

HMH Family Engagement

PRE-K-12 **PROGRAM OVERVIEW**



Fostering Community.
Creating Opportunity.

HMH Family Engagement



THE VISION

As an administrator, you observe English learners in their classes; you watch them interact in your halls; you see their potential. Now you can tip the scales in favor of their academic growth, with a comprehensive research-based program that supports English learner educators, students, and families.

HMH® embraces what we know about English learners and their great potential. Often, challenges with *academic* English pose the main barrier to success in and out of school. Research demonstrates that when English learner families and educators work together, students are able to reach their full potential. This is the promise of ***HMH Family Engagement***.



THE SOLUTION

HMH Family Engagement © 2017 is a comprehensive program for Pre-K–12 that brings English learner families and educators together to improve the academic achievement of their students. Offering a unique combination of professional learning and program resources for partnering with families, **HMH Family Engagement** serves to transform students into scholars who are proficient in academic English—a true asset in today’s global society.

INSPIRING **EDUCATORS...**

HMH Family Engagement offers *both* professional training *and* materials, so engagement with English learner families ramps up rapidly and successfully.

HMH Professional Services offers comprehensive insights, materials, and even talking points educators will need for delivering *Learn Together Workshops* to families.



EMPOWERING FAMILIES

Educators partner with English learner families and their children in five, 90-minute, hands-on *Learn Together Workshops* during the school year. The workshops involve rich discussion and interaction, building trust, knowledge, and skills for supporting students in realizing academic success.



A Shared Vision of Academic Excellence

For families, the *Learn Together Workshops* impart the knowledge they need to decode their school system. They also enable families to develop relationships with their children's educators, resulting in the confidence to advocate for their scholars in school, and to support them at home.



For educators, the *Learn Together Workshops* provide opportunities to build relationships with the families they serve, to gain insights into their strengths and needs, and to forge a true partnership in advancing their students' growth.



FOR DISTRICT SUCCESS



HMH delivers the training to educators, working alongside them to build knowledge, insight, and the ability to establish training objectives and measure the progress of the *Learn Together Workshops*.



Two day-long, in-person trainings, plus four online modules serve to ramp up and sustain educator effectiveness.

Learn and Prepare

Introduce program principles and research; build deep insights into varied cultural backgrounds, awareness of standards for engaging families, and prepare for implementing the first *Learn Together Workshop*.

Reflect and Plan

Follows the first *Learn Together Workshop* with families. Educators debrief and use rubrics and planning tools to assess district's current needs and create effective English learner family engagement action plans.

Build and Sustain

Online Modules for Educators

1. Meaningful two-way communication
2. Differentiated and effective homework
3. Developing scholar qualities for academic success
4. Global competence

HMH Family Engagement ASSESSMENT RUBRIC

STANDARD 3: Supporting Student Success				
GOAL 1: Sharing Information About Student Progress				
Indicator	Excelling Criteria	Progressing Criteria	Emerging Criteria	Self-Evaluation Level and Examples
Ensuring Family-Teacher Communication About Student Progress	Teachers and parents discuss students' individual learning styles, family cultural experiences, strengths, and academic and personal needs, then develop learning goals to support academic success at school and at home.	Teachers and guidance counselors regularly contact parents with positive news as well as concerns about their children. Parents have an easy way to communicate with teachers on a regular basis.	Parents can contact teachers through e-mail, notes, or phone and receive a timely response. Teachers make contact with all families at the start of the year to establish positive relationships.	
Linking Student Work to Academic Standards	Teachers and parents have regular discussions about how each school program or activity links to student learning through academic standards.	Teachers explain to parents throughout the year what students are learning and what good work looks like under the academic standards for the student's age and grade.	Student work is displayed throughout the school in a way that shows how it meets academic standards.	
Using Standardized Test Results to Increase Achievement	Families are included on school or district academic standards committees and discuss how to raise expectations and achievement.	Families have opportunities to learn how to interpret testing data.	Parents are informed about standardized tests.	
Sharing School Progress	The principal collaborates with PTA/family group leaders to present regular progress on meeting academic goals and develop strategies to support improvement.	The principal collaborates with PTA/family group leaders to facilitate discussion between school staff and families on needed academic improvements.	The principal presents the school's academic goals at the beginning of the school year and reports on progress made the previous year.	

