

**Hillman Jr/Sr High School**

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**Hillman Elementary School**

245 E. Third St.  
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[www.hillmanschools.com](http://www.hillmanschools.com)

**Mission**

To educate and inspire all students to achieve their maximum potential.

**Vision**

Preparing our learning community for the reality of tomorrow.

**Core Values**

Achievement – We will reach our goals!

Excellence – We give our best!

Integrity – We do the right thing!

## HES Family Resource Guide

### Hillman Elementary School - Family Engagement Resource Guide

**Introduction** The purpose of this guide is to provide Hillman Elementary School staff with practical strategies, tools, and materials for engaging families in their children's education. By creating a comprehensive approach to family involvement, this guide aims to support teachers and staff in building strong partnerships with parents, resulting in improved student outcomes. Included in this resource are strategies for engaging families, along with printable materials that can be shared with families to help support their children's academic success.

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### Part 1: Strategies for Engaging Parents

#### 1. Establish Clear and Open Communication

- **Regular Updates:** Use multiple communication platforms (email, phone calls, newsletters, school app) to keep families informed about school events, their child's progress, and important announcements.
- **Two-Way Communication:** Encourage open lines of communication where parents feel comfortable sharing their concerns, questions, and suggestions. Respond promptly to parent inquiries.
- **Bilingual Support:** Provide translations for families who speak languages other than English. Consider offering translated materials or having bilingual staff available for communication.

#### 2. Create a Welcoming Environment

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- **Parent-Friendly School:** Ensure that the school environment is welcoming to all families by having clear signage, offering friendly greetings, and making staff available to meet with parents when needed.
  - **Invite Parents into the Classroom:** Encourage parents to participate in school events, volunteer in the classroom, and attend field trips. Make sure these opportunities are flexible and accessible.
- 3. Hold Regular Parent-Teacher Conferences**
- **Scheduled Meetings:** Ensure that parent-teacher conferences are scheduled at times convenient for families (e.g., evenings, weekends). Offer virtual meeting options for families who cannot attend in person.
  - **Set Clear Goals:** During conferences, discuss student progress, academic goals, and ways parents can support learning at home. Use this time to develop a plan for family involvement.
- 4. Provide Educational Workshops for Families**
- **Supporting Learning at Home:** Organize workshops on topics such as how to help with homework, promoting reading at home, understanding state standards, and supporting social-emotional learning.
  - **Workshops for Specific Needs:** Offer workshops tailored to the needs of specific groups of families, such as families with students who are English language learners or students with disabilities.
- 5. Celebrate Family Contributions**
- **Acknowledgment and Appreciation:** Regularly recognize and appreciate the efforts of parents who contribute to the school, whether by volunteering, attending events, or supporting their child's education at home.

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- **Celebrate Cultural Diversity:** Celebrate the diversity of the school community by hosting events that recognize different cultures, traditions, and backgrounds.

## 6. Use Technology to Enhance Engagement

- **School App/Website:** Ensure that the school's website or app is up to date with information on school events, academic resources, and parent resources. Offer easy access for parents to track student progress, sign up for conferences, and receive updates.
- **Online Surveys/Feedback:** Use digital surveys to gather input from parents about their needs and interests for parent engagement opportunities. This can help tailor the types of events and support offered.

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## Part 2: Materials to Share with Families

### 1. Family Newsletters

- **Monthly Newsletters:** Share monthly newsletters with families that include updates on school activities, upcoming events, and tips for supporting student success. Include a section for family engagement opportunities.
- **Sample Newsletter Template:**
  - **Title:** Hillman Elementary School Family News – [Month]
  - **Highlights:** School Events, Academic Updates, and Family Engagement Opportunities
  - **Tips for Parents:** How to Help Your Child with Homework (Math/Reading)

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- **Important Dates:** School Holidays, Parent-Teacher Conferences, and Workshops
- **Parent Spotlight:** Feature a parent volunteer or family achievement

## 2. Parent Engagement Toolkit

- **What is Family Engagement?:** Provide an overview of why family engagement is important and how it benefits student learning.
- **Tips for Parents to Support Learning at Home:**
  - Establish a consistent homework routine.
  - Set up a quiet, well-lit study space at home.
  - Encourage reading every day, even if it's just for 10-15 minutes.
  - Engage in conversations about what your child is learning at school.
- **How to Communicate with Teachers:** A guide for parents on how to communicate effectively with teachers. This could include tips on asking about academic progress, setting up meetings, and being an advocate for their child's education.
- **Fun Learning Activities:** A list of educational activities families can do together at home, such as reading together, visiting the library, and exploring educational websites or apps.
- **Parent-Teacher Conference Checklist:** A printable guide to help parents prepare for parent-teacher conferences, including questions to ask and areas to discuss.

## 3. Guides on Supporting Academic Success at Home

- **Supporting Reading at Home:** Provide a guide for parents on how to support literacy development at home, including:

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- Reading aloud with their child.
  - Asking questions about the text to enhance comprehension.
  - Encouraging independent reading.
  - Setting aside daily reading time.
  - **Supporting Math at Home:** Share simple math activities families can do together, such as counting items around the house, cooking with measurements, and using everyday objects to practice addition, subtraction, multiplication, and division.
  - **Supporting Social-Emotional Learning:** Provide families with resources on supporting their child’s emotional well-being, including:
    - Strategies for promoting positive behaviors and conflict resolution.
    - Techniques for managing stress and anxiety.
    - How to talk to children about feelings and emotions.
- 4. School Calendar of Family Engagement Events**
- **Family Calendar:** A printable calendar that includes all upcoming family engagement events (parent-teacher conferences, workshops, family nights, etc.). This calendar will help parents plan to attend events and stay involved in school activities.
  - **Event Descriptions:** Brief descriptions of each event, with information on how parents can participate (in-person, virtual, volunteer opportunities).
- 5. Referral Resources for Families**
- **Community Resources:** A list of local community resources such as food banks, afterschool programs, tutoring services, and mental health resources that can support families and help them engage in their child’s learning.

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- **School-Based Support Services:** Information on how families can access additional support at the school, including counseling services, academic interventions, and special education services.

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## Part 3: Implementation and Distribution

### 1. Distribution Methods:

- **Digital Copies:** All materials will be available on the school's website or app. Teachers can send links to families via email or text messages.
- **Printed Copies:** Printed versions of newsletters, toolkits, and resource guides will be distributed at parent-teacher conferences, family nights, and school events. Additional copies will be available in the school office.
- **Language Support:** Materials will be translated into multiple languages to ensure accessibility for all families.

### 2. Regular Updates:

- Materials will be updated regularly to reflect upcoming events, new educational resources, and strategies for supporting student success. Families will be informed of updates through the school's communication channels.

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## Conclusion

By utilizing this Family Engagement Resource Guide, Hillman Elementary School can effectively support staff in engaging parents and families in their children's education.

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These strategies and materials are designed to strengthen the home-school partnership and provide families with the tools they need to actively support their children's academic growth. Through consistent communication, workshops, and resources, Hillman Elementary aims to create an inclusive and supportive environment where all families feel valued and empowered to contribute to their child's success.