

**UNION HILL SCHOOL 2020-2021**  
**Parent, Family, and Community Engagement Plan**

**Parent, Family, and Community Engagement:**

**Describe how the school will convene an annual meeting to inform parents, families, and community members of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of PF&C members to be involved.**

Near the beginning of each school year, PF&C members are encouraged to attend a meeting to receive information regarding the Title I program and Title I requirements and services. At this meeting, materials/handouts will be distributed outlining basic Title I information. At UHS, we use a Powerpoint presentation to present our Title I information to attendees. We have a sign-up sheet at this meeting for attendees to sign up as volunteers for the current school year. This volunteer list will be distributed to all teachers so that they can contact those who wish to volunteer. A copy will also be given to the PTO President and the school's PF&CE Coordinator so that they can contact parents, as well.

**Describe: 1) How there will be a flexible number and format of PF&C meetings offered; 2) How PF&C members 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 PF&C members have the opportunity for involvement in decision-making.) and 3) How funds allocated for PF&C engagement are being used in the school.**

1) There are three to four PF&CE meetings planned each school year, based on information from surveys. The surveys are used to determine flexible times requested for meetings. The surveys are also used to determine program topics as indicated by PF&C members. Times and topics are decided upon by tallying the surveys and using the most requested topics and times for meetings.

2) PF&C members played an integral part in the creation and development of the PF&CE Policy for Morgan County Schools and Union Hill School. An annual PF&C meeting is held at the local Board of Education each spring. PF&C members are involved in planning and evaluating programs for the subsequent school year. PF&C members are asked to review the current LEA policy and make suggestions for any necessary revisions. At the school's annual PF&CE meeting, PF&C members are encouraged to become part of the school's CIP Advisory team. A sign-up sheet is provided and participants on the CIP Advisory team meet as often as necessary to make decisions and changes as necessary.

3) Title I funds allocated for PF&C engagement are being used to purchase materials to implement and support family literacy activities and provide good PF&CE opportunities. PF&C members always ask for more resources to help them assist their children. Guest speakers and experts may be utilized.

**Describe how the school provides PF&C members 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 PF&C members, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children.**

Union Hill School makes every effort to provide timely information to all PF&C members about programs, a description and explanation of the school's curriculum, assessments, and achievement expectations. PF&C members are also encouraged to be on the CIP Advisory team to address concerns regarding improving student success. PF&CE meetings are held three to four times throughout the school year. Topics are based on the surveys completed each fall. At the first Title I PF&CE meeting, PF&C members are provided with information on the guided reading curriculum used in the Title I program, as well as information regarding the assessments used and achievement expectations of students. At the annual PF&CE meeting, PF&C members are given the opportunity to review the content and effectiveness of the policies, plans, and programs. Serious consideration is given to PF&C recommendations. Regular classroom teachers, the counselor, the principal, and the Title I resource teacher are available to meet with PF&C members in reference to suggestions and decisions related to the education of their children. Union Hill School currently has 48 EL students, with 30+ who speak English well. Our EL teacher meets with her students twice per week. Parents and families of participating students with limited English proficiency will have access to an ESL teacher. The ESL teacher and/or translator will ensure that the communication between the parents/families and the teacher/school will be effective and appropriate. Most resource materials are available in other languages and are available upon request from the LEA. We have access to the Trans Act website for translations, Google Translate, and a resource translator named Elizabeth Denard who is located at West Morgan School. We have another translator named Gloria Rodriguez assigned, as well. Morgan County Schools publishes a student handbook each year that is provided to every student. Handbooks are provided in other languages as needed. PF&C members are requested to acknowledge they have read the handbooks provided by signing and returning the first page to the classroom teacher. We also have access to the ELSA phone translation system.

**Describe how parents, families, 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/families; how it is used, reviewed, and updated).**

The School/Parent Learning Compact is sent home at the beginning of the school year. The Learning Compact was created by PF&C members and the resource teacher modeled after similar plan samples provided by the ALSDE. It is evaluated annually at the Annual PF&CE meeting and revised as needed to reflect how the participating students, school staff, and parents/families will share responsibility to build and develop a partnership that meets the state's academic content standards. The compact is signed by the school principal, the student, and the parent/family member. A copy remains with the parent/family and the other copy is kept on file in the classroom.

**Describe procedures to allow PF&C members to submit comments of dissatisfaction with the Continuous Improvement Plan.**

At the school's annual PF&CE meeting, as well as the Federal Programs annual meeting, PF&C members are given the opportunity to share comments and suggestions. If PF&C members are dissatisfied with the CIP and cannot resolve the issues, PF&C members of participating students may submit to the State Department of Education any disagreement they may have with any component of the LEA's consolidated application for ESSA funds. The LEA Advisory Committee which represents the schools in Morgan County meets and approves the application and its components each year. PF&C members are encouraged to discuss with local school officials and central office staff concerns and disagreements. If issues cannot be resolved, a stamped, addressed envelope is made available to provide PF&C members a direct line of communication with the State Department of Education. PF&C members that are dissatisfied with the plan may submit in writing their comments when the plan is submitted to the central office. PF&C members' comments of dissatisfaction will become an attachment and copies of the comments will be sent to the Family Engagement Coordinator, Federal Programs Director, and the Superintendent. Every effort will be made to ensure meaningful collaboration and discussion with all parties.

