

Hillcrest Elementary School
Parent/Family/Community Involvement Policy
2009-2010

Goal 1: Communication between home and school is regular, two-way and meaningful

- Hillcrest Elementary staff will communicate school and system news using flyers, newsletters, email, and the school website, translated when applicable. This includes the Family Involvement Plan which will be distributed each fall.
- Hillcrest Elementary staff will communicate with parents during fall and spring conferences and telephone communication using interpreters or the language line when needed. Family members and teachers may also request conferences as needed throughout the year. Conferences will be held to communicate the importance of a positive school work ethic to include student, parent and teacher responsibilities through our school compact.
- Community liaisons and staff members visit homes to share information and gain feedback from parents after IEP, SST, conferences, etc, or as needed.
- Hillcrest Elementary will include in its newsletter and on its website how to receive system news via Find Out First – the school system’s email service three times per year (beginning, mid, end).
- Hillcrest will solicit parent feedback regarding school functions and will ask families to sign-in at those functions, encouraging parents to respond in their native language.
- Parents will work with staff on how they can be equal partners in their child’s educational process. Information will be shared at the family involvement committee and in the staff newsletter.
- Hillcrest families may communicate ideas or comments regarding the family involvement plan. Ideas and comments will be shared with the county Title 1 office at the regularly scheduled meetings.

Goal 2: Parenting skills are promoted and supported

- Hillcrest will provide “Parenting for Academic Success” workshops in multiple sessions over the course of the school year.
- Hillcrest will provide quarterly parenting information nights (“Preparing for a Successful School Year”, “Healthy Eating”, etc), based on surveys.
- Hillcrest’s Title 1 Teacher Specialist will continue to offer Keys to Success – providing books and activities to every family with a student in pre-kindergarten five times per school year.
- Hillcrest will provide opportunities for parents to understand state academic content standards and student academic achievement standards through the use of report cards distributed four times per year and at parent conferences at least twice per year.

Goal 3: Parents play an integral role in assisting student learning

- Hillcrest will sponsor an annual summer reading program. This program provides students with a free book, postcards, and guidelines for parents to assist students in reading four to seven just right books over the summer. Parents will be invited to come and hear about the program and visit the Frederick County Public Library Bookmobile.
- Hillcrest Elementary provides weekly story time over a ten week period for students ages birth to three and their parents. Early literacy skills are modeled and practiced. Interpreters are provided.
- Hillcrest Elementary will provide early learning packets to Pre-Kindergarten and Kindergarten families during registration.
- Parent volunteers will provide classroom and student support. Opportunities are provided daily through the use of the volunteer table and the volunteer take home bags.
- Hillcrest will host quarterly “Family Nights” that focus on literacy, numeracy, technology, and scientific inquiry.
- Hillcrest staff will provide parents with materials to support learning at home at conferences, parent information nights, and as needed (sight word rings, fluency passages, *Investigations* Student Handbook, available in English and Spanish).
- Hillcrest will share school-parent compacts supporting instruction with parents in the first quarter. These compacts are jointly developed by school personnel and parents as SITE Council meetings.

Goal 4: Parents are welcome in the school, and their support and assistance are sought

- Pre-Kindergarten and Kindergarten parents are offered a “Welcome to Hillcrest” packet during fall conferences that includes a photographic directory of all early childhood staff.
- Hillcrest will host a school orientation session at the beginning of school, translated as needed. Parents will be informed of the school’s role in implementing Title 1 requirements and share parents’ rights and ways to provide parent involvement.
- Hillcrest will host volunteer orientation sessions
- Use volunteers during the school day and at after-school events as needed. Examples include: Hoops for Heart, Family Involvement Nights, Field Trips, Field Day, etc.
- Identify and publicize varied volunteer opportunities to appeal to the interests, talents, and time of diverse families and community members and provide training as needed.
- Encourage families to share their cultures, careers, and traditions during International Night.
- Parents are provided with childcare during quarterly informational nights.
- Community Liaisons provide transportation as needed for parents to attend meetings and informational nights.
- Parents will receive information on the Hillcrest schoolwide plan. Parents will be offered the opportunity to comment on the school’s plan.

Goal 5: Parents are full partners in the decisions that affect children and families

- Hillcrest includes parent representation on school decision-making body (The School Improvement Team) that governs our academic policies, our school-wide plan, and family involvement. The School Improvement Team meets monthly. As part of this process, we also solicit input from the general parent and community population on important school decisions via newsletters, PTA meetings and other literacy/numeracy events.
- Hillcrest provides family and community members with information so they can serve as knowledgeable partners in educational decisions via the School Improvement process, weekly parent newsletter (Hillcrest Highlights) and monthly literacy/numeracy events and PTA meetings.
- Hillcrest includes parents in the development of the family involvement policy and in the decisions regarding the spending of the parent involvement funds at its annual spring meeting.

Goal 6: Community resources are used to strengthen schools, families, and student learning

- At Hillcrest, parents and/or family members serve on our Parent/Family Involvement Committee, which will meet at least quarterly.
- Hillcrest also works with the community via partnerships with local business to promote school-family partnerships and student success.
- Invite community service organizations and healthcare providers to participate in family involvement nights. Some of which may include, but are not limited to: Frederick City Police, Frederick County Health Department, YMCA, Community Action Agency, Frederick Alliance for Youth, Head Start, Frederick Community Learning Center, and Department of Social Services.
- Continue to help parents access the Parent Information Resource Center (PIRC) by providing information in the Family Information Center, in the weekly newsletters, and on the school’s website.
- Hillcrest administration and the Title 1 Teacher Specialist will represent Hillcrest at monthly meetings to further develop the partnership between Judy Center, Head Start, and Even Start.