Title I School-Level Parent and Family Engagement Policy
Hilltop Middle School 2021-22

2.1 With approval from the local governing board, *Hilltop Middle School* has developed a written Title I parent and family engagement policy with input from Title I parents and family members. The policy was presented to parents for review and input at the parent advisory committees (i.e.; School Site Council, Title I, and ELAC meetings). *Hilltop Middle School* has distributed the policy to parents of Title I students. The policy is included in the Welcome packet that is hand-delivered to parents by students, posted on the school website, and included in the School Site Plan, and posted Jupiter Grades. The policy describes the means for carrying out the following Title I parental involvement requirements [*20 USC* 6318 Section 1118(a)-(f) inclusive].

2.2 Involvement of Parents in the Title I Program

To involve parents and family members in the Title I program at Hilltop Middle School, the following practices have been established:

a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 USC 6318 (c)(1))

A Title I meeting is held for all Title I parents within the first 30 days of school. During this meeting, Title I requirements and parent-rights are reviewed.

b) The school offers 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 parent involvement. (20 USC 6318 (c)(2))

At least 1 meeting per semester is held in the evening for Title I parents. In addition, because we are a school-wide Title I school, Title I parents are also invited to ELAC meetings, held quarterly. Although these meetings may not focus on Title I programs and funding, they may still be discussed if relevant to the agenda.

Title 1	8/10/2021	9:00am— 9:30am,
ELAC – English Language Advisory Committee	8/30/21, 10/28/21,12/09/21, 01/27/22, 02/24/22, 5/19/22	3:30pm-4:30pm
School Site Council	8/18/21, 9/08/21, 10/13/21, 11/10/21, 12/08/21, 1/19/22, 2/09/22, 3/09/22, 4/13/22, 5/19/22	3:30pm - 4:30pm

c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan. (20 USC 6318 (c)(3))

Title I programs and policies are reviewed and discussed during the Title I parent meetings, as well as during School Site Council and ELAC.

The school provides parents of Title I students with timely information about Title I programs. *Information is provided to parents during the Title I parent meetings, via Infinite Campus phone calls, Jupiter Grades, and our school website. Information is translated.*

The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. *Information is provided to parents by teachers through Open House.*

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. Parents are advised during initial parent meetings (ie. SSC, ELAC, Title I, etc.) that they are able to request additional meetings.

The school provides parents of participating students with

1. timely information about the Title I program. (20 USC 6318 (c)(4)(A))
    - The school provides parents of Title I students with timely information about Title I programs. *Information is provided to parents during the Title I parent meetings, via Infinite Campus phone calls, coffee with principal, Jupiter Grades, and our school website. We send mail letter, also give copy to Students. Information is translated.*

2. 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. (20 USC 6318 (c)(4)(B))
    - *Hilltop Middle School* engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.
    - The school provides Title I parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children.
      Information is reviewed and discussed during parent meetings (i.e., ELAC, SSC, Title I meetings, Family Resource/Involvement Day, and Open House).
    - The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. *Informational brochures are available in the school's Parent Center. In addition, parent workshops are provided to show parents how to support their student at home, especially with regards to technology. Supportive materials and training are provided during parent meetings as well. Finally, our school newsletter is posted online for parents to gain more access to support ideas.*
    - With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. *Staff is provided with parent survey results. In addition, these results are reviewed with School Site Council. Staff communicates with parents regarding student progress and upcoming events/assignments via JupiterGrades. Finally, staff is encouraged to solicit parent volunteers for activities/events/programs on campus.*

- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. *Staff is available to assist parents in the Parent Center, where computers are available for parent use. In addition, Infinite Campus phone calls provide information to parents of activities occurring at school. Parent Involvement Day and Family Resource Day are opportunities for parents to attend workshops, access information about school and community resources, and shadow their students on campus.*

3. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 USC 6318 (c)(4)(C))

    - The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. *Information is posted on the school website in both English and Spanish. In addition, Infinite Campus phone calls and emails are made in English and Spanish to notify parents of programs, meetings, and activities.*
    - The school provides support for parental involvement activities requested by Title I parents.
      If requested, parents are given a forum for discussion and planning of additional activities.

d) if the schoolwide program plan 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. (20 USC 6318 (c)(5))

A Survey is done to get as much as input from parents to be able to comment and suggest any changes to schoolwide program plan .

School also focus on Information that is reviewed and discussed during parent meetings (i.e., ELAC, SSC, Title I meetings).

Posted in School Web-Site.

Copies available upon request.

Building Capacity for Involvement (Parent and Family Engagement Policy continued)

2.3 To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school

and local educational agency assisted with Title I, Part A funds, the school has established the following practices:

a) The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 USC 6318 (e)(1))

Hilltop Middle School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

The school provides Title I parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children.
Information is reviewed and discussed during parent meetings (i.e., ELAC, SSC, Title I meetings, Family Resource/Involvement Day, and Open House).

b) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 USC 6318 (e)(2))

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. *Informational brochures are available in the school's Parent Center. In addition, parent workshops are provided to show parents how to support their student at home, especially with regards to technology. Supportive materials and training are provided during parent meetings as well. Finally, our school newsletter is posted online for parents to gain more access to support ideas.*

c) The school 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, and in 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; (20 USC 6318 (e)(3))

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. *Staff is provided with parent survey results. In addition, these results are reviewed with School Site Council. Staff communicates with parents regarding student progress and upcoming events/assignments via JupiterGrades. Finally, staff is encouraged to solicit parent volunteers for activities/events/programs on campus.*

d) The school, to the extent feasible and appropriate, coordinate and integrate the parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 USC 6318 (e)(4))

The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. *Information is posted on the school website in both English and Spanish.*

In addition, Infinite Campus phone calls and emails are made in English and Spanish to notify parents of programs, meetings, and activities.

e) The school ensures that information related to school and parent programs, meetings, and other activities to parents is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318 (e)(5))

The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. *Information is posted on the school website in both English and Spanish. In addition, Infinite Campus phone calls and emails are made in English and Spanish to notify parents of programs, meetings, and activities.*

f) The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))

The school provides support for parental involvement activities requested by Title I parents. *If requested, parents are given a forum for discussion and planning of additional activities.*

Accessibility

2.4 *Hilltop Middle School* to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students) including providing information and school reports are provided in a format and language that parents understand.

- *Hilltop Middle School* provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.
- *Parents have opportunities for participation through parent committees/meetings, Open House, Family Involvement Day, and Family Resource Day. Interpretation is provided at parent meetings. In addition, JupiterGrades allows parents to choose their language-preference for student-progress updates.*

Acronym List:

ELAC	English Language Advisory Committee
ELD	English Language Development
SEI	Structured English Immersion
SPSA	Single Plan for Student Achievement
SSC	School Site Council

**It may be helpful to include the parent and family engagement policy review in the annual review of the Single Plan for Student Achievement.*

***The policy must be updated periodically to meet changing needs of parents and family members and the school. If the school has a process in place for involving parents and family members in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents and family members of Title I children.*