

Hollandale School District
Parent and Family Engagement Plan
2021-2022

Research shows that students receive a multitude of benefits from a collaborative partnership with the school, the family, and the community: higher grades and test scores, better attendance and homework completion, fewer placements in special education, more positive attitudes and behavior, higher graduation rates and greater enrollment in post-secondary education. The gain for families includes improved understanding of their child's development, improved ability to make positive parenting choices, improved ability to assist their children with school and learning, and improved relationships among all stakeholders.

The following plan is a set of strategies created to harness the benefits of a strong community and school partnership. The schools and district have jointly developed with and distributed to all families of students. The plan represents input from families, students, teachers, and community members. The plan was created from engaging meaningful input from all stakeholders and reflects and meets the changing needs of families, students, and the school.

SECTION I- GOALS AND STRATEGIES

Goal 1: To support and increase open and two-way communication between families and the school.

Strategies:

1. Districtwide parent-teacher conferences will be held at least twice yearly to inform parents of their child's progress in school. Conferences will focus on students' academic performance and parents' assistance with understanding their child's individual classroom grades and test results to address specific academic needs.
2. Families and teachers will meet regularly during the school year to monitor students' educational and behavioral progress, discuss their strengths, weaknesses, and plan ways to best support their learning. The family/ teacher conferences and meets will include but not be limited to the following:
 - Specific grade-level expectations for what students should be learning, in terms of specific skills and knowledges
 - Curriculum, themes, and what students are working on in classes

- The student's strengths, academic interests, areas of high motivation and engagement, and areas for growth
 - Upcoming benchmark testing and results of student's tests.
 - Available student supports
 - The Parent/ School Compact as it relates to the student's achievement, and any issues in following the compact.
 - School schedule and attendance information.
3. Family members are expected to attend the conferences, as agreed upon in the Parent/ School Compact.
 4. Students will participate in conferences. The schools will explore student-led conferences as well.
 5. Each school will hold an open house within the first three weeks of the school. During the open house, the following information will be communicated to parents.
 - Purpose of the Parent and Family Engagement Plan
 - Assessment Results on State Tests
 - School-Parent Compact
 - School Policies and Procedures
 - Teacher Information
 - Parent Rights
 - Future Family Engagement Activities
 - Curriculum
 6. Each school will hold an annual Title I Meeting in which all parents of all students will be invited and encouraged to attend. Parents/families will be informed of their school's participation in the Title I Program, and the right of the parents/families to be involved in the planning, review, and improvement of the Title I program, including the school parent and family engagement policy and schoolwide plan.
 7. The district will send a student handbook home at the beginning of each school year to inform parents of district and school policies and procedures. Parents are required to sign and return to the child's teacher the appropriate form attached to the front of the handbook stating that they have read and discussed the handbook with their child.
 8. Report cards will be sent to parents at the end of each nine-week period.
 9. Progress reports will be sent home in the middle of each nine weeks. Reports will indicate the student's progress in classes.
 10. School/classroom newsletters and notes will be written in students' native language and sent to parents/families on a regular basis to keep parents informed of school and classroom events and/or activities.
 11. Parent/family surveys and community forums will be used to gain family input and suggestions as to the quality of parent and family engagement activities in the school.

12. An end-of-year ceremony will be conducted at each school which includes special activities such as Awards Day, etc.
13. The district will utilize a website, social media platform(s), and automated calling system to communicate information with parents.
14. Parent notification will be provided in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.
15. Home Visits are good faith efforts to develop a positive relationship with the families to ensure student success. Home Visits will establish an open line of communication through face to face contact by visiting the residence of the student. Elementary, Middle, and High school teachers will be provided opportunities to participate in creating a protocol using best practices as they determine a home visit will assist in supporting students and establishing relationships with families. That protocol will include 1) Who is visited? When? Scheduled? 2) Fears or barriers? And how to handle those barriers; 3) Appropriate dress? Topics for discussion on a home visit 4) Being positive and reassuring families how teachers are there for their students as the goal is to work together to make sure the student is successful; 5) How and when the parents can contact the teacher with any concerns or questions. Teachers and Support are encouraged to make home visits when appropriate and deemed supportive for student achievement.

Goal 2: To increase family and parents' opportunities for involvement in the academic and social lives of their child.

