

**Hahn Intermediate  
Title 1 School-Wide Parent Involvement Policy**

All stakeholders of Hahn Intermediate recognize that when the school and parents are involved cooperatively there is a positive benefit to students. These benefits include increased student achievement, reduced absenteeism, improved behavior and a feeling of confidence regarding the partnerships between home and school.

**Part I: Policy Involvement**

**The Hahn Intermediate Title I School-Wide Parent Involvement Policy was created as a collaborative effort between parents and staff. Parents played a key role in the development of this policy and we will continue to utilize their feedback and suggestions in order to update and improve our School-Wide Title I Program: 1118 (b)**

**Convene an annual meeting: 1118(c)**

Hahn Intermediate School will:

- Hold an annual school-wide Title I Meeting at the Hahn Welcome Back Parent Night that all parents are invited to the first week of school.
- The purpose of the meeting will be to share the School- Plan, review the School Parent Involvement Policy, and to explain our Title I program and how parents can be involved to help their child be successful.
- Parents will be notified of the meeting before school starts, through U.S. mail, informing them of their child's teacher and the time to come for the Welcome Back Parent Night.

**Offer flexible meeting times & varied activities designed to support and encourage the involvement of all parents: 1118(c) (2)**

Hahn Intermediate School will ensure the involvement of all parents by offering the following activities:

- Curriculum Night
- Parent Workshops
- Parent Conferences
- PTO Activities
- Flexible IEP times
- Contact with counselors
- Family Reading Night
- Parent volunteers

**Involve parent in planning, reviewing, and improving the School-Wide I program, including the School and District Parent Involvement Policy: 1118(c) (3)**

Hahn Intermediate School will ensure the involvement of parents in planning and reviewing the School-Wide Title I program by:

- Review of the School Parent Involvement Policy at the Annual Welcome Back Parent Night
- Posting the Parent Involvement Policy for parents to review during November Parent Teacher conferences in a visible location
- Placing a suggestion box located under the visible plan for parents to make suggestions during the November Parent Teacher conferences.
- Reviewing and distributing Parent Compacts at fall conferences.
- Conducting a Parent Survey at November Parent Teacher conferences for all parents.
- Reviewing and revising the Parent Involvement Policy to incorporate suggestions based on the Parent Survey results.
- Placing a suggestion box in a visible location for continued communication between parents and school all year. Reviewing suggestions and comments at monthly PTO meetings. Acting on these suggestions made by stakeholders as appropriate.
- Holding a Title I meeting mid-year at flexible times (morning and evening) to review the Title I program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the parent school compact and parent involvement policy.
- Expanding all avenues of communications with parent (school newsletter, classroom newsletters, District publications and website) to increase parent involvement in the School-Wide Title program.

**Provide timely information about the School-Wide Title I Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118(c) (4) (A) (B)**

Hahn Intermediate School will provide timely information through:

- Welcome Back Parent Night (annual Title I meeting)
- Curriculum Night
- Parent conferences (November/March/ additional conferences upon parent request)
- Classroom communication including class newsletters, web pages, whole class e-mails
- Building newsletters and web page
- Progress Reports and Report Cards

- District Web Site – Policy and Compact available on web site
- Transition to 5<sup>th</sup> grade program – parent awareness evening
- Parent Workshops
- Telephone Calls/e-mail correspondence
- Parent-Student Handbook
- Daily behavior correspondence as needed
- Positive calls/notes
- Grade level curriculum outlines
- MEAP results

**Provide parents the opportunity to interact with teachers regarding the education of their children. Include parents in the decision making process and utilize their suggestions for improvement. Revise the School-Wide plan to meet student and parent needs and share revisions with LEA: 1118(c) (4) (C) & 1118 (c) (5)**

Hahn Intermediate School will provide parents an opportunity to interact with their child's school by:

- Parent suggestion box located in a visible location where parents can provide suggestions for improvement and comments regarding the School-Wide Title I program
- Include School-Wide Title I as a monthly agenda item at PTO. Parent suggestions will be monitored and discussed regularly.
- Conduct a Parent Survey at November Parent Teacher conference for all parents
- Hold a Title I meeting mid-year at flexible times (morning and evening) to review the Title I program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the parent involvement policy when appropriate.
- Parent conferences (November/March/additional conferences upon parent request)
- Telephone calls/e-mail correspondence between parents, teachers and school.