Adapted from PISA National Standards for Family-School Partnerships: An Implementation Guide by National PISA.
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Learn Together Workshop PLAN

PROGRAM LEADER

WORKSHOP: Assessment Success Grades K-2

GOAL/DESCRIPTION: Learning about what is expected in Grades K, 1, and 2, the assessments at those grade levels, and how to help Scholars achieve assessment success

Materials

- ☐ **NAME TAGS** for all participants; sign-in sheet for families
- ☐ **CERTIFICATES OF EXCELLENCE**, 1 per family. (The black-and-white version is in the Program Implementation Guide on page 229. The full-color version of the Certificate of Excellence, which is presented to each participating family at the end of every Learn Together Workshop, is available online in your digital resources.) Make copies, sign, and date the certificates so they are ready to be handed out to families.
- ☐ **FAMILY GUIDE** (in English or Spanish), 1 copy per family. Consider purchasing extra copies to provide Spanish-speaking families with both English and Spanish versions.)
- ☐ "Hat" and common household or classroom items (e.g., pencil, paper, book, eraser, crayon, cup, ball) for the Warm-Up "Name It" activity
- ☐ If state assessments are relevant to K-2, sample state assessment questions, bubble sheets, and other state assessment-related materials, 1 set per table
- ☐ Sample English language proficiency report for the ELP assessment used by your school or school district, 1-2 per table. Access and make available reports in English and the home language of participants, if possible.
- ☐ Small ball, 1 for each table
- ☐ **SUPPLIES:** Pens, pencils, markers, crayons, and children's scissors for each table.
- ☐ **VIDEO:** "English Language Proficiency Assessments"

- ☐ **VIDEO:** "Supporting Scholars with Special Needs"
- ☐ **COMPUTER** with pre-loaded videos and large screen
- ☐ Visual Workshop Assessment form (in Program Implementation Guide)

NOTE: Each program video is available in both accessible English and in Spanish (with English subtitles). Depending on the language backgrounds of the families at the Workshop, you may want to set up a separate area in which to view the other version and ask families to choose which version they prefer to watch.

Prior to Workshop

- Invite district and school assessment specialists, English learner (EL) specialists (those who administer the English language proficiency assessment), and special needs educators to participate in this Workshop.
- Brief Table Facilitators, Educators, and Administrators. Thank everyone for coming.
- Use the Learn Together Workshop Plan to review with Table Facilitators, Educators, and Administrators the Workshop Agenda and their roles.
- Distribute name tags to Table Facilitators, Educators, and Administrators. Have each person clearly print his or her name, position at the school, and role in the Workshop.
- Distribute Workshop materials to Table Facilitators.

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Learn Together Workshop PLAN: EDUCATORS

Assessment Success

As the "Educator," your main responsibility is to provide support for, and draw out, the Scholars at your table. Throughout the Workshop, encourage Scholars to share their experiences with you and with others at the table and to talk about their interests and challenges at school; share this information with the Scholar's families and, if possible, their teachers. You will also support the Table Facilitator in his or her work with the families. Make yourself available to provide additional information and/or to answer questions that families have about the academic program at your school.

Warm-Up

1. Warmly greet families and Scholars at the door or at your table and welcome them back. Introduce yourself to any new families and Scholars.
2. Participate actively in the "Name It" activity.

Welcome to Assessment Success

1. As the Table Facilitator introduces the types of assessments, encourage Scholars to share their experiences with these assessments.
2. As the Table Facilitator reads participants through the various parts of a mock English language proficiency test, help to engage Scholars and their families. Provide guidance as needed. Encourage families to see this as a fun way to familiarize themselves with the parts of the test, not as a stressful experience!
3. Encourage Scholars to share what they remember about the English language proficiency assessment.

Your Turn

1. Participate in the "Let's Practice" activity, led by the Table Facilitator.
2. Following this discussion, Scholars will join you in another room to engage in some informal assessment games. Use this opportunity to mimic parts of an English language proficiency assessment in a fun way.

A. Simon Says

Introduce the listening and the concept of verbs by leading a game of Simon Says. Explain the rules of Simon Says. Then have students engage in a series of activities. Increase the difficulty as you go. For example:

"Simon says, sit on the floor."
"Simon says, stand on one foot."
"Simon says, stand on your right foot."
"Simon says, take three steps forward."
"Simon says, point to the window."

B. Picture It!

Pair up Scholars. Provide one Scholar with a picture. Then have this Scholar describe the picture to his or her partner. Have that Scholar try to picture it in his or her mind. Then have the Scholar share the picture. Was it similar to what you expected?

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FOR SUSTAINING FAMILY INVOLVEMENT

Throughout the school year, *Learn Together Workshops* bring families together for 90 minutes of engaging conversation, activities, and networking that build knowledge, insights, confidence, and advocacy.

