Heritage Middle School Parent & Family Engagement Policy
2024-2025

Part 1:
Heritage Middle School will 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 116 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).*

To access a copy of the Parent/Family Engagement Plan click here.

The Heritage Middle School Parent & Family Engagement policy specifics are listed below.

PFE Policy Reviewed and Revised Review date May 6, 2024
PFE Policy Requests/Questions/Comment Contact: Cathy Cook
Policy Available and/or Distributed:Heritage Middle School website

Campus Translation Policy: Heritage values and supports non-English speaking parents and families and will communitate all documents in their primary language.

Campus Translation Procedure: Heritage Middle School is sensitive to the language barriers of its students and parents. HMS will ensure to disseminate information in an understandable format and in a language, parents and families can understand. In the event, the format or content is not easily translatable, HMS will encourage faculty and staff to utilize the district's provided oral translation services in order to remove any language barriers.

Campus Documents Translated:
- Compact (English/Spanish)
- Parent & Family Engagement Policy(English/Spanish)
- Classroom Flyers
- Parent/Family Surveys

Part 2:
Heritage Middle School shall convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encourage 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).*

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Title I Annual Meeting(s):

Day	Time	Conducted By	Reminder/Invitation Sent by
August 28, 2024	6:15 pm	Cathy Cook/Sally Ramirez	HMS through Talking Points, Google Classrooms, Social Media Platforms, daily announcements
August 29, 2024	8:00 am	Cathy Cook/Sally Ramirez	HMS through Talking Points, Google Classrooms, Social Media Platforms, daily announcements

Part 3

Heritage Middle School 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).*

HMS offers its activities at various times and days of the week as well as throughout the year. This is in effort to increase parent and family participation and the ability to highly engage with the school and their child(ren)'s academics. Transportation and childcare are not provided for any of our listed activities. These meetings will include but not be limited to:

- Facebook Live events
- Virtual Sessions through Google Meet
- Online training sessions via third party
- Campus sessions

Part 4

Heritage Middle School 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).*

Heritage Middle School will solicit actionable feedback from parents and community using a variety of means to include but not limited to:

- ThoughtExchange
- Talking Points
- Parent and Community surveys
- Site Based Decision Making committee
- PTA officers and members
- Parent/Teacher/Administrator conferences
- Yearly committee meetings deemed by ARD or 504

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Part 5

Heritage Middle School shall provide parents of participation children ---

(A) timely information about programs;

(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).*

HMS Parent & Family Engagement Policy and Plan is communicated at the Annual Title I Meeting and posted on the campus's website, under "Our Families." Information on all related events, activities and opportunities for parent/caregivers and families to engage and communicate with the campus may be received via the campus's social media pages (Facebook/Twitter), Talking Points, Campus Bulletin/Announcement Boards, ParentLink, PeachJar, Teacher/Sponsors Letters, PTA announcements, Google Classroom and/or Flyers. Campus teachers and administrative staff members may also be contacted via email or phone to receive timely information and schedule any applicable conference and meetings.

To receive information regarding curriculum and academic progress of students at Heritage Middle School. Campus teachers and administrators ensure that content delivered in the classroom remains aligned to district and state standards. East Central ISD uses TCMPC and other guiding curriculum resources, such as a district-created Curriculum Toolkit to ensure fidelity and consistency with the delivery of instruction; Heritage will ensure timely monitoring of student progress and competency of their staff.

Heritage Middle School administers the following state and local academic assessments:

- Quarter Assessments
- NWEA MAP Reading Screener
- NWEA MAP Math Screener
- Interim assessments
- STAAR (State of Texas Assessments of Academic Readiness)
- TELPAS (Texas English Language Proficiency Assessment System)

Parent/Caregiver may access their child(ren)'s state testing information from the Texas Education Agency Parent Portal or contact Heritage Middle School's counselors or the program facilitator. Grades and attendance can be directly accessed through ParentPortal.

It is also the parent/caregivers right to request additional meetings and conferences as needed throughout the school year. In addition, as a Title I campus, the parents have the right to request the qualifications of their student's classroom teacher and any instructional staff that supports their child's academic growth.

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Parents have the right to know:

- Whether the staff member has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the staff member is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- The degree major and any other graduate certifications or degrees held by the staff member, including the field of discipline of the certification or degree.
- If their child(ren) has been assigned or has been taught for 4 or more consecutive weeks by a teacher who does meet applicable State certification requirements at the grade level and subject area in which the teacher has been assigned.

Part 6

Heritage Middle School Schoolwide Plan

The Campus Improvement Plan is accessible through the ECISD Campus Website along with the following documents to include by not limited to:

- Required Postings - Federal District and School Report Cards
- Family and Community Engagement information
- School Family Compact (English and Spanish)
- Parents Right to Know

If the schoolwide program plan under section 1114(b) is not satisfactory, submit any parent requests and comments on the plan to: Cathy Cook, HMS Academic Dean, 210-634-6500

Part 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, Heritage Middle School 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)*.

Individuals to assist parents/caregivers to include but not limited to:

- Counselors
- Academic Deans
- Assistant Principals
- Teachers
- Librarian
- Paraprofessionals

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(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).*

Materials/Resources available to train parents/caregivers include but not limited to:

- HMS Library
- Counseling Center
- STREAM NIGHT
- Academic Nights

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)*

East Central ISD and Heritage Middle School have defined sitebase committees and other like committees with parent representation to assist in the developing, review, and annual approval of all the Title I related parent/family compliance documents. Parent/Caregivers may support leaders as needed in the communication, delivery of resources and scheduling of events related to the betterment of parent, family, and community involvement by sharing ideas, making requests, and providing timely feedback to district and campus leaders.

Activities/Strategies used to build capacity and train teachers include but not limited to:

- Summer PD
- ECISD Educator Summit
- August Professional development
- Quarterly Planning days
- Data days
- Staff Development days
- Safe Schools Videos (CPR, AED, First Aid, Bullying/Cyberbullying)
- New Teacher Induction Program (Book Study & Meetings)
- Campus and District consultants

(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).*

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Parent and Family Engagement may be coordinated and integrated through programs on campus to include but not limited to:

- Athletics
- Service Learning
- Band
- Choir
- National History Day
- Odyssey of the Mind
- Spanish Enrichment Programs
- LPAC and 504 Meetings
- PTA programs

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

Programs or services provided by the school include but not limited to:

- Access to technology

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