

Emma Hutchinson Elementary School
650 Cleveland Ave S.W., Atlanta GA 30315



2018 - 2019 School Parent and Family Engagement Plan
Revised: (October 30, 2018)
Principal: Dr. Shuanta Broadway

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parent engagement plan. 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).

Parental engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that 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) the carrying out of other activities, such as those described in section 1118 of the ESSA.

District's Goal: Our Students will be well-rounded individuals who possess the necessary academic skills and knowledge and are excited about learning.

Hutchinson School Goals: Hutchinson Elementary School's goal for the 2018-2019 school year is to revive the Parent Teacher Association by increasing membership by 50% before May 2019.

1. Hutchinson Elementary 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 involvement in the decisions regarding how funds for parental engagement will be used.

Hutchinson Elementary School will engage parents in an organized, ongoing and timely manner in the planning, review, and improvement of school wide programs and the school parental engagement plan by inviting all parents to a Title I Planning meeting at the beginning of the school year. Our Parent Liaison will establish a Parent Engagement Committee (PIC) which will consist of parents from each grade level (K-5); lead teachers; community members and other stakeholder. The PIC group will be led by parents to review and provide feedback for the upcoming school year. The PIC group will meet quarterly, (4) time a year (Fall, Winter, Spring & Summer) to discuss Title I updates and school academic goals. Parents will be informed by:

- *Providing such information in our Parent Center through our parent liaison.*
- *Informing parents through flyers, letters, phone calls, monthly newsletters, school website and school calendar.*
- *Providing English and Spanish versions of parent information.*
- *Utilizing the Parent Center as a hub for information to go out to parents and community members.*

2. Hutchinson Elementary will take the following actions to conduct an annual 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 and the school parental and family engagement plan, the school-wide plan, and the School-Parent Compact.

Hutchinson Elementary School will conduct an annual meeting by October 31, 2018, at a convenient time, to inform parents about the school's Title I program, the nature of the Title I program, the parents' requirements and the school parental and family engagement plan, the school-wide plan, and the school-parent compact. We will encourage and invite all parents of participating children to attend this Annual Title I meeting by hosting our meeting at flexible times during our 1 quarter of school. Hutchinson Elementary School will invite all parents, community partners and stakeholders by mailing letters and/ or flyers to parents and posting the invitation on our school's website or social media page.

3. Hutchinson Elementary will take the following actions to offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parental involvement.

Hutchinson will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, transportation, child care, or home visits, as such services related to parental and family engagement by surveying our parents to ensure the availability for meetings and to gather their requested needs. In addition Hutchinson Elementary will partner with a business or community partners to help with providing transportation if services deem necessary. If child care is needed Hutchinson Elementary school will solicit teachers and parent volunteers to assist with providing fun academic activities during our parent and family engagement meeting. Home visits will be provided by our school's Social Worker if services are required.

4. Hutchinson Elementary will take the following actions to provide parents of participating children the following:

Hutchinson will provide parents of participating children with timely information about the Title I program, a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet, and provide 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, by sponsoring academic workshops for parents to ensure students expectation are shared and by providing parents an opportunity to support student success at home. Hutchinson Elementary school will provide the following academic workshops for parents in English and Spanish:

- **Handling Homework** – Deepen their connection to their children while using effective tools and strategies to make homework fun.
- **Math Strategies** - Parents will learn how to use strategies to enhance their children's understanding of the four operations in math problem solving.
- **Reading** - Parents will learn why reading is important in life. Parent(s)/guardian(s) will receive information about Lexile ranges, literary genres, and the overall importance of literacy.
- **Science & Social Studies**- Parents will explore science and social studies via hands-on-minds-on technique.
- **Schooling Basics** - Parents will receive relevant information from both the district and Hutchinson Elementary School to support their child(ren) throughout the school year. In addition, this session will be used for questions/answers.
- **Georgia Milestones Assessment** - Test taking strategies, assessment tips, and an introduction to this new assessment measure will be covered during this session.
- **Bridging the Language Barrier** - An interpreter will be invited to answer and/or support ELL parents with questions or concerns regarding core content areas and student academics.
- **Report Cards 101** - Parents will learn how to understand the district grading system and how to monitor their student progress throughout the year by providing them the resource to access their Parent Portal.

5. Hutchinson 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.

The school and parents will build and develop a partnership to help children achieve the state's high standards by sponsoring a Parent Involvement Committee (PIC) which will consist of parents from each grade level (K-5); lead teachers; community members and other stakeholder. The PIC group will meet quarterly, (4) time a year (Fall, Winter, Spring & Summer) to discuss Title I updates and school academic goals. The PIC group will review and revise the school-parent compact for the upcoming school year in the Spring. The revised copy of our school's compact will be available for distribution in English and Spanish by the following ways:

- Annual Title I Meeting
- Monthly Parent Meetings
- Front Office
- Parent Resource Center
- School Web-site

6. Hutchinson Elementary will build the school's and parents' capacity for strong parental and family engagement, in order to ensure effective engagement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. Hutchinson Elementary will provide assistance to parents of participating children, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –

