

# Port Houston Elementary School

## 2023-2024 Parent and Family Engagement Policy



**Port Houston Elementary School** is committed to the education of the children in our community. We feel parent involvement is an essential piece in ensuring that our students are successful in school. It is our pledge to maintain a good line of communication from school to home, and our goal to provide ample opportunities for parental involvement throughout each school year.

**Port Houston Elementary School** 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 describe the means of carrying out the requirements of Every Student Succeeds Act (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. SEC. 1116. [20 U.S.C. 6318] Section 1116 (b)(1) & (e)(5).

- 1. Port Houston Elementary School will 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/families to be involved. Section 1116 (c)(1)**

*Port Houston Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I, Part A Program, the nature of the Title I, Part A Program, the parents' requirements, the school parent and family engagement policy, and school-parent compact. Port Houston Elementary School will hold its Annual Title I, Part A Parent Meeting on September 26, 2023 @ 10:45 a.m. and September 27, 2023 @ 4:30 p.m. to inform parents of its status, participation, and requirements of Title I, Part A, as well as parents' rights to be involved. In addition, parents receive updates on school test data and performance, review the school's improvement plan, and are provided information about any new school-wide initiatives and/or programs.*
- 2. Port Houston Elementary School will offer four (4) required meetings and four alternate meetings – eight (8) meetings total. Each of these meetings should be scheduled in the morning and the afternoon on different days to accommodate parents. Section 1116 (c)(2)**

*Port Houston Elementary School will offer a flexible number of engagement meetings at convenient times for families, such as in the morning or evening; Our parent and family engagement meetings are scheduled for September 26, 2023 @ 10:45 a.m. and September 27, 2023 @ 4:30 p.m., November 14, 2023 @ 10:45 a.m., November 15, 2023 @ 4:30 p.m., January 30, 2024 @ 10:45 a.m., January 31, 2024 @ 4:30 p.m., March 26, 2024 @ 10:45 a.m., and March 27, 2024 @ 4:30 p.m. Parents are invited to participate in a variety of meetings, and activities over the course of the school year. A Meet the Teacher is held in August and an Open House is held in September to provide parents the opportunity to formally visit their child's classroom and teacher to become better informed about grade level expectations and review their student's academic progress. Formal trainings and workshops scheduled throughout the year are guided by a parent input and survey data and vary in date and time. Teachers may receive parents before school, during their conference period, and/or afterschool to accommodate as many parents as possible.*
- 3. Port Houston Elementary School will involve parents & families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, & improvement of the school parent & family engagement policy. The involvement of parents/families must include an adequate representation of parents/families of participating children. Section 1116 (c) (3)**

*Port Houston Elementary School invites parents to participate in review and revision meetings at the beginning (August/September) and the end (May) of the school year to examine and discuss our School*

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*Improvement Plan, Parent and Family Engagement Policy, and School-Parent Compact. If the Plan, Policy, or Compact are not agreed upon, parents may submit comments or suggestions on the documents to the principal. The final documents will be sent home with students and posted on the school website.*