## **Part II: Share Responsibilities for High Student Academic Achievement**

**Develop jointly with parents and teachers a School/Parent/Student Compact. The compact will outline ways in which the parents, school staff, and students will work together to ensure high student academic achievement. The compact will be reviewed and discussed during fall parent-teacher conferences: 1118 (d) (1) & 1118 (d) (2) (A)**

Hahn Intermediate School will develop a School/Parent/Student compact:

- The Parent/Teacher/Student compact is developed by the PTO and reviewed annually. Revisions are made based on the November parent survey conducted during conferences and using additional suggestions provided by parents.
- The compact is reviewed and distributed during the November parent-teacher conferences. Teachers discuss how the compact relates to the success of each individual child. This ensures a strong home/school connection and allows all stakeholders to have a voice.

**Provide frequent reports to parents on their child's progress: 1118 (d) (2) (B)**

- Report Cards (November, January, April and June)
- Progress reports are sent home mid-way through every marking period
- Individuals may receive more frequent progress updates
- Parent Teacher Conferences (November/March/additional conferences available upon request)
- Phone calls, e-mails, notes, letters

**Afford parent reasonable access to staff. Provide opportunities for parents to volunteer, participate and observe in their child's classroom: 1118 (d) (2) (C)**

Hahn Intermediate School has an open door policy with both administration and staff. In addition, parents are encouraged to participate in the following activities:

- PTO (Parent Teacher Organization)
- Field trips, parties, assemblies
- Room observations as requested by parents
- District web site; Teacher web-page link
- Parents provided e-mail addresses and phone extensions
- Academic support
- Volunteer application is available on line

**Part III: Building Capacity for Involvement**

**Provide information and assistance to parents regarding the state and local academic standards and assessments: 1118 (e) (1)**

To ensure that parents are informed about academic standards and assessments, Hahn Intermediate School will provide the following:

- Parent conferences (November, March, additional conferences available upon request)

- Parent copy of Grade Level Content Expectations provided at Welcome Back Parent Night
- ELPA results for ELL students sent to parents
- Local assessment information (DIBELS, district writing assessment, DRA2, district common assessments) share with parents at conferences
- Students receiving additional assistance will be progress monitored on a monthly or bi-weekly basis depending on student need.
- Literacy Specialist available at conferences to provide with information and answer questions about assessments.

**Provide materials and training to parents: 1118 (e) (2)**

Hahn Intermediate School offers training and materials to parents through the following events and activities:

- Welcome Back Parent Night
- Transition to 5<sup>th</sup> grade parent night
- Provide lists of community resources to individual parents and assistance in accessing these resources, as needed.
- Summer Reading Program
- Monthly school newsletters/District publications
- “The District” – District cable television program offers segments that educate parents on ways to help their child be successful in all areas of the curriculum.
- District web site parent tab – provides parents with materials and resources to help their child achieve success.

**Educate teachers, Title I staff and principals regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs: 118 (e) (3)**

Hahn Intermediate School values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will attend workshops and implement new ideas for effective parent communication. When situations occur that involve students or the welfare of the entire school community, parents are always the first point of contact. Teachers have recently participated in an in-service on how to utilize district web site to post classroom newsletters and add materials and resources to the Parent Tab.

**Coordinate parent involvement activities with other programs: 1118 (e) (4)**

Hahn Intermediate School will work to coordinate programs to ensure success for all:

- PTO
- Family Reading Night
- 5<sup>th</sup> grade parent orientation

**Inform parents of school and parent programs in a timely and practical format in a language they can understand: 1118 (e) (5)**

To ensure that all parents are informed in a timely and user –friendly manner, Hahn Intermediate School will provide:

- Monthly school newsletters written in a language parents can understand
- District newsletters written in a language parents can understand
- Bilingual interpreter, as needed, through the GISD for all parent contacts
- Accommodations for deaf parents
- Grade level curriculum handouts
- Parent web
- CAP (gifted and talented program) and Title I brochures

**Provide support for parental involvement at their request: 1118 (e) (14)**

Hahn Intermediate School will make every effort to support our parents and make sure their needs are met:

- Make every effort to accommodate parent requests to ensure that students and parents individual needs are met in order to foster more positive parent involvement
- Scheduling accommodations
- Transportation Accommodations
- Referrals to outside agencies: food, clothing, counseling, health care

**Part IV: Accessibility**

**Parent involvement activities accessible to all parents, including those with disabilities and parents who use English as their 2<sup>nd</sup> language: 1118 (f)**

Hahn Intermediate School will provide:

- Flexible meeting times
- Handicapped Accessible Facilities
- Home Visits
- Phone Conferences (Bilingual interpreter, as needed, through GISD for all parent contacts)
- School Newsletter/Classroom Newsletters, District Newsletters written in a language parents can understand
- e-mail list serves by homerooms
- Accommodations for deaf parents
- Collaboration with community agencies; i.e., Community Mental Health

- Transportation Assistance
- ESL tutors
- Native American tutors