- the State's academic content standards;
- the State's student academic achievement standards;
- the State and local academic assessments including alternate assessments;
- the requirements;
- how to monitor their child's progress, and
- how to work with educators

The following topics will be discussed during the monthly Parent Academic Academy:

- **Handling Homework** – Deepen their connection to their children while using effective tools and strategies to make homework fun.
- **Math Strategies** - Parents will learn how to use strategies to enhance their children's understanding of the four operations in math problem solving.
- **Reading** - Parents will learn why reading is important in life. Parent(s)/guardian(s) will receive information about Lexile ranges, literary genres, and the overall importance of literacy.
- **Science & Social Studies**- Parents will explore science and social studies via hands-on-minds-on technique.
- **Schooling Basics** - Parents will receive relevant information from both the district and Hutchinson Elementary School to support their child(ren) throughout the school year. In addition, this session will be used for questions/answers.
- **Georgia Milestones Assessment** - Test taking strategies, assessment tips, and an introduction to this new assessment measure will be covered during this session.
- **Bridging the Language Barrier** - An interpreter will be invited to answer and/or support ELL parents with questions or concerns regarding core content areas and student academics.
- **Report Cards 101** - Parents will learn how to understand the district grading system and how to monitor their student progress throughout the year by providing them the resource to access their Parent Portal.
- **Active Parent Participation** – Parents will learn the importance of volunteering and being active in the child's education.

B. Hutchinson Elementary will provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental and family engagement, by;

Hutchinson will provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental and family engagement, by providing parents with educational resources to check out to support learning at home. The parent resource center has a variety of education resources provided for parents check-out. Such as educational games, books and pamphlets, audio, dvds, cds and flashcards. Hutchinson Elementary School will also provide:

- *Parent workshops hosted by our Instructional Coaches for academic make and take activities.*
- *Basic Computer classes for parents*
- *GED Prep classes for parents*
- *Resume Building for parents*
- *Sponsoring parent meetings through our parent liaison to share instructional*

C. Hutchinson Elementary will provide training to educate the teachers, pupil services personnel, principal, and other staff in 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, by:

Hutchinson will provide training to educate the teachers, pupil services personnel, principal, and other staff in 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, by:

- *Providing information in multiple languages to accommodate all ethnicities of families at Hutchinson Elementary School*
- *The Parent-Liaison will conduct a Title-1 workshop for teachers and staff to enhance the knowledge of how to communicate with parents*
- *Providing the opportunity for discussion and dialogue during parent conferences, parent meetings, PTA meetings, curriculum nights, Local School Council and staff meetings.*

D. Hutchinson Elementary will, to the extent feasible and appropriate, coordinate and integrate parental and family engagement programs and activities with Head Start, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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:

Hutchinson will, to the extent feasible and appropriate, coordinate and partner with the district's Pre-K Round Up program in the Spring of 2019 to offer a transition program for our incoming kindergarten families as well as invite in local pre-K programs to prepare for a smooth transition into elementary school. We will also partner with our feeder middle school program to ensure students moving on to 6th grade/middle school are connected to the support staff and understand how to access the resources and support they will need at their new school.

E. Hutchinson Elementary will take the following actions to ensure that 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:

Hutchinson will partner with the World Languages Dept. to ensure information is translated in the language parents can understand. We will also work with parents and inquire of parents to ensure our information is parent friendly.

F. Hutchinson Elementary will provide other reasonable support for parental involvement activities under section 1118 as parents may request, by;

Hutchinson will 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 and including alternative formats upon request, and, to the extent practicable, in a language parents understand, by

- *Providing a translator during parent meetings.*
- *Providing such information in our Parent Center through our parent liaison.*
- *Notifying parents through flyers, letters, phone calls, and personal interactions from staff.*
- *Providing English and Spanish versions of parent information.*
- *Utilizing the Parent Center as a hub for information to go out to parents and community members.*

Hutchinson Elementary School has adopted and implemented a model approach to improving parental and family engagement by offering our bi-weekly Parent Academy. Hutchinson Elementary School Parent Academy connects parents to resources and information regarding ways in which they can support their student's education at home.

Our Parent Academy offer learning courses for sixteen-weeks during the academic school year. Twice a month beginning in August and throughout the year courses are designed to be welcoming and parent-friendly, as well as providing insight and skills in what students are learning in school.

Hutchinson Elementary School will update the school parental and family engagement plan periodically to meet the changing needs of parents and the school. The school parental and family engagement plan will be distributed to parents of participating children. The parental and family engagement plan will also be available to the local community by inviting parents to meet, discuss and review the parental and family engagement plan. Our parents and local community members will have multiple opportunities to meet and provide feedback about the parental involvement policy by participating in the (PIC) meetings and additional Title I parent meetings. Parents will have an opportunity to provide comments to address any concerns as it relates the school's Title I programs. Our school's policy will be reviewed, revised and distributed according to our district timeline. The revised copy of our school's policy will be available in English and Spanish in the following ways:

- *Annual Title I Meeting*
- *Monthly Parent Meetings*
- *Front Office*
- *Parent Resource Center*
- *School's Website*