School Parent and Family Engagement Plan

C.J. Hicks Elementary School
2021 – 2022
Revision Date: September 14, 2021

In support of strengthening student academic achievement, C.J. Hicks Elementary School receives Title I, Part A funds and therefore must jointly develop with, agree with, and distribute to parents and family members of participating children 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 Plan submitted to the local educational agency (LEA).

C.J. Hicks Elementary School 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 1116(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, distribute it to the parents of participating children, 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 of participating children, 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
(D) Other activities are carried out, such as those described in Section 1116 of the ESSA
DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT PLAN COMPONENTS

JOINTLY DEVELOPED

C.J. Hicks Elementary School 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.

An Annual Title I meeting will be held in the evening during the first couple of weeks of the current school year. All parents will be invited and encouraged to attend. School-wide Title I information will be distributed to explain the delivery of services available to students, the system and school’s goals, parents’ 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. It will be available to all parents. Parents and the school will be encouraged to set high expectations for their children and become familiar with and understand the curriculum.
COMMUNICATIONS

C.J. Hicks Elementary will take the following actions to provide parents of participating children 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.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

SCHOOL-PARENT COMPACT

C.J. Hicks Elementary will take the following actions to jointly develop with parents of participating 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. All parents will be invited to an annual revision meeting, where parents are given an opportunity to provide input on the School-Parent Compact.

C.J. Hicks will jointly develop, with parents of participating children, a School-Parent Compact that outlines how parents, the 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 students achieve state standards. All parents will be invited to revision meetings in the Spring of each school year. Parent input will be used to revise the School-Parent Compact.
RESERVATION OF FUNDS

If applicable, **C.J. Hicks 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 of children receiving services 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 and decisions regarding how funds for parental involvement will be used. C.J. Hicks gives parents the opportunity for input on the 1% set-aside via the school website, workshop surveys and the annual Title I Parent and Family Engagement Survey.

COORDINATION OF SERVICES

**C.J. Hicks 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 by:

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. The district also has Parent Academy and PAT’s available for parents within the district, and C.J. Hicks will ensure the parents are aware of these services offered by the district. Our Kindergarten Transition Team will work closely with area daycares to provide resources and services for parents. Parents will be invited to attend a parent workshop while their child attends the annual Kindergarten Camp prior to the beginning of school. Parents will be provided with materials and directions to assist them with preparing their child for the transition to school. All stakeholders are encouraged to become involved in the school, such as volunteering in classrooms, volunteering in the Parent Center, mentoring students, and attending parent meetings as guest speakers.

A Parent Resource Center is available and parents are encouraged to visit. A copy of the school’s Title I Plan and Parent Involvement Plan are available in the Parent Resource Center. Within the Resource Center, materials are available on topics relative to student academic success, assessments, homework help, State standards, report card information, and other pertinent topics.

BUILDING CAPACITY OF PARENTS

**C.J. Hicks 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;
- 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
Six parent workshops will be provided for parents during the school year. Topics for these workshops will be based on student and parent needs. Part of the training will include strategies that parents can use at home to reinforce literacy and math skills. Parents will be provided with and trained to use several resources, including technology, and tools to utilize in the home setting. Instructional coaches and district level coaches, in addition to the teachers, 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. Parent make-it, take-it workshops will extend the Title I program to the home.

Parents are invited to attend Title I meetings that are specific to dissemination of Title I information. Parents are provided with 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.

BUILDING CAPACITY OF SCHOOL STAFF

**C.J. Hicks 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, 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:

C.J. Hicks will provide training 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. Twice a year, the district will host a Parent Academy that will include workshops led by teachers, parents, and community members. The Parent Academy is a learning opportunity for all adults in the Rockdale County community. Several times each 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. Every effort will be made to strengthen the partnership between school and home as staff members seek ways to communicate with parents and improve the school community.
**C.J. Hicks Elementary** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

| C.J. Hicks will provide other reasonable support for parental involvement activities as parents may request. Childcare maybe provided for parents of Title I students to make it convenient for them to participate in meetings and workshops. Meetings and workshops will be scheduled at a variety of times to maximize opportunities for parents to participate. The Title I teacher may also be able to arrange phone conferences with parents if they are not able to come to school to meet. |