

## Highland Park Elementary



### Parent and Family Engagement Policy

#### ESSA Section 1116

2024-2025

1. Highland Park Elementary shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of ESSA Section 1116 subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

#### Section 1116 (b)(1) & (e)(5)

**The mission of the Highland Park Elementary staff is to provide highly effective, differentiated instruction, in student-centered learning environments, resulting in an educational experience designed around our students' individual differences and learning styles. As a campus, we foster teamwork among our parents, teachers, and community members to meet the high expectations set forth by the Nederland Independent School District.**

**We, the staff, students, and parents of Highland Park, believe that the elementary years provide the foundation for the curriculum of future levels of the educational program. In addition, we believe that all students can learn, and the educational process is a responsibility shared by students, school personnel, and parents.**

**Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written parental involvement policy agreed on by the parents that describes the requirements outlined in Title I law. This campus policy is reviewed and revised each April-May by the Highland Park Elementary Campus Performance Objectives Committee (CPOC), which consists of parents, community members, and staff. The revised PFE is submitted and approved by our Campus Performance Objectives Committee the following September.**

**Documents including Student Handbook and Acknowledgement, Code of Conduct, the Parent & Family Engagement (PFE) Policy and School-Parent Compact, registration information and forms, residency affidavits, and power of attorney forms are provided for parents in both English, and Spanish, as needed. A copy of Highland Park Elementary's PFE and School-Parent Compact is distributed during the online enrollment process for new and returning students. Highland Park**

**Elementary also distributes a copy of the campus PFE and School-Parent Compact in both English and Spanish on Highland Park's website**

**<https://www.nederland.k12.tx.us/HPE/Department/58-Campus-Information>**

2. Highland Park shall convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved; Section 1116 (c)(1).

**Highland Park's first annual meeting will be held at Open House in Fall to provide parents the opportunity to formally visit their child's classroom to become better informed about grade level expectations and curriculum. Parent-teacher conferences may be scheduled to fit the individual needs of each student after completion of the first six weeks. Highland Park also invites parents to participate in the review and revision of the Campus Improvement Plan and Parent and Family Engagement Policy in October. The second meeting will be held in February. All meetings will be conducted by the Principal. Parents are notified of the meeting through our marquee, newsletters, flyers, communication apps, and social media.**

**The Principal reviews the Title I School requirements and the school's Parent and Family Engage Policy. In addition, the principal gives parents an update on school tests data, adequate yearly progress status, and also facilitates a review of the campus improvement plan. A School-Parent Compact is reviewed, distributed to parents, and is accessible on the campus website. It outlines how parents, school staff, and students share the responsibility for improvement in learning.**

3. Highland Park shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement; Section 1116 (c)(2)

**Our school wide community meetings are held at different times and/or days to accommodate families. Information discussed is also shared in our monthly newsletter, social media, communication apps, and emails. The campus will coordinate with the district administration office to help provide transportation, childcare, or home visits, when requested. Please provide verbal or written notice to the campus principal 3 days prior to the event if you need transportation, childcare, or a home visit.**

4. Highland Park shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) (Campus Improvement Plan), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children; Section 1116 (c)(3)

Highland Park invites parents to participate in the review and revision of the Campus Improvement Plan and Parent and Family Engagement Policy. This meeting will be conducted by the principal in the Fall. Highland Park encourages participation in the Highland Park Elementary School Parent-Teacher Association (PTA) to create an opportunity for parental input and involvement in numerous activities. Highland Park Elementary will also invite parents to serve on the Campus Performance Objectives Council (CPOC). We are continually seeking parents who would like to serve in this capacity or on other committees that have decision-making responsibilities. If you are interested in serving, please contact the school at 409-722-0236 or email at [cdainwood@nederlandisd.org](mailto:cdainwood@nederlandisd.org).

5. Highland Park shall provide parents of participating children—
- (A) timely information about programs under this part;
  - (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and
  - (C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible;
- Section 1116 (c)(4)

Communications are shared through monthly campus newsletters and classroom communication apps. School and district websites, social media, and call outs are also utilized to inform parents of school events. Teachers send notes, newsletters, memos, and graded work home in a folder with every student in grades Kindergarten through 5th in a timely manner to the parents. Folders must be returned to the school daily. Agenda books are used in Grades 3-5 for parent, teacher, and student communication as well.

Our curriculum is developed and supported by teachers and staff across the district.

Highland Park communicates with parents regularly to relay Texas Essential Knowledge and Skills (TEKS) and assessment expectations, school requirements of the delivery of instruction, and the routines in place to ensure academic success of students.

We administer screeners, checkpoints, and benchmarks including BOY, MOY, and EOY to measure growth, and campus based common formative assessments to measure students' progress throughout the year. These assessments help our teachers identify areas students are struggling in and need remediation. Teachers also administer teacher created assessments throughout the various units of instruction to guide their planning and implementation of future material. The state assessment, STAAR, is administered to students at the end of the school year in Grades 3-5.

6. If the schoolwide program plan (Campus Improvement Plan, CIP) under section 1114(b) is not

satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. Section 1116 (c)(5)

**Parents will be able to access the Campus Improvement Plan through our website once it is improved by our Campus Performance Objectives Committee (CPOC). Any comments or concerns regarding the Campus Improvement Plan can be sent to [cdainwood@nederlandisd.org](mailto:cdainwood@nederlandisd.org).**

7. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, Highland Park Elementary shall: Section 1116 (e)

(i) provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children; Section 1116 (e)(1)

**Teachers will provide timely feedback on grades and performance to help assist parents in supporting their child. Progress reports and report cards will be sent home to parents. Grades are also accessible through the Home Access Center on the Nederland ISD website.**

(ii) provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; Section 1116 (e)(2)

**Open House and Parent Conferences are scheduled to provide information for parents. Information regarding these meetings will be provided to parents in our school newsletters, email, social media, communication apps, and the marquee.**

(iii) educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; Section 1116 (e)(3)

**Teachers and Staff participate in book studies, led by staff, focusing on parent and family engagement, and other professional development opportunities offered through Nederland ISD and Region 5. Our staff collaborates with other professionals in the district to bring best practices to Highland Park. Parents are able to provide input in needed training through surveys and questionnaires.**

(iv) to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; Section 1116 (e)(4)

**Highland Park Elementary serves preschool age students in our Preschool Education Program**

**(PEP), a full inclusion program serving students with special needs alongside their non-disabled peers. Highland Park utilizes the Frog Street Curriculum which is a research based program designed to meet the Texas Prekindergarten Guidelines for early learning. Each child has the opportunity to use the Waterford Smart Start computer program each day. Waterford reinforces early learning skills across the curriculum. Student progress is formally assessed three times a year using the CLI Engage progress monitoring tool. Our PEP program strongly encourages parent involvement. Parents are invited to participate in a variety of activities throughout the year. During the fall semester, the district hosts a prekindergarten parents' night to highlight the Waterford Smart Start home component as well as early literacy skills.**

(v) provide such other reasonable support for parental involvement activities as parents may request. Section 1116 (e)(14)

**All parents are afforded the opportunity to be involved in their child's school. Programs supporting parental involvement activities requested by parents include additional parent/teacher conferences upon the request of the parent. If a special need is identified that would help a parent more fully understand the educational process and academic progress of their child, assistance will be provided.**