HIGHTOWER TRAIL ELEMENTARY SCHOOL
Parent and Family Engagement Policy
School Year 2025–2026
Revision Date: July 1, 2025

In support of strengthening student academic achievement, Hightower Trail Elementary receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written Parent and Family Engagement Policy in compliance with section 1116(b) and (c) of the Every Student Succeeds Act (ESSA).

The purpose of this policy is to outline Hightower Trail Elementary's expectations and plans for engaging families as partners in supporting student learning and achievement.

Jointly Developed

Hightower Trail Elementary (HTES) will actively involve parents and families in the planning, review, and improvement of Title I programs, including this Parent and Family Engagement Policy and the Schoolwide Title I Plan.

Actions for 2025–2026:

- Maintain monthly *Coffee and Conversation with Dr. Sampson* sessions for updates and feedback.
- Host quarterly Parent Academies to promote engagement, review student data, and solicit input.
- Display the Title I plan on the school website and make printed copies available in the Parent Resource Center.
- Collect input via suggestion boxes, surveys, and an online feedback form.
- Ensure responses to parent suggestions are provided within two weeks.
- Submit parent comments on the Title I plan to RCPS when applicable.

Annual Title I Meeting

HTES will host an Annual Title I Meeting to inform families of the school's participation in Title I, its requirements, and family rights to be involved.

Scheduled for August 28, 2025, at 6:00 PM, the meeting will:

- Be promoted via ParentSquare, email, and the school website.
- Include breakout sessions to explore curriculum, Title I services, parent rights, and school goals.
- Provide Title I information packets and ongoing support for families who cannot attend.

Communications

HTES commits to regular, two-way, and culturally appropriate communication about student learning and Title I programs.

Key Updates for 2025–2026:

- **Primary platform for school-home communication is ParentSquare.** Remind is no longer used.
- All communication will be clear, timely, and, when feasible, translated into families' home languages.
- Title I updates will be posted on the school website and shared via ParentSquare and monthly newsletters.
- Flexible meetings will be offered (AM, PM, weekend options).
- Childcare and transportation will be provided for Title I events as needed.

School-Parent Compact

HTES, in collaboration with parents, will annually revise a School-Parent Compact that outline shared responsibilities for improved academic achievement.

Timeline:

- Invitations to participate in the 2026 revision will be sent by March 1, 2026.
- Feedback will be gathered via meetings, online forms, and paper surveys.
- The compact will be shared during Open House and posted online.

Reservation of Funds

Parents will be consulted on how to allocate the 1% set-aside for parent and family engagement

2025–2026 Action Steps:

- Collect input during the March Title I Planning Meeting
- Use the Annual Title I Survey and meeting feedback to guide decisions
- Share how funds were used and what parent suggestions were implemented

Coordination of Services

HTES will coordinate parent involvement activities with other federal, state, and local programs.

2025–2026 Highlights:

- **Kindergarten Reimagined** will support early transitions.
- Partnerships with Crossroads UMC, First Baptist Conyers, and Cooperative Extension will offer resources.
- Community partners will be invited to volunteer and participate in workshops and mentoring opportunities.

Building Capacity of Parents

To support families, HTES will:

- Provide training sessions on literacy, curriculum, assessments, and at-home learning strategies.
- Host six parent workshops throughout the year based on school data and parent input.
- Offer home visits and in-person/virtual coaching as needed.
- Provide digital and print resources through the Parent Resource Center.

Building Staff Capacity

HTES will train staff in effective communication and engagement strategies.

Action Plan:

- Provide two staff development sessions per semester focused on family engagement.
- Collaborate with parents to improve communication and outreach.

Discretionary Components

HTES will:

- Use Title I funds for parent-requested training when other resources are not available.
- Offer parent-to-parent support networks and mentorship for new families.
- Schedule meetings at flexible times and offer virtual/in-home options.
- Engage local businesses and faith-based partners in parent programming and support events.
- Participate in RCPS's Districtwide Parent Advisory Council and Parent Academies.