



Highland Junior High School Parent and Family Engagement Plan 2021-22

OSD Parent and Family Engagement Policy 10.000

10.000 Parent and Family Engagement

It is the policy of the Board of Education of Ogden City School District, in partnership with parents and families and in accordance with state and federal guidelines to establish a meaningful parent and family engagement policy. This policy will be incorporated into Ogden City School District's strategic plan.

It is the policy of the Board of Education of Ogden City School District that the district and schools coordinate with parents and family members to improve student academic readiness to learn and increase academic outcomes.

It is the policy of the Board of Education of Ogden City School District that parents and all stakeholders shall be notified of the parent and family engagement policy and procedures, and regularly update it to meet the changing needs of parents, families, and students.

Legal Ref.: Utah Code § 53E-2-303; 53G-7-1202
No Child Left Behind Act of 2001
Every Student Succeeds Act (ESSA) of 2015

Approved by the Board of Education: June 28, 2006; revision approved by the Board of Education: June 15, 2017; revision approved by the Board of Education: November 21, 2019.

DEFINITION:

The phrase parent and family engagement means the active collaboration and consultative participation of parents, guardians, and families in regular two-way and meaningful communication. This includes student academic learning and other school activities, thus ensuring:

- families play an integral role in assisting in their student's learning;
- families are increasingly encouraged to be actively involved in their student's educational programs and learning;
- families and parents are equal partners in their student's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their student.

PROCEDURE:

1. Ogden City School District (OCSD) will have an established and active community council compliant with Utah Law and the latest guidelines and procedures therein. This shall be as representative a group of parents/guardians as possible.
2. OCSD will hold periodic parent and family engagement opportunities that are tied to school improvement goals, that create positive habits to support learning, and include information about their student's academic and behavior performance, needs, and successes.
3. OCSD schools will provide parents and guardians a school-family compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.
4. OCSD will offer parent and family volunteer opportunities. All volunteers will follow the OCSD background check and safety protocols.

5. OCSD will conduct outreach and liaison support to actively seek engagement from all parents and families.
6. OCSD will consider meeting times which will be most convenient for parents and families.
7. OCSD will provide a school report card in accordance with all state and federal guidelines.
8. OCSD will provide communication in a language understood by parents and families to the fullest extent possible for written documents, interpersonal interactions, and public/school academic events that also meets the American Disability Act guidelines.
9. OCSD will provide parents and families with information needed to understand state and local assessments, state and local curriculum and graduation requirements, state and local education policy and how parents and family members can be engaged as educational partners for their student's success.
10. OCSD will provide parents and families with information about critical district, school, and community education programs available to support student learning.
11. OCSD will provide to parents information regarding the guidelines of the Parents Right to Know according to the Every Student Succeeds Act (ESSA).
12. OCSD will notify parents and families of any school placed in program improvement according to federal and state guidelines including:
 - a. An explanation of what the identification means;
 - b. Reasons for the identification;
 - c. An explanation of what the school is doing to address the problem of low achievement;
 - d. An explanation of what the district and state education agency is doing to address low achievement at the school;
 - e. An explanation of how parents and families can become involved and help improve academic achievement;
 - f. An explanation of the parent/guardian option to transfer their child to another public school with transportation provided by the district or the ability to exercise the option to obtain supplemental educational services for their child when they notify the school within a reasonable timeframe, generally deemed to be within 30 days.
13. OCSD Parent and Family Engagement Policy is included in the school success plan summary document that is posted on each individual school website.
14. OCSD will establish and maintain a parent advisory working group for the purposes of developing, revising, and reviewing the parent and family engagement system; including the policy, procedures, parent engagement data, barriers to parent engagement, the needs that parents and families have that may prevent them from helping with their students' learning and from engaging with school staff, and strategies to support successful family-school interactions and parent event planning guide.
15. OCSD will ensure that all the aforementioned are in place at each school and critical information related to each is kept updated and on the school website.

PARENT/FAMILY INPUT:

- *Description of Parent/Family input in the creation, review and improvement of the parent and family engagement programs/opportunities at your site.*
- *Description how the school will provide parents and families with the opportunity for regular meetings to formulate suggestions and participate in decision making regarding their children's education*

HJHS will have a Community Council comprised of parents, faculty and administration compliant with Utah Law and current guidelines. We will recruit parents to serve on the Council during registration and Back To School Night with informational posters in both English and Spanish. The Council will meet once a month to review pertinent data and will have a voice and vote on important decisions regarding student outcomes, staff and student culture and school policies and procedures. Propio services will be used to encourage non-English parents to participate. The meetings and agendas will be publicized on the school website and marquee. The public is invited to attend.