Strategies:

1. The district will create a Community Outreach Center to provide a place where parents and students can work, play, and relax together. The center will have academic and instructional materials, social and mental health support materials, and board games and movies for parents to enjoy with their child.
2. The Hollandale School District will create and place Little Libraries around Hollandale and Arcola to increase students and parents' access to books.
3. A Parent Liaison will recruit, train, and organize work with family and community members to engage them in volunteering at the schools and the Community Outreach Center. The liaison will ensure volunteer applications are completed, background checks are conducted by local law enforcement agencies, training for all volunteers is conducted so all families know that their time and talents are welcome. The Parent Liaison will collaborate with teachers, staff, and school leaders to include types of volunteer opportunities are given to all for participating in classes (i.e. classroom volunteer, field trips, cafeteria assistance, fun days, assemblies, family nights, distribution of

materials and supplies, other activities identified by teachers or school staff and communicated to the volunteer coordinator). The Parent Liaison will provide interest surveys with a list of opportunities to families and community members. Information about opportunities to volunteer and participate will also be provided outside school meetings. The Parent Liaison will make flexible schedules for volunteers to enable employed parents to participate. They will match time and talents with schools, with teachers, and student needs as well as conduct home visits when appropriate. Family and community members' efforts will be recognized as their support of school programs and activities - in any way, at any place, and at any time - not just during the school day and at the school building. The schools will recognize the accomplishments of volunteers in at least one school-wide event and on the district web site. Feedback from volunteers will be received from volunteers through regular debrief meetings and an anonymous written survey.

4. Parents will be given the opportunity to become involved in their child's education by participating in activities and programs such as:
 - Grandparents Day
 - Father/Daughter Dance
 - Special Student Programs
 - Carnivals/Festivals
 - PTO/Booster Meetings
 - Awards/Honors Day
 - Attendance Recognition/Incentive Program
 - Parent Appreciation Day
 - TAG - Talented and Gifted Program
 - Sports Banquets
 - Musical Concerts and Recitals
 - College and Career Information Programs
5. In an effort to reach the most parents and families possible, meetings will be held at various time frames throughout the school year.
6. The district will ensure that parents have reasonable access to school staff by developing procedures for staff implementation and training parents and other stakeholders in regards to the following:
7. Methods of contacting school staff:

Parents/caregivers may contact school staff through:

 - o A phone call to the main office number.
 - o A note sent to school or left in the main office.
 - o E-mail to the teacher or other staff member.

- o Speaking with the teacher or other staff member in-person at a time that does not disrupt instruction.

Scheduling appointments:

- Parents/caregivers may schedule an appointment with teachers directly or through the main office by any of the methods above.
- Teachers will also post signs in a visible location in the classroom with their availability for pre scheduled meetings with parents/caregivers. Signs will include information about how to schedule a meeting or phone call. The teacher and parent/caregiver will seek to find a meeting time that works well for everyone's schedule and does not disrupt instruction.

Accessibility and Availability:

- All teachers and administrators and most school staff are available by phone, email, and in person during designated times.
- Teachers are encouraged to make one of their planning periods available for meetings with parents/caregivers who make advance arrangements. Teachers may make themselves available after school, but parents/caregivers should be aware that teachers are not required to stay after school beyond ten minutes.
- School staff may also choose to make themselves available through other ways, such as through blogs or other online tools, as long as they do not replace availability by phone and in person.
- In addition to other requested meetings with teachers, parents/caregivers may speak with teachers during quarterly parent-teacher conferences.

8. The District will provide parents and caregivers the opportunities for observation of classroom activities. Parents and caregivers are welcome to observe their children's classrooms to learn what their children and teachers are doing and how they can support their children at home. To support these efforts, the district will develop procedures for implementation and train parents in regards to the following:

Arranging an individual classroom visit:

- Parents/caregivers may observe their children's classrooms at any time without notice for up to 20 minutes. If they wish to stay for longer than 20 minutes, they should contact the Parent Liaison to follow the orientation and clearance process and make advance arrangements with the teachers. Teachers may choose to make individual arrangements with a parent/caregiver of a child in their classroom to extend time in the classroom without the parent/caregiver completing the volunteer clearance process as long as it is not a daily or regular

occurrence.