**Describe how the school will build capacity for family engagement including how PF&C members will be encouraged to become equal partners in the education of their children? (See ESSA requirements for building capacity in PF&CE.)**

**To ensure effective engagement of PF&C members and to support a partnership among the school, parents, families, and the community to improve student academic achievement, our school:**

- (1) Shall provide training for PF&C members of participating children in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local assessments, the requirements of Title I, and how to monitor their child's progress and work with teachers to improve the achievement of their children. (Describe)**

At the school's first Open House/PTO meeting, PF&C members are given a review of the state's academic content standards and shown graphs of our school's scores. These are explained in as simple terms as possible to promote understanding by PF&C members. Title I PF&CE meetings are held to promote and support good parenting skills, understand assessment results, and support and advocate for students academically. Books and other resources are made available through the Federal Programs office. Reference materials and instructional materials are available and may be checked out by PF&C members. Parents and families are provided with information to access their child's grades and progress through INOW. There is a direct link on our school's website.

- (2) Shall provide materials and training to help PF&C members to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent/family engagement. (Describe)**

Title I conducts PF&CE meetings to provide PF&C members with ideas and suggestions on how to help their children with homework, to provide PF&C members with literacy and writing models to use in the home, and how to understand assessment results. The Title I classroom houses a growing collection of resources such as brochures, community resource lists, homework help, parent packets,

"We Both Read" books, etc. for PF&C members to use. We have also added a link on our website called "Parent & Family Engagement Resources" that contains helpful information for PF&C members. In addition, we have purchased a "Parent Resource Center" which we placed in the school office full of materials for parents and families to take home. It is filled with information on various topics for parents and families. The school counselor conducts PF&CE meetings about computer safety and cyber-bullying as needed. She also provides information to parents/families about their child's test results as well as state assessment results. We may conduct a "community fair" to bring in community resources such as PACT, FACT, Decatur Morgan Hospital, local pharmacies, churches, etc. to provide a link to sources outside the school setting. Union Hill's math teachers created a Math Resource tool for parents and families to help with the new math strategies. The tool also provides a list of links for additional help. UHS has purchased Kindergarten kits to be distributed to enrolling Kindergarten students. UHS has also purchased "newcomer" canvas tote bags to give to new families who enroll during the school year. This bag will have a small gift to make families feel welcomed to our school. Useful information about staff and contact information will be provided, along with the enrollment packet. Our school Family Involvement Coordinator, Mrs. Forrest will welcome them to our school and offer to tour new families.

- (3) Shall educate teachers, office personnel, and other school staff, with the assistance of PF&C members, in the value and utility of contributions of PF&C members, and in how to reach out to, communicate with, and work with PF&C members as equal partners, implement and coordinate PF&CE programs, and build ties between PF&C members and the school. (Describe)**

Union Hill School shall continue to work with its teachers and staff through in-service, professional development, faculty meetings, and grade level meetings to ensure understanding of the importance of PF&CE and how these members are partners. Our CIP Advisory team places special emphasis on the need for a closer connection between our school's CIP goals and PF&C activities. Our staff has been provided with email addresses for our parents, families, and community members and are encouraged to communicate with PF&C members more. Our teachers are required to post grades and comments at least weekly to help parents and families stay informed of their child's academic progress. Parent call logs are being utilized to communicate with parents/families by email or phone. Advisors are required to contact parents/families of their team members on a regular basis. The Union Hill School website is updated frequently to help PF&C members stay informed. Many teachers and grade levels have their own webpage for PF&C members to access. The library also has a webpage to inform parents, families, and community members of upcoming events and opportunities for engagement. Other teachers use weekly newsletters to communicate with PF&C members. Union Hill teachers have added Remind101 to increase communications between teachers and parents/families. Union Hill School also has a Facebook Page.

- (4) Shall to the extent feasible and appropriate, coordinate and integrate family engagement programs and activities with other federal programs, and conduct other activities, such as parent resource centers, that encourage and support parents, families, and community members in more fully participating in the education of their children. (Describe)**

Union Hill School coordinates family engagement activities with other school functions to encourage more PF&C member participation. Grade levels hold individual meetings at the beginning of each school year to provide parents and families with useful information. We have two open houses each year. One of these is before school starts, and another is held a few weeks after the start of school. PF&C members are involved in decisions that affect their children and families. PF&C members attend school informational meetings and play an integral part in decision making. PF&C members are also part of the CIP Advisory Team. They are also involved in Union Hill's PTO.

- (5) Shall ensure that information related to school and PF&CE programs, meetings, and other activities is sent to the parents and families of participating children in a format and, to the extent practicable, in a language the parents and family members can understand. (Describe)**

At the present time, Union Hill has several ELL students. All PF&CE information is provided in a language PF&C members can understand. In the event of an ELL student in need of a language other than English, an interpreter will be provided and PF&C member information will be translated and sent in the language necessary for understanding. Most PF&C member correspondence is sent home in the form of newsletters, emails, and written notes. However, the school website, the electronic marquee, School Messenger, and Remind 101 are also utilized for PF&CE communication.

- (6) Shall provide such other reasonable support for family engagement activities as PF&C members may request. (Describe)**

Title I Fall and spring survey results, as well as the annual District Survey Summary are used to meet the requests of our PF&C members for PF&CE meetings and topics. Results are tallied and used to determine topics for discussion. All faculty members at Union Hill School are willing to work with parents and family members to provide family engagement activities.

**Describe how the school will ensure the provision for participation of PF&C members with limited English proficiency, PF&C members with disabilities, and PF&C members of migratory students; including providing information and school reports in a format and, to the extent practicable, in a language that PF&C members can understand.**

To the extent possible, Union Hill School provides opportunities for the participation of PF&C members with limited English proficiency and with disabilities. We offer translators for all meetings. We provide translated documents for field trips, newsletters, and all other written correspondence to PF&C members. We also have access to the ELSA phone translation system. Currently, UHS has no migratory students. We do, however, have some students, parents, and community members with disabilities. Union Hill School is handicapped accessible in all areas.