ANNUAL TITLE I MEETING:

- Description of how the school will convene an annual meeting to inform parents and families of the requirements of Title I and the school's participation as well as the parents' right to be involved.
 - [Sample PPT for Parents' Right To Know 2021-22 English](#)
 - [Sample PPT for Parents' Right to Know 2021-22 Spanish](#)
 - [OSD Parents' Right To Know Title I Trifold English and Spanish](#)

The Powerpoint in English and Spanish will be shown at Registration and Back To School Night on the foyer TV. The trifold in English and Spanish will be available for parents to take at both Registration and Back to School Night. In addition, a link to the powerpoint will be posted on our website.

CAPACITY BUILDING:

- Description of how the school will build parent and family capacity for strong parental and familial engagement
- Description of how the school will provide materials and training to help parents and families to work with their children to improve academic achievement (e.g. literacy training, using technology, using CANVAS, etc.)
- Description of how the school will educate all employees in the value and usefulness of parent/family contributions; i.e. reach out, communicate with, and work with parents as equal partners
 - **Keeping in mind that we have a new interpretation service Priopio, and**
 - Connection to a translator within 60 seconds via telephone
- Description of how the school will ensure that information related to school and parent/family programs, meetings, and other activities is sent to the parents and family members of participating children in a format and, to the extent practicable, in a language the family can understand
 - **Keeping in mind that we have a new interpretation service Priopio,**
 - Connection to a interpreter within 60 seconds via telephone, and
 - Claudi Lopez is our district translator for Spanish; if additional languages are needed, please let her know
- Description of how the school will provide other reasonable support for parent and family engagement activities as parents/families may request
 - **Keeping in mind that we have a new interpretation service Priopio,**
 - Connection to a interpreter within 60 seconds via telephone, and
 - Claudi Lopez is our district translator for Spanish; if additional languages are needed, please let her know
- Description of how the school will coordinate and integrate parent and family engagement programs with other Federal, State, and local programs, including public preschool programs, and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children
 - SSP action steps aligned with Academic Anchor, SEL Anchor and ELL action steps are appropriate to reference [OSD SSP 2021-22 Parent Engagement Action Step Examples](#)
 - Parent resource centers or Parent Take Home Libraries
 - Community School Coordinators connecting families with resources

- Parents of MLL students will be notified if their student is not passing enrolled classes and if any intervention plan in their native language.
- HJHS will communicate 2022 student WIDA ACCESS 2.0 goals to parents in their native language.
- HJHS will provide information to parents on how to become an observer on CANVAS at Back to School Night and at Parent Teacher Conferences in both English and Spanish. A link is also available on the school website.
- Family input on student SEL practices will be collected 2x annually and monthly focus and skills will be shared with families.

COMMUNICATION:

- *Description how the school will notify parents and family of the engagement policy in an understandable format, and to the extent practicable, in a language the parents can understand*
 - **Keeping in mind that we have a new interpretation service Priopio,**
 - *Connection to a interpreter within 60 seconds via telephone, and*
 - *Claudi Lopez is our district translator for Spanish; if additional languages are needed, please let her know*
 - *English and Spanish versions are included in your printable site School Success Plan*
- *Description of how the school will notify parents and family with timely information about Title I programs.*

- Parent notification when student enters ChAT, continued parent notification when student is reviewed.
- The Powerpoint in English and Spanish will be shown at Registration and Back To School Night on the foyer TV. The trifold in English and Spanish will be available for parents to take at both Registration and Back to School Night. In addition, a link to the powerpoint will be posted on our website.

SCHOOL-PARENT/FAMILY-STUDENT-COMPACT:

- *Description of the process the school will follow to jointly develop with parents a school-parent compact that outlines how parent/families, the entire school staff, and students will share the responsibility for improved academic achievement*
 - [OSD Sample Elementary School-Parent-Student Compact English](#)
 - [OSD Sample Elementary School-Parent-Student Compact Spanish](#)
 - [OSD Sample Secondary School-Parent-Student Compact](#)
 - [OSD Sample Secondary School-Parent-Student Compact Spanish](#)
- HJHS Community Council will revise and approve the School-Parent-Student Compact
- It will be posted on the school website after revision and approval