

***COFFEE COUNTY SCHOOL SYSTEM***  
***Hillsboro Elementary School***  
***Parent & Family Engagement Plan***  
***2024-2025***

Hillsboro Elementary School endorses the concept that parental involvement in the affairs of schools is essential if the school system and parents are to maintain mutual confidence and respect and work together to improve the quality of education for all students. It therefore will exert efforts to identify the desires of parents and to be responsible through its actions, to those desires.

The faculty and staff at Hillsboro Elementary School encourages and has established expectations for the involvement of parents, both as individuals and as groups, to act as advisors and resource people in the following ways:

1. With specific talents to complement and extend the instructional services of the classroom teacher;
2. To serve as advisors on curriculum development projects;
3. To express ideas and concerns by responding to surveys and other information gathering devices;
4. Be actively involved in parent-teacher groups; and
5. Serve on citizens' advisory committees.

To ensure parents of participating children have an adequate opportunity to participate in planning, designing and implementing of the Title I Parent Involvement Program, the school system shall:

1. Convene an annual meeting during the fall semester, inviting all parents/guardians of participating children to explain the program, its requirements, activities and parental rights available under Title I. Invitation via local radio, newspaper, website, and/or personal flyers sent home with students;
2. Regularly provide parents of participating children reports and explanations of their child's progress by way of mid-term progress reports, nine-week report cards, individual teacher reports, phone calls, and school folders.
3. Provide the opportunity for a parent/teacher conference with the parents of each participating child to discuss the child's progress, placement, and

training in methods the parents can use to complement the child's instruction.

4. Make educational personnel under the Title I Program, including student services personnel, readily accessible to parents;
5. Provide parents of participating children opportunities to observe Title I program activities;
6. Provide opportunities for regular and flexible meetings with parents to formulate parental input into the program; Opportunities are as follows:
  - Annual Parent Teacher Conferences (3:00 p.m. – 9:00 p.m.)
  - Annual School-wide Parent Meeting – Back to School Bash (4:30 p.m. – 6:00 p.m.)
  - Grade Level Parent Meetings (offered after school)
  - Individual conferences before, during, and after school relating to the child's education
  - Registration/Orientation provides early information regarding expectations, policies, procedures, activities, etc.
  - Quarterly parent meetings are open to discussion on the education of students
  - Make-up meetings as requested by parents are held in the morning, afternoon, or per phone calls.
  - Parent Advisory Committee meetings
7. Provide parents of participating children with a copy of the parental involvement policy as well as timely information about the programs under NCLB section 1118;
8. Make parents aware of parental involvement requirements and other relevant provisions of the program;
9. Provide reasonable support for parental involvement activities as parents may request;
10. Coordinate, to the extent possible, parental involvement activities and strategies under other programs;
11. During Open House/Grade Level Parent meetings, develop a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve high standards;

12. Provide information, to the extent practicable, on programs and activities in a language and form that parents understand;
13. Annually assess, through consultation with parents, the effectiveness of the parental involvement program and determine what action needs to be taken, if any, to increase parental participation.
14. Provide parents a description and explanation of the curriculum in use at the school, forms of academic assessment, expected proficiency levels via beginning of the year “Parent Memo” and district website.
15. Organized, systematic, ongoing, informed and timely consultation/information in the planning, review, and improvement of parental involvement to decisions about the program; and
  - Newsletters
  - Quarterly PTO meetings
  - Annual school calendar
  - School wide memos
  - School level Parent Advisory Council
  - Updated school website & Facebook pages
  - Remind 101 and Notify Me
  - Title I parent surveys
  - School handbook and citizenship policies w/ procedures, requirements, important dates, grading scale, homework assignments, daily review and signature of parent required.

