



Huxford Elementary School

637 Huxford Rd. • Atmore, AL 36502 • (251) 294-5475 • Fax (251) 294-5858

Leah A. Fuqua, Principal

2024-2025 Parent and Family Engagement Plan

1. Describe how the school will convene an annual meeting to inform parents of the school's participation in the Title I and explain Title I requirements, including the 1% set-aside, and the right of parents involved. (Sec. 1116(c)(1)).

Huxford Elementary School will hold an Annual Meeting of Title I Parents. Parents will be notified of the meeting through a flier sent home, the school's Facebook page and phone calls through the SchoolCast system. The meeting will be recorded to ensure that all parents have access to the materials and information. Any parents unable to attend the annual meeting will have the option of obtaining information in the HES Parent Resource Center located in our Auditorium.

2. Describe: 1) How there will be a flexible number and format of parent meetings offered; 2) How parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school. (Sec. 1116(c)(2)(3)).

1. The leadership and staff at Huxford Elementary have a strong belief in the importance of parental involvement and will hold flexible meetings regarding Title I functions for parents throughout the year, virtually if needed. These meetings will be announced through fliers, the HES Facebook page, and by phone using the SchoolCast system. The Parent Resource Center will be open daily from 7:45 a.m. until 3:15 p.m. providing helpful information, important school documentation, and Title I information.
2. Huxford Elementary School will involve parents in the revision and evaluation of the School Parental Involvement Plan, the Title I Program, the aCIP and the School-Parent Compacts. In addition to invitation letters sent to all parents to participate and the Annual Title I meeting, specific parent representatives will be recruited to be on the Parental Involvement Committee and will be directly involved in the planning. Meetings will be scheduled with teachers, administrators, and the Parental Involvement Committee at designated times during the school year to review implementation of program goals. These meetings may be held in conjunction with other school meetings.
3. Funds allocated for parent involvement are used to provide materials and supplies for our parent resource center. These materials are used to assist parents in helping their children meet the academic standards required by ESSA. Other funds will be used to provide parent/teacher communication folders, parent engagement items to promote involvement, and computer and printer supplies for the computers used in the parent resource center.

3. Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children. (Sec. 1116(c)(4)(A)(B)(C)).

1. A first-day letter home, the Annual Meeting of Title I Parents, Facebook, and Parent/Teacher conferences will allow parents the opportunity to hear important information pertaining to Title I programs and their child's education. All of the information is also available at any time on the school's website and in the Parent Resource Center. Furthermore, weekly newsletters will be distributed to inform parents of what their child will be learning in all core subjects throughout the school year. These newsletters will also contain information such as important testing dates, field trips, fundraisers, conferences, etc.
2. Huxford Elementary will hold an annual parenting workshop in October, virtually if needed. This workshop will provide information about the academic and guidance curriculum, along with pertinent information about the assessments their children will be participating in throughout the year (AlaKIDs Kindergarten), iReady (K-6) and ACAP (2-6). Information regarding scheduling conferences, as well as information to aid their child in having a successful school year will be presented throughout the day. All assessment information can be located under the assessments tab posted on our district website.
3. The child's progress will be made known to parents periodically through one of the following ways: report cards, progress reports, parent-teacher conferences, and phone calls from the teachers and administrators. State assessment information is sent home to parents after each testing. Parents are encouraged to contact the school whenever they feel inclined to discuss whatever subject they feel important. Conferences with teachers or administrators can be scheduled quickly and easily where both parties may meet at a reasonable time that will work for both parents and school officials. All of the information sent out by Huxford Elementary School is provided to parents in a timely manner and is presented in a way easily understood by all.

4. Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated). (Sec. 1116 (d)).

The School Compacts are revised in the beginning of each year, along with the aCIP and Parental Involvement Plan. Parents are always given an opportunity to provide input on the Compacts (as well as the other documents). All parents are encouraged to provide comments and feedback at any time through the school year either on-line or through the Parent Resource Center. Parent Compacts are sent home on the first day of school in the Parent/Student Handbook and returned by students with parent signatures. This document outlines the responsibilities that all parties will carry out to enable each student to achieve. Each teacher at Huxford Elementary School has a copy of the Compact for every student in their class or classes. The school has two regularly scheduled parent-teacher



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conferences, one in the fall and the other in the spring, virtually as needed. Compacts are discussed with parents at these meetings and at appointed parent-teacher conferences if the need arises. The compacts will be initiated and dated in accordance with each conference to document that the compact was discussed and used as a reference when discussing the educational plan of the child.

5. Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan. Parents have the right to submit their concerns in writing to the school regarding the Continuous Improvement Plan. (Sec. 1116(c)(5)).

A Dissatisfaction of CIP form is available to parents on the school's website and in the Parent Resource Center. If parents find the plan unsatisfactory, all concerns will be forwarded to the county's Director of Federal Programs, 501 South Pensacola Avenue, Atmore, AL 36502, or parents can call and speak with the director at 251-368-0307. Once all concerns have been addressed and the plan has been approved, it will be available to parents on the website and in the Parent Center.

6a. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)

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

Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. (Describe)

The Parent Resource Center (PRC) will be open every school day from 7:45am to 3:15pm. During parent meetings, parent teacher conferences and workshops the PRC will be open before, during and after meeting times to accommodate parents. The PRC will provide materials for parents regarding a wide variety of issues, from literacy to state assessment requirements. Parents and students will have access to the resource center at the Atmore Central Office from 8 a.m. to 4:00 p.m. daily (after school and Saturdays as requested).

6b. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)

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

Shall educate teachers, office personnel, and other school 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. (Describe)

During the school year all staff members will be given opportunities to attend workshops on a variety of parental involvement topics. These opportunities will be at various times throughout the year, including faculty meetings, professional development days, and at times deemed necessary by the administration. Additional professional development will also be provided through the LEA if needed.

6c. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)

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

Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal 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.(Describe)

Parents are informed of all existing school programs through the school website, the SchoolCast system, Facebook and notices sent home. The Parent Resource Center (PRC), which provides important parent information regarding the education of their children, also provides information regarding all other programs offered at Huxford Elementary School. The PRC is open and available during regular school hours.

6d. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)



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

Shall 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. (Describe)

English is the primary language of all students served by this school; the school will make every effort to ensure that, to the extent possible, all information sent home will be in a language and form understandable to parents. The Transact compliance and communication center is available on-line for the school to access any parent information needed in different languages. The ECTACO Any Language Translator will also be available by request for all schools to assist with parents who speak a language other than English

6e. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)

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

Shall provide such other reasonable support for parental involvement activities as parents may request. (Describe)

The school shall provide reasonable support for parental involvement activities through telephone contacts (parent contact logs and schoolcast system), notices sent home, Facebook and the school's website. Opportunities for students to perform in a variety of ways to encourage parental participation will also be used.

7. Describe how the school will ensure the provision for 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 families of migratory students; including providing information and school reports in a format and, to the extent practicable, in a language that parents can understand.

Huxford Elementary School will use any and all available resources to ensure that information and school reports that are sent home are written in a language that is appropriate for each parent to have a full understanding of its content. Parents with disabilities will be accommodated in every manner reasonable, and HES is a handicap-accessible building. Questions and concerns about students and parents with limited English proficiency and/or migratory children and parents will be directed to the county's Director of Federal Programs. The Transact compliance and communication center is available on-line for the school to access any parent information needed in different languages. The ECTACO Any Language Translator will also be available by request for all schools to assist with parents who speak a language other than English. Every effort will be made to communicate with parents in their primary language. The LEA has an EL plan in place for students and parents.