- ♦ Groups meet in grade spans, Pre-K, K–2, 3–5, 6–8, and 9–12.
- ♦ Five take-home Family Guides per grade span support the five workshop topics.
- ♦ Content progresses across the entire span of a child's education.

Welcome to School

- ♦ Getting to know your child's school
- ♦ Roles of school officials
- ♦ Communicating with the school
- ♦ School calendar
- ♦ School policies



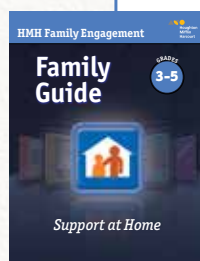
Academic Achievement

- ♦ Academic expectations
- ♦ School subjects
- ♦ Assessment reports
- ♦ Reaching milestones
- ♦ Communicating about progress
- ♦ Sharing goals for scholars



Support at Home

- ♦ Supporting learning at home
- ♦ Strategies for homework completion
- ♦ Creating a language-rich environment in both the student's first language and English
- ♦ Encouraging extra-curricular activities
- ♦ Community resources for learning



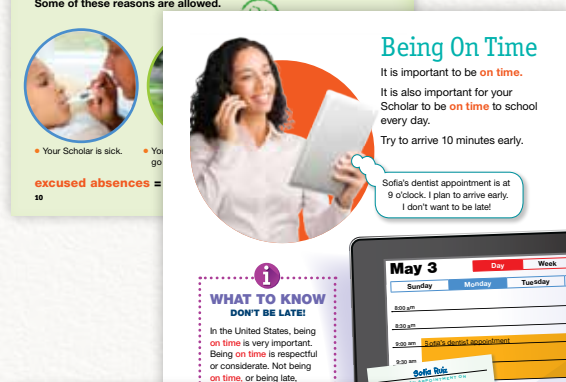
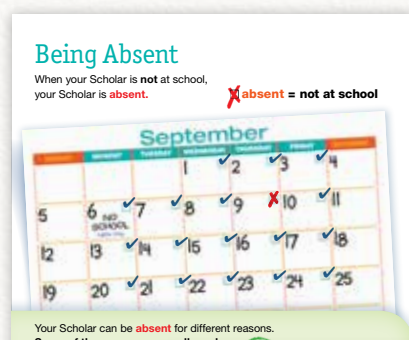
Assessment Success

- ♦ Different types of assessments
- ♦ Formats of test questions
- ♦ Understanding assessment and school reports
- ♦ Resources for tutoring
- ♦ Important assessment dates



Technology

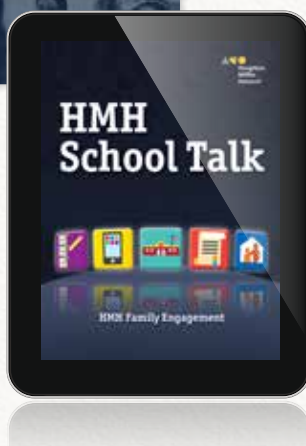
- ♦ Practical how-to tips
- ♦ Creating and using email accounts
- ♦ Using technology to communicate with school
- ♦ How to use school website, apps, resources
- ♦ Types of technology students use in school



ACCESSIBLE PRINT AND DIGITAL TOOLS FOR FAMILIES

HMH Family Engagement brings families and educators together to improve the academic achievement of English learners. Print and digital resources for families provide easy access to clear and practical information, strategies, and activities to help English learner families navigate the U.S. education system. eBook formats of all guides provide audio access in both Spanish and English.

- ◆ **Family Guides** focus on main topics discussed during each of the five *Learn Together Workshops*. Available in accessible English and Spanish.
- ◆ **Audio clips** provide additional support for the Family Guide content.



- ◆ **Videos** providing scenario-based situations are available in English and Spanish.
- ◆ **HMH School Talk** academic language app provides instruction and practice with common terms needed in schools. This game-like app is designed for adults with limited English proficiency.

WORLD-CLASS **PROFESSIONAL LEARNING** AND **GUIDES** FOR EDUCATORS

HMH Family Engagement gives districts the training, strategies, and tools to develop, implement, and sustain an effective action plan to reach families of English learners. All the educator materials and resources are also available online for easy access, in eBook format, with audio, bookmarking, and note-taking functionality.

- ♦ **Professional Learning** delivered by HMH Professional Services provides in-person training to administrators, educators, and program leaders to ensure your school is prepared to effectively engage and communicate with English learner families. **Online Professional Learning** extends and enriches face-to-face training by targeting action plans and sustainability of the initiative.