- 4. Port Houston Elementary School will provide parents/families of participating children timely information about programs under this part; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and, 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 practically possible. Section 1116 (c)(4)**  
*Throughout the school year, Port Houston Elementary School communicates with parents to inform them of the state's curricular and assessment expectations, school wide requirements in relation to the delivery of instruction, the techniques utilized to evaluate student work, and individual classroom procedures and routines pertinent to the academic success of our students.*
- 5. If the schoolwide program plan (campus improvement plan) is not satisfactory to the parents/families of participating children, the school will submit parents' /families' comments on the plan to the External Funding Titles I, II & IV Dept. and revise the plan as advised by the HISD Title I, Part A Parent & Family Engagement Program Administrator and other district designees as advised. Section 1116(c)(5)**  
*Port Houston Elementary School will present and explain the Campus Improvement Plan (CIP) to parents during the Title I, Part A Program Annual Meeting. If the parents have questions or concerns about the Plan, they may give comments to the principal.*
- 6. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENTS –a component of the school level parent/family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.**  
*Port Houston Elementary School has jointly developed a School-Parent Compact that outlines how all stakeholders will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help students achieve State standards.*
- 7. To ensure effective engagement of parents/families & to support a partnership among the school, parents, families, and the community to improve student academic achievement, Port Houston Elementary School will build the schools' and parents' capacity for strong parent/family engagement by implementing the REQUIRED POLICY ACTIVITIES, the school: Section 1116 (e)(1)**
  - a. Port Houston Elementary School will assist parents of the children being served in understanding the TEKS, STAAR, and the districts and school's assessments, and how to monitor a child's progress, and work with educators to improve achievement of their children; Section 1116 (e)(1)**  
*Throughout the school year, Port Houston Elementary School communicates with parents to inform them of the state's curricular and assessment expectations, school wide requirements in relation to the delivery of instruction, the techniques utilized to evaluate student work, and individual classroom rituals and routines pertinent to the academic success of our students.*
  - b. Port Houston Elementary School will provide materials and training to help parents work with their children, such as literacy training and using technology to foster parent/family engagement; Section 1116 (e)(2)**

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*Port Houston Elementary School holds family nights throughout the year to provide materials, training, and hands-on activities to help parents work with their children. In addition, one of our business partners, Neighbors in Action, provides parent training classes on various topics, including nutrition, arts & crafts, technology, and computer classes. Classes will be offered at various times throughout the day.*

- c. **Port Houston Elementary School** will educate teachers, pupil services personnel, principals, 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, & work with parents/families as equal partners, implement / coordinate parent programs, and build ties between parents, families, and school; Section 1116 (e)(3)

*Port Houston Elementary School has established a Parent and Family Engagement Committee consisting of staff and parents. The purpose of the Parent and Family Engagement Committee is to plan, implement and coordinate parent programs to build ties between parents, the school, community, and business partners.*

- d. **Port Houston Elementary School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other programs, such as the Head Start program, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Programs, and public preschool and other programs; Section 1116 (e)(4)

*Port Houston Elementary School has a Parent Center for parents to have a permanent place on campus to meet, have lunch, and hold social events. The Parent Center also has all instructional materials and equipment needed for parents to assist teachers with their daily instructional needs. We have a variety of field lessons and on-campus activities/events to engage and encourage parent participation and involvement.*

- e. **Port Houston Elementary School** will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

*It is Port Houston Elementary School's practice to send home all school correspondences in English and Spanish to ensure all information related to our school is understandable. School Messenger phone calls are conducted in both English and Spanish. Information on our school website, ClassDojo communication app, as well as social media (Facebook and Twitter) is available in English and Spanish. The district has translators available upon request to attend meetings in which interpreters are needed.*

- f. **Port Houston Elementary School** will provide reasonable support for parent/family engagement activities such as parent resource centers that encourage and support parents to be involved.

Section 1116 (e)(14) *Port Houston Elementary School has an equipped Parent Center for parents to help prepare instructional materials. We have a variety of field lessons and on-campus activities/events to engage and encourage parent participation and involvement.*

8. To ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement, the campus will build the schools' and parents' capacity for strong parent/family engagement by implementing OPTIONAL POLICY ACTIVITIES

*Port Houston Elementary School is not implementing optional policy activities currently.*

9. To ensure full opportunities for the participation of **Port Houston Elementary School** parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a format and to the extent practicable, in a language that parents can understand.

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*Port Houston Elementary School will survey parents regarding topics of need and to identify barriers for participation. Port Houston Elementary School will ask its volunteers for help and support during school activities and events, such as parent conferences, family nights, field day, and fundraisers. Families will be made aware of trainings, meetings, events, and activities through School Messenger callouts, communication apps (ClassDojo), flyers, marquee, website, and social media (Facebook, Twitter).*