

Haydon Elementary School Parent and Family Engagement Policy

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS

- A. Haydon Elementary School will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.

Haydon has sought input from parents and stakeholders on revising our Parent and Family Engagement Policy through School Continuous Improvement Plan Team meetings, PTA meetings, phone, and email notifications.

Haydon's Parent and Family Engagement Policy will be shared during school-based title I meeting during the second marking period via the school web site. Hard copies will be available at Haydon Elementary.

Haydon's Parent and Family Engagement Policy will be translated into Spanish and made available to parents.

- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

Haydon's Annual Title One Meeting will be held during our Fall Information Night on November 7, 2019. A follow-up information session will be held the morning of November 8, 2019.

- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement. (Describe how flexibility is provided)

Haydon offers flexible meetings (day and evening) during our parent teacher conference days as defined on the MCPS 2019-2020 School Calendar and by appointment. Parents are able to schedule their preferred meeting time to touch base with their teacher about their child's progress in school.

Parent were surveyed during the 2018-2019 school year to determine the best times to offer meetings. The majority of parents indicated that evening meetings were best followed by meetings on Saturday mornings.

- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.

Parents were invited to participate on the School Continuous Improvement Plan Committee (SCIP) in both English and Spanish by way of the Friday Haydon Headlines sent home by phone and email. Parents are also invited to make comments to and about our school via Let's Talk.

- E. Provide parents of participating children—
1. Timely information about programs under this part.

2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
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 practically possible.

Meet the Teacher/Open House
 Parent Teacher Conferences
 Weekly Parent Haydon Headlines (by phone and email)
 Class Dojo teacher and school communications
 Monthly PTA Meetings
 Fall Information Night
 Preschool parent meetings
 Child study meetings
 IEP meetings
 Manassas City Public Schools web site
 Haydon Elementary School Website
 Haydon Twitter Page @HappyHaydon
 Parent Engagement Station in front lobby of school
 School Community News Board

- F. If 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 district.

Parents are welcome to make comments via Let's Talk online, in person to school administration, during monthly, PTA meetings, during the annual Title I meeting (Fall Information Night) or via emails to teachers or administrators. Haydon will also survey parents for input.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.

Parent-teacher conferences were held during the month of September and are also scheduled during the month of February 2020. Parents can choose day or evening times to meet with teachers. Additionally, teachers meet with parents as needed throughout the year.

- Provide frequent reports to parents on their child's progress.

Report cards and interim report cards are distributed every 4.5 weeks. RtI reports are provided to parents every four weeks after RtI meetings are held. Haydon also provides standardized test results to parents.

- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

Chalk the Walk
 Ice Cream Social
 During student-led conferences By appointment

Field Day

Parent volunteers
Guest readers
Field trips
Donuts with Dads
Project-Based Learning Fair
Multicultural Night

Grade level activities and events
Meet the Teacher/Back to School Day
Muffins with Moms
STEM Learning Fair
4th Grade Chorus Concerts
Fine Arts Fiesta

- Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- Communications are done through phone calls, written notices, emails, website, etc. in English and Spanish. All documents are translated to the extent practicable, and an oral interpretation is provided for low incident languages via language line.

BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

MCPS and Haydon Elementary School will:

- 1) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
- 2) Coordinate and integrate parent 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 parent engagement.
- 3) Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

All parent communications go home in English and Spanish. Electronic communications can be translated by the program in the most common languages. Haydon uses Language line and we have a School Translator/Interpreter that works in the front office. MCPS has a school translator in every building.

- 4) Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
Our PreK classes offer parent workshops throughout the school year. K-4 parent activities will be embedded in our school and PTA calendars.
- 5) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, MCPS and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. Haydon uses

Language line and we have a School Translator that works in the front office. MCPS has a school translator in every building, etc.

PART IV-ADOPTION – This Haydon Elementary School Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Haydon Elementary on 10/15/19 and will be in effect for the period of the 2019-2020 school year. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 12/1/19.

Signature of Title I Authorized Representative

Date

Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process:	
Name	Signature
