

**Hay Branch Elementary School**  
**Parent and Family Engagement Policy**  
2023-2024

The staff at Hay Branch Elementary take pride in doing what is best for students while promoting a love of learning and academic growth. All parents/guardians and family members are welcomed and valued. *At Hay Branch Elementary, we will commit to providing and maintaining a setting of high expectations in a safe, orderly environment to prepare all learners for a diverse and changing world.*

**Communication** We believe communication between home and school is on-going and meaningful. We stay in touch with parents and family members in several ways: student planners, weekly take-home folders, fliers, KISD TV channel, campus marquee, campus newsletters, campus website, Facebook, Connect-Ed automated phone calls, notes, letters, e-mails, and phone calls from a real, live person.

Parents and family members may contact us through phone calls, notes, letters, emails, weekly take-home folders and student planners. We strongly encourage parents to contact their student's teacher when there is a concern so that we can work together for the good of the student. Written materials will be sent home in both English and Spanish. If we need to translate things into another language, please contact the school office. We'll do our best to accommodate you.

**Parent and Family Member Learning** We'll help you understand the challenging Texas academic standards, give you information about STAAR and KISD assessments, explain how to monitor your child's progress, and how to work with teachers as a team to help your student succeed. Other classes will offer ways to help your child at home, including how to stay current with new technology. We understand that our parents work, attend school, or have other responsibilities that limit their schedules. To encourage parent involvement and engagement, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon/evening session. Send suggestions for learning topics to our Parent Program point of contact. If parents would like to have regular meetings to make suggestions about their child's education, please contact the campus principal at 336-2080

**Hawk Eyes Academy** Siblings of Hay Branch Elementary students are invited to bring their parents to our Hawk Eyes Academy Learning Group. During Hawk Eyes Academy, our Parent Program Contact or Parent Liaison provides activities that make learning a fun experience and gives parents tips on early reading activities to do at home. It's a great way to spend time with your child.

**Title I Annual Meeting** Our annual Title I meeting is held in September of every school year. This meeting is offered at flexible times and dates for your scheduling convenience. All parents and family members are invited to attend. We want everyone to know about Title I and how we use these funds to ensure that students are successful. We'll discuss the Parent and Family Engagement Policy, the Home-School Compact, "Parents Right to Know" and how you can be involved in your child's education. You'll learn about the curriculum we use, academic assessments, and what our latest STAAR scores look like.

**Title I Program Evaluation** Our Title I program is evaluated several times a year by our Site Based Decision Making committee, and all parents are invited to participate. SBDM provides input on our Campus Improvement Plan and assists in making decisions about how Title I funds are spent. If you would like to serve on SBDM, please contact the campus principal. We value your opinions and welcome all parents who would like to serve. For parents unable to participate in SBDM, an annual evening meeting is held for the purpose of evaluating the plan and gaining parent and family member input on changes for the upcoming year. Note, if for some reason the CIP is not satisfactory to parents, comments about the CIP will be submitted to the KISD Coordinator for State and Federal Programs.

**Parent and Family Engagement Policy and Home-School Compact** We need your help! The annual review of our Parent and Family Engagement Policy and Home-School Compact occurs each spring. Parents and family members are a desired and required part of this process. We meet to discuss and make any changes to these documents for the next school year. Publicity about this meeting will be available in January. Both documents are posted on our campus website so that parents, family members and the community have access to them. Our website will allow you to translate any posted information into any one of 107 different languages. The parent and family engagement policy is also made available during our Annual Title I meeting and is included in our Student Handbook. Your child's teacher will contact you soon to arrange a conference to discuss the Home-School Compact and to give you more information about your child's achievement. Parents have the right to participate in decisions relating to their child's education.

**Volunteer Orientation** At the start of every new school year, and throughout the year, our volunteer coordinator conducts a volunteer orientation to outline KISD policies. If you would like to volunteer, please contact our Volunteer Coordinator at 336-2080.

**Staff Awareness** Our campus staff receives training each school year about the value of parent and family member contributions at school. We stress how to reach out to, build ties with, and work with parents as equal partners to make sure that all students are successful in their learning. Our staff is kept up to date on our various parent programs, their role in the implementation and coordination of the programs, and how they can encourage parent and family participation.

**KISD Parent and Family Member Classes** KISD offers classes free of charge for English as a Second Language, computers, and TxCHSE (GED) preparation. Empowered Parents workshops and the Parent Academy are also available. In addition, parents may attend and participate in the KISD Parent Advisory Council. Contact the Special Programs Department for more information at 336-0211/0240.

