



**School Parent and Family Engagement Policy**  
**Colonial Hills Elementary – Principal: Sherri Berridge**  
**2023-2024**  
**Revision Date 09/21/2023**

In support of strengthening student academic achievement, **Colonial Hills Elementary** receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the “Every Student Succeeds Act” (ESSA). The policy establishes the school’s expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school’s plan submitted to the district.

**Colonial Hills Elementary agrees to implement the following requirements as outlined by Section 1116:**

- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under Title I, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the targeted assistance program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports required under Section 1111 of ESSA in an understandable and uniform format - including alternative formats upon request and, to the extent practicable, in a language parents understand.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition:
- Parent and family engagement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:
- Parents play an integral role in assisting their children’s learning;
- Parents are encouraged to be actively involved in their children’s education at school;
- Parents are full partners in their children’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children; and
- Other activities are carried out, such as those described in Section 1116 of ESSA.

## Required School Parent and Family Engagement Policy Components

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

- **Jointly Developed**

Colonial Hills Elementary will take the following actions to involve parents in an organized, ongoing and timely manner in the planning, review and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible.

At the beginning of the 2020-2021 school year, Colonial Hills Elementary will establish a Title parent committee that will meet throughout the school year. The purpose of the committee will be to plan, review and improve parent and family engagement programs. Colonial Hills Elementary will hold quarterly meetings in the school media center. The meetings are scheduled for:

Meeting #1	October 17, 2023	6:00 to 6:30 p.m.
Meeting #2	November 14, 2023	6:00 to 6:30 p.m.
Meeting #3	January 16, 2024	6:00 to 6:30 p.m.
Meeting #4	February 20, 2024	6:00 to 6:30 p.m.

### **Committee Members:**

Sherri Berridge - Principal

Shannon Howman - Title I Math

Parents - The Colonial Hills school and staff strives to **partner** with **parents** and is grateful for the parents that have volunteered to be a part of this committee. New members are always welcome.

- **Annual Title I Meeting**

Colonial Hills Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, parents' requirements, the school parent and family engagement policy, and the school-parent compact.

Colonial Hills Elementary will hold its **Annual Title I Meeting on October 17, 2022 from 6:00 - 6:30 p.m.** Parents will be informed of the meeting via email, as well as other social media outlets. In some cases, a paper copy will be sent home. The purpose of the meeting is to disseminate information about the Title program, specifically offered at Colonial Hills Elementary School.

- **Communications**

Colonial Hills Elementary will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement; and
- Information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

To communicate with parents, Colonial Hills Elementary uses email blasts, E-backpack, phone calls, invitations to events, written correspondence, and U.S. mail. To communicate with Title I non-English speaking parents various means of communication could be implemented: EL teachers, interpreters, and written communication in native languages.

Sherrie Berridge, principal of Colonial Hills Elementary states, *“I expect my teachers to consistently communicate with families regarding student progress and school events.”*

- **School-Parent Compact**

Colonial Hills Elementary will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state’s high standards.

Colonial Hills is a school-wide program that understands the importance of the school experience to every student and their roles as educators and models. The school has a [school-parent compact](#) in effect for the 2022-2023 school year, which is posted on the school website.

- **Reservation of Funds (applicable to districts with Title I allocations of \$500,000 or more)**

**Colonial Hills Elementary** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent.

Sherri Berridge, principal of Colonial Hills Elementary is aware that the Worthington City School District is a district that is allocated \$500,000 or more in funding and must reserve 1 percent of their funding for parent and family engagement. At the [October 17th Parent & Family Engagement Committee meeting](#), “Reservation of Funds” is an agenda item. Sherri will explain “Reservation of Funds” and share a list of how Colonial Hills Elementary currently uses this money for parent and family engagement activities and programs, as well as, gather input into how the funds might be used in other ways.

- **Coordination of Services**

Colonial Hills Elementary will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other federal, state, and local programs, enters, that encourage and support parents in more fully participating in the education of their children.

A partnership with Sacred Heart Church helps Colonial Hills make “buddy bags”, while high school students through a program entitled “Cards for Kids” mentor Colonial elementary children. “Project More” brings in volunteers to support struggling readers and a “Circle of Grandparents” help Colonial students with lessons on the word of the month. “The Whitney House” a bistro located in downtown Worthington donates Thanksgiving meals to Colonial families in need. Some of these activities are pending regulations from the CDC due to the pandemic.

- **Building Capacity of Parents**

- Colonial Hills Elementary will build the parents’ capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:
- Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress and the achievement levels in regards to the challenging state academic standards;
- Provide materials and training to help parents 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 and family engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging state’s academic standards;
  - The state and local academic assessments, including alternate assessments;
  - How to monitor their children’s progress; and
  - How to work with educators to improve the achievement of their children.

Parents learn about the states challenging academic standards and technology at Information Night which takes place on January 11th from 6:00 - 7:30 pm.

Worthington city school posts an [Assessment Calendar](#) on their website. In addition, parents are notified via email when district and state assessments will take place.

“Infinite Campus” is a district program that parents can access to check their child’s academic performance consistently throughout the year. In addition, teachers at Colonial Hills Elementary communicate academic progress officially via “report cards” three times a year. The staff at Colonial Hills is always available to discuss a child’s progress via phone calls or emails.

#### Sample List - “Building Capacity of Parents”

Meet the Teacher	August 14	4:00-6:00pm
Curriculum Night	September 6&7	5:30 - 7:30 p.m.
Parent / Teacher Conferences	Week of October 16, 2023	
Parent Education Night	January 11, 2024	6:00 - 7:00 p.m
Parent / Teacher Conferences	Week of February 5, 2024	
PTA Meetings	Meetings held monthly	

- **Building Capacity of School**

Colonial Hills Elementary will provide training to 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 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.

The faculty and staff of Colonial Hills Elementary are provided yearly professional development, both intentional and embedded, in ways to appropriately engage with students and/or parents/guardians to build capacity, student self-efficacy and enhance the self-esteem of such children. The faculty and staff of Colonial Hills Elementary supports learning for all students in a nurturing, caring environment and a belief that all students can learn.