACES.

We monitor how parents feel about the school and programs through our annual survey. The SOT Agendas and the Annual Survey Results are posted on the school website. The survey results from 2016-17 indicated that most families feel involved in making important decisions for the school. To continue to making parents feel actively involved, parents are invited to monthly SOT meetings and weekly parent meetings with the principal to discuss family events, school finances, and school data. To increase survey participation, we have availability to computers during family events and conferences to encourage more parent participation in our school survey.

Additionally, the principal holds PAC meetings each year, one per trimester, to give parents the school wide information needed to support the school and student achievement.

C. With regard to professional development, the administration will, **with the assistance of parents**, educate teachers, pupil service personnel, principals and other staff in:

- The value and utility of contributions of parents through Read by Grade Three trainings.
- How to reach out to, communicate with, and work with parents as equal partners through Read by Grade Three trainings.
- Implementing and coordinating parent programs such as PTA and Parent Volunteer opportunities.
- Building ties between parents and the school.

D. We ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in both English and Spanish via class Dojo. We also use FACES to translate pertinent documents that go home to parents.

E. Coordination with other programs

The administration will:

To the extent feasible and appropriate, coordinate and integrate parent involvement programs such as, Pre-Kindergarten, Read by Grade 3 training, FACES, ELL Department, Equity and Diversity Department, and Safe Key. The available services are communicated through Class Dojo.

F. Children are welcome at open house, PAC meetings and all other family/parent engagement activities are student centered and family focused. In addition, the school will provide reasonable support for additional parent involvement activities as parents may request through evaluations, surveys, and through formal and informal two-way discussions with school staff. Parents are also invited to utilize trainings and support through our campus Learning Strategist to enable parent/educator partnerships that will enhance student outcomes. We work together with our parents to make Don E. Hayden the best it can be.