

School Parent and Family Engagement Plan



C.J. Hicks Elementary School

School Year: 2023 – 2024

Revision Date: March 23, 2023

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's Parent and Family Engagement Plan and the joint development of the schoolwide program 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 program 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; and
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA.

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.

C.J. Hicks Elementary School will 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's Parent and Family Engagement Plan and the joint development of the schoolwide program under Section 1114(b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).

The schoolwide Title I Plan will be made available to the public through the school's website. A hard copy of the Plan will be available in the Parent Resource Center. Parents may also request a copy of the Plan through the school's front office. Administration and Title I team members will be available to answer questions and interpret the Plan as needed.

C.J. Hicks Elementary School will hold Annual Title I Revision Meetings in the spring to obtain parents' input and suggestions.

ANNUAL TITLE I MEETING

C.J. Hicks Elementary will take the following actions to conduct an Annual Title I Meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the School Parent and Family Engagement Plan, the Schoolwide Plan, and the School-Parent Compact.

An Annual Title I meeting will be held at the beginning of each school year in the evening 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, 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. The Annual Title I Meeting date and time is posted on the school's website and marquee.

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 related to parent and family engagement; and
- Information related to the school and parent programs, meetings, and other activities 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.

C.J. Hicks Elementary School is a schoolwide Title I school and all parents are invited and encouraged to attend all Title I meetings, trainings and workshops. Flyers will be available to announce upcoming meetings/workshops. We also post meeting dates and times via our website, marquee, Remind, and School Messenger phone system.

Monthly school and Title I newsletters, a schoolwide phone system, informal communication, personal telephone calls, and at least two (2) parent-teacher conferences will keep parents informed of upcoming Title I programs and activities. A parent information board will be available for parents that will include school and PTA news.

Meetings/workshops for parents will be offered at flexible times so parents are able to participate in the school's programs. Meetings/workshops will be both virtually and in-person. Parents will be surveyed as to the type of programs they consider to be most beneficial, the schedule, and the location of meetings and/or workshops. The planned meetings/workshops will afford parents the opportunity to share experiences with other parents, formulate suggestions, and participate in decisions relating to the education of their children.

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 Title I Revision meeting, where parents are given an opportunity to provide input on the School-Parent Compact.

RESERVATION OF FUNDS

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 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, available after 1st semester.

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 workshops/sessions. The district also offers PTAs for parents of students attending district schools. C.J. Hicks will ensure that 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. All stakeholders are encouraged to become involved in the school.

Parents are encouraged to contact our Parent Liaison should they need support and/or resources. A copy of the school's Parent and Family Engagement Plan is available in the Parent Resource Center and on the school's Title I page. Within the Parent Resource Center, materials are available on topics relative to student academic success, assessments, State standards, homework help, 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
- 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 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 numeracy 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, along with teachers, will provide support and academic help skills to parents. Instructional materials and literature about how to help children succeed in school will be distributed.

Parents are invited to attend Title I workshops and meetings that are specific to the dissemination of Title I information.

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 where parents will be given additional assistance to understand 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 how to implement and coordinate parent programs and build ties between parents and the school. Several times each year, the district Superintendent will host open forums for parents and community members to share their concerns, advice, 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. When applicable, childcare may be provided for parents of 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.