- ♦ **The Program Implementation Guide** provides a wealth of support for implementing a comprehensive family engagement initiative in the district. It includes an overview of the program, talking points, research, and important cultural insights on many English learner populations. These insights give educators deep understanding of the commonalities and the differences in cultural norms that affect families' viewpoints about schooling.
- ♦ **The Administrator Guide** includes information on strategies for English learner academic success and English learner assessment, guidelines for effective communication, and rubrics and tracking tools for program implementation.
- ♦ **The Educator Guide** provides guidelines for effective communication with English learner families, resources for hosting effective *Learn Together Workshops* with families, and materials needed for professional learning sessions. The multi-lingual Communications Toolkit included in the guide provides press releases in English and Spanish; messages and scripts for outreach; and templates for ads, posters, and handouts.

CURRENT AND CONFIRMED RESEARCH

HMH Family Engagement exceeds recommended best practices from current and confirmed research on engaging families to improve student achievement.



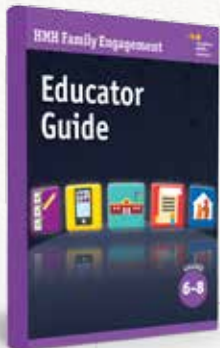
“Increase opportunities and skills for parents to engage directly with their students about school and learning at home.”

Family Guides provide accessible support to families for engaging with their school.



“Provide parent training and education in instructional strategies and specific content areas, enabling them to reinforce classroom instruction, either in the home or in the classroom.”

Learn Together Workshops result in strong partnerships with families.



“Provide parent and teacher training and education to enhance the effectiveness of learning at home and school.”

Program materials provide everything needed to support both educators and families.



“Increase opportunities and skills for school personnel to engage parents directly through regular communication and parent-teacher conferences.”

HMH Family Engagement Professional Learning meets this critical research finding.



“Increase opportunities and skills for parents to interact directly with school personnel.”

The Learn Together Workshops build the trust needed for positive parent-school interactions.



“Recognize and accommodate challenges experienced by various minority groups in the design and implementation of learning at home and school.”

Professional Learning for educators provides essential cultural insights into English learner family norms and expectations.

THE NATIONAL **PTA STANDARDS**

HMH Family Engagement offers a standards-based path for districts to build effective family-school partnerships that result in academic progress.

PTA[®] Essential Questions, HMH Family Engagement Solutions



When families walk into the building, do they feel the school is inviting and is a place where they belong? Do the school's policies and program reflect, respect, and value the diversity of families in the community?

Does the school keep all families informed about important issues and events and make it easy for families to communicate with teachers?



Do families know and understand how well their children are doing in school and how well the entire school is progressing?

Are families active participants in their children's learning at home and at school?




Are parents prepared to monitor students' progress and guide them toward their goals through high school graduation, postsecondary education, and a career?



COMPREHENSIVE, EMPOWERING RESOURCES

HMH Family Engagement is the *only* comprehensive, ready-to-implement program committed to partnering with districts to engage and empower English learner families and their children across the life span of their education, from Pre-K through Grade 12, in order to raise achievement.

- ♦ **Includes training for educators and the materials** needed to conduct workshops with English learner families.
- ♦ **Reflects current and confirmed research and best practices**
- ♦ **Provides families with practical resources to help them understand U.S. schooling**, resulting in the confidence to support their children's academic English and overall achievement, both in and out of school
- ♦ **Instills in educators a deeper understanding of the cultural influences and norms** of the predominant English learner cultures in the U.S.
- ♦ **Offers grade-span specific materials** for Pre-K, K–2, 3–5, 6–8, and 9–12
- ♦ **Enables easy online access** to family and educator resources



“The influence of parental involvement on a student’s academic achievement should not be underestimated....While brain power, work ethic, and even genetics all play important roles in student achievement, the determining factor comes down to what kind of support system a student has at home.”

—Dufur, Mikaela J., Toby L. Parcel, and Kelly P. Troutman.
“Does Capital at Home Matter More Than Capital at School? Social Capital Effects on Academic Achievement,”
Research in Social Stratification and Mobility, March 2013.

ESTEEMED AUTHORSHIP



Sylvia Acevedo has enjoyed a broad business career, serving as an executive for several Fortune 100 companies, such as IBM, DELL, and Apple. Since 2007, Sylvia has used her engineering expertise as a social entrepreneur to create scalable solutions in education and health, especially for English language learners and their families. Sylvia created a curriculum for Pre-K readiness used to train Spanish-only speaking mothers and their toddlers. Sylvia created national mobilization campaigns that have drawn over 225,000 attendees and created scalable systems that gave 250,000 books, 25,000 toothbrushes, 15,000 playground balls, and 1,000 pairs of eyeglasses to children in need. President Obama named Sylvia to the White House Commission for Educational Excellence for Hispanics where she serves as Chair of the Early Childhood subcommittee.