School-wide opportunities for all parents/caregivers to observe their children's classes:

- The school will offer at least three open house days where families are encouraged to spend as much of the regular school day in the children's classes as they can. These should be held in the early, middle, and late parts of the year.

Conditions for classroom observation:

- To ensure that parents and caregivers are well informed regarding the expectations for conducting classroom observations, parents and caregivers will be required to watch a video explaining the observation process, agree to sign a compact, and participate in a very brief training.
- Teachers are encouraged to create a "parent/caregiver corner" in the classroom, which includes information on observation policies

Goal 3: Increase the knowledge and skills parents need to assist and support their children's learning and development at home.

Strategies:

1. The schools will hold academic nights to increase parents' abilities to support the academic needs of their children.
2. The parent liaison will help families establish home environments to support children as students as well as provide information and ideas to families about how to help students at home with academic-related activities, decisions, and planning.
3. A monthly newsletter will be distributed monthly, by each school, containing information on how parents can help their child with homework, discipline, etc.
4. Parents will be invited to support their children through attending various school events including student programs, performances, assemblies, sports events, etc.
5. Parents will be provided with pamphlets and brochures with suggestions for successful parenting skills. The Hollandale School District website has a link to additional parenting education resources.
6. Parents will be encouraged to monitor and/or supervise homework and daily reading activities that reinforce or enrich their child's classroom learning and a list of selected books to read is provided.
7. Parents will be encouraged to monitor their children's television viewing as well as their use of free time.

8. To ensure effective involvement of parents and to support a school-parent-community partnership to improve student achievement, Hollandale School District will:

- Provide assistance to parents of children served by the school or district, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- 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 (including education about the harms of copyright piracy), as appropriate, to foster parent involvement;
- 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 parents' contributions, •In how to reach out to, communicate with, and work with parents as equal partners, •In how to implement and coordinate parent programs, and build ties between parents and the school;
- 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.
- In addition, each school MAY involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

Goal 4: To increase the number of opportunities parent and community organizations have to participate in decision-making in the district and schools.

Strategies:

1. The district and schools will include family members to participate as partners in school decisions as well as developing parent leaders and representatives. Opportunities for active parent organizations, advisory councils, or committees will be available at the school level as well as the district level. "Decision making" will be a process of partnership, of shared views and actions toward shared goals, not a power struggle between conflicting ideas. A "Parent leader" means a real representative, with opportunities and support to hear from and communicate with other families.
2. As a component of the school-level parent and family engagement policy the district shall jointly develop with all stakeholders (teachers, families, students, leaders) a school-parent compact that outlines how families, the entire school staff, school leaders, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. The compact shall: (1) Describe shared responsibility: The school's responsibility is to provide high-quality curriculum

and instruction in a supportive and effective learning environment that enables the children to meet the challenging State academic standards. The parents' responsibility is to support their children's learning; volunteer in their child's classroom; and participate, as appropriate, in decisions about the education of their children and positive use of extracurricular time; (2) Describe parent-teacher communications: Address the importance of ongoing communication between teachers and parents.

3. Each school will have a variety of opportunities available for parents and families to give suggestions for improvement.
4. The parent liaison will collaborate with the community and businesses to link parents/families to school and community resources.
5. There is collaboration with Head Start in transitioning students from Head Start to Pre-K or Kindergarten.

SECTION II- COORDINATION, ASSISTANCE, AND SUPPORT

The Hollandale School District will provide coordination, technical assistance, and support to the schools in planning and implementing effective parent and family engagement activities. The District Wide Parent Liaison will provide additional parent and family engagement support and resources.

The district will assist with providing teachers with training focused on developing and maintaining positive relationships with parents and families.

SECTION III- EVALUATION

A team of stakeholders will annually evaluate the content and effectiveness of the Parent and Family Engagement Plan.

Parent and family feedback concerning the effectiveness of the school's Title I Program and Schoolwide Plan will be accepted through multiple outlets, such as surveys, emails, phone calls, conferences, all meetings as well as at the annual Title I Meeting.

Documentation from parent and family engagement activities will be maintained. Documentation will include sign-in sheets, agendas, evaluations, invitations, notes (if applicable), and other items as needed.