



Hilltop Elementary School

3201 68th Street East
Inver Grove Heights, MN 55076
PHONE: 651-306-7400
FAX: 651-306-7444
www.isd199.org/hilltop

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Hilltop Elementary Title I Parent/Family Involvement Procedure – 2021-2022

Hilltop Elementary prides itself on its excellent reputation of providing a creative and vigorous approach to implementing a strong educational program for all academic areas including reading, writing, and math. Hilltop is committed to creating a warm, positive, and supportive learning environment for all students. There is a tradition of welcoming and encouraging diversity during the school's day-to-day activities, as well as interacting with the community at large. We can best achieve our goal of maximum growth by complete cooperation between home and school.

There is a boastful positive connection between students, parents, and staff members who come together with one goal in mind: helping all students succeed to the best of their ability in becoming lifelong learners and productive members of the community.

Hilltop Elementary acknowledges the development and implementation of a strong student, parent, family, school, and community partnership which is based on the guidelines in the Elementary and Secondary Education Act (ESEA): Every Student Succeeds Act (ESSA) legislation.

The Parent/Family Involvement Procedure focuses on these basic principles:

- Communication
- Parenting
- Learning at home
- Decision-making and advocacy
- Volunteerism
- Collaboration with the community

Communication

- Elementary handbook
- Weekly Wednesday folders
- Classroom to home email
- Grade level planners for grades 4-5
- District and Hilltop website
- District 199 Reporter
- School report cards – accessible on Parent Portal 3 times a year
- Local newspapers

- Twitter @HilltopSpartans
- Facebook @Hilltop Elementary School
- Instagram hilltopelementary
- Family Newsletter/Weekly Classroom Communication
- Hilltop Connect
- Seesaw

Parenting

- Fall Family Connections Week
- Fall goal setting conferences
- Winter Family/Teacher conferences
- School Psychologist, Social Worker and School Nurse available
- Student and Family Success Coach and Learning Partner
- Hilltop Advisory Council

- International Night*
- Spring kindergarten registration
- Notification of independent reading levels
- Family Literacy Night*
- Summer Academy
- K Camp
- Community Education
- Hilltop University*

(*Paused during COVID Pandemic)

Volunteering and Collaborating with the Community

- Reading Buddies, classroom helpers, vision and hearing assessment, picture days
- Hilltop PTSA
 - Hilltop Fall Dance
 - Scholastic Book Fair
 - Schoolwide Fundraiser
 - Family Literacy Night
- Guest speakers
- Inver Grove Heights Days
- Best Foundation Fun Run
- Food drive
- Target Take Charge of Education
- MN Equity Alliance participation
- Wells Fargo Grants
- General Mills Box Tops for Education

(Some activities paused or conducted virtually during COVID Pandemic)

Learning at Home

- BridgesMath math homework
- Facts practice

- Requirements for weekly/monthly reading minutes
- Health unit parent letters
- Science Family letters
- MCA letters with suggested websites
- Weekly Wednesday folders
- Calendars and classroom newsletters
- EZ Write Letter formation charts
- Eduplace.com website to support our literacy curriculum
- IXL license for all students K-5
- eSpark license for all students K-5
- Seesaw license for all students K-5
- Epic for all students K-5
- RAZ-Kids
- Home Connections

Decision-Making and Advocacy

- Hilltop PTSA
- Child study team/Hilltop Intervention team
- Equity Team
- Literacy Team
- Math Team
- Technology Team
- PBIS
- Progress Monitoring Team
- Collaborative Teams
- District committees
- School Board Meeting

Title I District Wide Parent Meeting

- General information
- Requirements
- Parent involvement
- School-Parent Compact
- Parent/Family Involvement Procedure

Hilltop Elementary develops/revises, with Title I parents, the school parent involvement plan yearly and makes it available to parents of participating children. We have an annual meeting when the plan is reviewed and additions and corrections are made. After that, the parent involvement plan is posted on the Hilltop Website.

All parents of Title I students are invited to an annual meeting. We usually meet in the library of the school. At this meeting we inform parents of opportunities for parent involvement in their school. We also explain the requirements of the school parent involvement plan and the right of parents to be involved. We review the parent/school compact and district and school parent involvement plans.

If parents are not able to attend the annual meeting, there are other opportunities to connect with Title I staff such as at open houses and during conference days. The conference times include morning, afternoon, and evening times to meet. Our Title I staff can be contacted by phones in their classrooms and are accessible through email.

At conference times, parents see results of various district assessments, which measure student progress. Those reports show norms and proficiency levels. They also see other classroom academic measures. Parents may request a meeting with building staff at any time if there are questions and concerns.

In the fall of the year, all Title I parents are asked to sign a parent/school Title I Compact which outlines how parents, school staff, and students share the responsibility for improved student academic achievement. Often compacts are signed at conference times if not sooner. Title I staff are available to explain the compact as it relates to the individual child's achievement. During conference times, parents also are encouraged to volunteer and participate in classroom activities.

Inver Grove Heights Community Schools publishes a local newsletter, which is sent out to parents of Inver Grove Heights students. It explains topics such as the Minnesota academic content standards and Minnesota academic achievement standards, the MCA-III state assessment, NWEA/MAP assessments, and suggestions on how to monitor a child's progress and encouragement to work with our teaching staff to improve their child's achievement. Information about many of these topics can also be found on our district's website.

Every Title I school has been encouraged to devote at least one faculty meeting per year to reinforce the importance of involving parents in our schools. It is up to each building principal to schedule this meeting.

Our cultural liaison is most helpful in communicating with non-English speaking parents. She has made phone calls to homes, translated our parent/school compact and parent involvement plans in Spanish, and has been present to translate Spanish conversations. She has translated our annual Title I survey into Spanish. Our cultural liaison also arranges a Spanish interpreter to attend our annual Title I parent meeting.

The Hilltop Parent Involvement Plan was developed and reviewed with MaryAnn Curro, Sarah Larsen, Shelley Ausen, Dave Lostetter, Ashely Rucker, Ann Stallons, Robin Miller, Morgan Hallermann, Natalie Brace, Sheri Dobesh, and Dennis L'Heureux.