

Holt Public Schools Elementary School Parental Engagement Plan

The Holt Public School's Board of Education, and Elementary Schools, acknowledges that parent and family engagement is a critical factor in students' school success. The district as well as individual schools also believe that the education of our children is a shared responsibility and developed as a partnership with parents and families.

Coordination and Support

Program coordination and technical assistance for Title 1 schools in planning and implementing effective parent engagement activities will be provided through the efforts of the Executive Director of Curriculum and Instruction.

School administration, with the assistance of interventionists, will coordinate the use of the annual Partners in Learning Compact and other family engagement activities. Compacts will be shared with stakeholders at P.T.O. Meetings, Title 1 Orientation Meeting, and Parent-Teacher Conferences.

Families will be encouraged to become active participants in Title 1 program planning, decision-making, and activities. Each Title 1 school will publish a timeline of these opportunities annually.

Providing Assistance and Training

Parents of Title 1 students will be provided with timely information about Title 1 program and parent engagement requirements for schools under the No Child Left Behind Act of 2001, information about curriculum and proficiency levels students are expected to achieve, school and individual assessment information and results, including explanation of those results, and opportunities for additional meetings related to the education of their children. This information will be provided at Open House, Parent-Teacher Conferences, Title 1 Orientation Meeting, and P.T.O. Meetings.

Building Capacity for Parent and Family Engagement

The Holt Public School District, the office of the Executive Director of Curriculum and Instruction, and individual schools use the following strategies to educate instructional staff, with parental assistance in the value and utility of contributions of parents, how to work with parents as partners, implement and coordinate programs and build ties between parents and school.

1. Parent Teacher Organization (P.T.O.) Meetings

All families and staff hold an open invitation to monthly P.T.O. Meetings. The time and day of the month is kept consistent. Agendas and meeting minutes are disseminated to staff and posted on the school's website for families to access. Attendees have the opportunity to ask questions about Title 1 supports, how funds are spent, and make suggestions for improving school processes and teacher professional development during the Principal and Teacher Reports. Benchmark data will be shared three times a year, along with district and state assessment data as it is collected.

2. Partners in Learning Compact

The Partners in Learning Compact is explained and discussed at the Parent Orientation Meeting in the fall. Shared responsibilities are agreed upon and the compact is signed at Parent Teacher conferences in the fall and reviewed at spring Parent Teacher conferences or by request of family or teacher at any point in the school year. Parents and/or teachers may elect to revise an individual student's Partners in Learning Compact to more effectively meet the needs of students.

3. Parent Orientation to Title 1 Meeting

One orientation meeting will be held annually prior to the fall Open House. Families will be informed about:

- the guidelines, purpose, and goals of the Title 1 program/supports, and the student selection process;
- the Partners in Learning Compact
- parents rights under Title 1 Part A, to request information about:
 - teacher certification in area(s) in which he/she provides instruction;
 - the degree and/or major of the teacher.
- Title 1 Parental Engagement Plan
- Title 1 Complaint Procedure
- FERPA – Federal Educational Rights and Privacy Act

4. Home Visits

Kindergarten Teachers visit the homes of each incoming kindergartner and their family in August before the school year begins. Teachers provide families with at-home learning activities focused on emerging literacy skills and basic number sense.

5. Neighborhood Canvassing/Open House

School staff engages in the canvassing of the neighborhoods in which their students reside in August before the school year begins. Staff begins the building of the family and school partnership during these visits.

6. Back-to-School Picnic

The P.T.O. and the school staff host a Back-to-School Picnic the week before school begins. During this time, community resources and organizations (e.g. Public Librarian, Food Bank representative, Police Officers, Fireman) are available for parents to receive information and support.

7. WKAR Parent Education Programs

In partnership with our local Public Broadcasting Network Outreach program, there will be three parent education nights that include P.B.S. Television Program clips, a related story/text, and a literacy based activity.

8. Celebrations of Learning

The school will host two to three Celebrations of Learning that will engage families in authentic displays of student learning of the curriculum. These may include, but are not limited to, Science Day and Science Fair, Reading Restaurant, Poetry for Pies, Literacy Café, Reading Rodeo, Family Literacy Nights, and Winter Walk-Through. Activities may include reading, writing, math games, and take-home activities.

9. Parent-Teacher Conferences

Twice a year, families will receive a scheduled 20 minute conference. During the fall conference, teachers and parents will write the Partners in Learning Compact and establish goals for student learning and growth. These goals and the compact will be reviewed during spring conferences. Student data will be reviewed at both meetings.

Integration with Other Programs

Partnerships have been established with the community to support families (e.g. Public Library visits Kindergarten Round-up, Back-to-School Picnic, and classrooms; Retired Teachers Network; First Presbyterian Church tutoring program). Support and partnerships have also been established within the building via Family Nights, held several times a school year.

Parent Engagement Activities

Parents will be provided with opportunities to add to their skills so that they may continue to work with their children to improve achievement.

Evaluation

Assessing the effectiveness of the parental engagement plan and its activities will be conducted throughout the year by:

- Parent evaluation at family nights and Celebrations of Learning

- Attendance at Family Night and Celebrations of Learning

- Annual program evaluation at spring P.T.O. Meeting

- Results of Family Survey completed at each school

**Holt Public Schools
Sycamore Elementary School Parental Engagement
Communication of Plan and Timeline**

DATE	EVENT	PURPOSE
August		
	Kindergarten Home Visits	<ul style="list-style-type: none"> • Establish relationships
	Neighborhood Canvassing	<ul style="list-style-type: none"> • Welcome students
	Back-to-School Picnic	<ul style="list-style-type: none"> • Build community
	Open House	<ul style="list-style-type: none"> • Introduce Partners in Learning Compact
September		
	P.T.O. Meeting	<ul style="list-style-type: none"> • Hold Title 1 Orientation Meeting • Share benchmark data • Review Title One Program
	Special Someone Day (every other year)	<ul style="list-style-type: none"> • Share educational experience
October		
	Parent Teacher Conferences	<ul style="list-style-type: none"> • Goal Setting • Partners in Learning Compact
November		
	Raising Readers Family Workshop	<ul style="list-style-type: none"> • Family literacy training
	Report Card	<ul style="list-style-type: none"> • Share student progress
December		
	Winter Walk Through	<ul style="list-style-type: none"> • Showcase student learning
January		
	Raising Readers Family Workshop	<ul style="list-style-type: none"> • Family literacy training
February		
	Raising Readers Family Workshop	<ul style="list-style-type: none"> • Family literacy training
March		
	Parent Teacher Conferences	<ul style="list-style-type: none"> • Goal Setting • Partners in Learning Compact
	Report Card	<ul style="list-style-type: none"> • Share student progress
	Kindergarten Round-up	<ul style="list-style-type: none"> • Inform and invite
April		
	Science Fair (every other year)	<ul style="list-style-type: none"> • Showcase student learning
May		
	Reading Celebration	<ul style="list-style-type: none"> • Showcase student learning
June		
	Report Card	<ul style="list-style-type: none"> • Share student progress

Parent Teacher Organization monthly meetings and family activities in addition.