Lise Ragan, former English as a Second Language (ESL) teacher, has been a publisher, editor, and author of instructional materials for English learners and resources for their teachers for over three decades. In 1993, Lise founded Course Crafters, a curriculum development company that specializes in creating programs for the English learner market. Since then, she has developed scores of successful instructional programs and professional learning offerings to ensure the academic success of the English learner student population, Pre-K through Grade 12. Lise has also been a trainer, coach, and consultant to school districts and educational organizations, including educational publishers, educational technology companies, and non-profit organizations. She is recognized internationally for her research and expertise in the English learner market.

ELIGIBLE FOR **TITLE I, TITLE III,** AND OTHER **FUNDING PROGRAMS**

As districts work to implement language instruction programs for English learners, they are required to provide parents with comprehensive information about how the program supports their children. However, it is not enough to simply disseminate the information. English learner families need systematic guidance in overcoming cultural and language barriers that can interfere with supporting their children.

HMH Family Engagement offers the perfect environment for educating parents about the nature of their students' schooling, expectations for achievement, and how to support them at home. The *Learn Together Workshops* at the heart of the program help to create systemic change by fostering partnerships between educators and families, helping them reach shared objectives.

Title I, Part A: Information Requirements for Parents of English Learners*

Because regular communication is the foundation of effective parental involvement, SEAs, LEAs, and schools must provide information to parents of students participating in Title I, Part A programs in an understandable and uniform format, including alternative formats upon request, and, "to the extent practicable," in a language that parents can understand.

LEAs receiving Title I, Part A funds must implement effective means of outreach to parents of limited English proficient students to inform those parents of how they can be involved in the education of their children; and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet the challenging State academic achievement standards and State academic content standards expected of all students.

HMH Family Engagement Resources

HMH Family Engagement provides the vehicle through which districts can communicate regularly and effectively with parents. The uniform format of the *Learn Together Workshops*, delivered five times during the school year, each on a different topic, ensures that information is accessible, while hands-on activities, discussions, and simulations make the information relevant and memorable. A Family Guide, written in accessible English, with strong visual support, as well as a Spanish version, accompanies each *Learn Together Workshop*.

The first of the five *Learn Together Workshops*, **Welcome to School**, supports parents in navigating their children's school system. They learn the roles of school officials, how to communicate with them, school policies, and the school calendar. The **Support at Home** workshop stresses the powerful role parents play in their children's growth, and offers practical support for how to reinforce learning at home, encourage extra-curricular activities, and how to locate and use community resources for learning.



Ask us about
applying *HMH Family
Engagement* to
Title I, Title III, and other
program funds.

The reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program.

The child's level of English proficiency, how that level was assessed, and the status of the child's academic achievement.

The methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how those programs differ in content, instructional goals, and the use of English and a native language in instruction.

How the program in which their child is or will be participating will meet the educational strengths and needs of their child.

How the program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation.

In the case of a child with a disability, how the program meets the objectives of the child's individualized education program (IEP) under the Individuals with Disabilities Education Act (IDEA) or the child's individualized services under Section 504 of the Rehabilitation Act of 1973 (section 504)

The *Learn Together Workshop*, **Assessment Success**, teaches parents about the different types of assessments their children will experience, including how to interpret results reflected in reports. Language proficiency tests are among the assessment types covered.

The *Learn Together Workshop*, **Academic Achievement**, describes academic expectations of programs, including graduation requirements, the nature of school subjects, how to interpret progress reports, and how to ask teachers questions about children's academic needs.

In the *Learn Together Workshop*, **Technology**, families learn the technology skills needed for effective communication with their school, engagement with teachers and other families, and interpreting school information online.

*These notice requirements also apply to a language instruction educational program funded under Part A of Title III. [Section 3303, ESEA.]

PROFESSIONAL SERVICES



Blending on-site professional learning, online follow-up and support, and industry-leading content, ***HMH Family Engagement*** for English learners fulfills the need for schools and districts to reach and ensure the success of this important segment of the community. Our team of specialized consultants combines deep subject knowledge with years of experience to support educators through planning for and implementing ***HMH Family Engagement***. **HMH Professional Services** is also proud to offer additional professional learning and coaching focused on innovative approaches to instruction, practice, and program implementation.

HMH Family Engagement

For more information on ***HMH Family Engagement***, visit
hmhco.com/HMHFamilyEngagement

Connect with us:



#HMHLiteracy

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