

**Port Neches Primary**  
**Parent and Family Engagement Policy**  
**2025-2026**

**PURPOSE**

Port Neches Primary is committed to a tradition of excellence in education. The combined efforts of the students, staff, parents, and community will provide a safe learning environment that empowers all students to pursue lifelong learning and become responsible, productive citizens. Therefore, Port Neches-Groves ISD will maximize its resources to enable each child to become a successful learner. School and home must work together to realize higher student achievement. On-going, two-way, meaningful communication will occur to facilitate mutual understanding and to stimulate student success. Port Neches Primary is committed to the success of students and will make every effort to include parents in the development, evaluation, and revision of the Title I program and Parent and Family Engagement Policy to provide excellence in education.

**GENERAL EXPECTATIONS**

**Port Neches Primary** agrees to:

- Be governed by the following statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with this definition:

*Parental and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (a) That families play an integral role in assisting their child’s learning.*
  - (b) That families are encouraged to be actively engaged in their children’s education at school*
  - (c) That families are full partners in their children’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children*
  - (d) The carrying out of other activities, such as those described in section 1118 of the ESEA.*
- Engage the parents and families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.
  - Jointly develop/revise with parents the school parent and family engagement policy and distribute it to parents of participating children and make available the policy/plan to the local community.
  - Jointly conduct, with the engagement of parents and families, an annual evaluation of the content and effectiveness of the school’s parent and family engagement policy.
  - Use the findings of the parental and family engagement evaluation to design strategies for more effective engagement, and to revise, if necessary, the school’s parent and family engagement policy.

- Inform parents and parents organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Texas
- If the plan for Title I, Part A, developed under section 1112 is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local education agency.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least mathematics, language arts, and reading.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, 12/2/12)
- Provide each parent timely notice information regarding the professional qualifications of the students’ classroom teachers and paraprofessionals, as described in section 1111(h)(6)(A)

**POLICY ENGAGEMENT/DEVELOPMENT**

**Port Neches Primary** will take the following actions to:

1. Convene an annual meeting at a time convenient for parents of participating children:
  - a. All parents shall be invited and encouraged to attend.
  - b. The school will provide information and explain the requirements of Title I and the rights of parents.

Family Night	Librarian, Principal, Staff	Oct. 2025	Reading Activities	Parents, teacher, and community response
Parent Conferences	Staff	Fall of 2025	Conferencing on individual student needs	Conference forms
Summer Family Involvement Event	Principal and staff	August 2025	Activities	Parent Response

2. Offer a flexible number of meetings and may provide with Title I funds, transportation, child care, or home visits, as such services relate to parent and family engagement.

Bookfair/Family Nights	Principal and Staff	October and around April	Parent nights	Parent, teacher, and community response
scheduled parent conferences	Principal and Staff	October 2025	Parent Conferences	Parent Response

3. Engage parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I Programs. This should include the planning, review, and improvement of the school parental and family engagement policy, as well as the joint development of the school-wide program plan under section 1114 (b)(2):

Fall Title I Committee Meeting	CIC/Title Committee	1 <sup>st</sup> semester	Combine Title w/ CIC – have a minimum of 3 meetings per year	Sign in sheets and completion of policy and parent-school compact
Spring Title I Committee Meeting	CIC/Title Committee	2 <sup>nd</sup> semester	Combine Title w/ CIC – have a minimum of 3 meetings per year	Sign in sheets

4. Provide parents of participating children:
  - a. Timely information about the Title I programs.
  - b. Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
  - c. Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to the education of their children.

BOY and EOY assessment summary	Staff	To be given at conferences with first report card and EOY report cards	Will be taken from mclass and Star assessments	Parent Response
Parent Conferences	Principal and Staff	October 2025	Compacts will be distributed	Parent Response

**COMPACT: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACHIEVEMENT 118(d)**

As a component of the school-level parental and family engagement policy/plan, each school 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. The school-parent compact for Taft Elementary is a separate document that is developed in collaboration with parents and is posted on the campus website.

**CAPACITY FOR ENGAGEMENT 1118(e)**

**Port Neches Primary** will take the following actions to:

1. Provide assistance to parents in understanding such topics as:
  - a. Texas’s academic content standards
  - b. Texas’s student academic achievement standards
  - c. Texas’s and local academic assessments including alternate assessments
  - d. The requirements of Title I, Part A
  - e. How to monitor their children’s progress
  - f. How to work with educators to improve the achievement of their children

List activities, such as workshops, conferences, classes, and include any equipment or other materials that may be necessary to ensure success.)

Newsletters/ Family Nights	Office Staff	Monthly newsletter 2 family nights fall and spring	Through letter notification	School Assessments
Parent conferences and agendas	staff	October 2025	Conferences and weekly binders	School Assessments

2. Foster family and parental engagement by providing materials and training, such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children’s academic achievement.

Websites listed on school website for parents to use.	Mrs. Dubose	October 2025	Will be added to school website	Counter clicks
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3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools:

Faculty Meeting and Staff Development Days	Principal	Monthly	Discussion on family and parental engagement	Faculty feedback and parent concerns
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CIC/Title I Meetings	Principal	3 times a year	School improvement	Feedback and Sign in Sheets
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4. Coordinate and integrate parental and family engagement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Academic/Family Tips	Office Staff	Monthly	Send home with students monthly or push out on Facebook pages	Parent and student response
Websites listed on school website	Mrs. Dubose	yearly	online	Parent and teacher response

5. Ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in a format and language the parents can understand.

Compact, policy and other information sent in home language	Staff members	With every event	Google Translate and Interpreter	Ethnicity Count
All parents will receive a copy of the school parent compact during fall conferences.	all staff	parent conferences	school compact	Sign In Sheets
Remind	Teachers and Administrator	Year Round	Instructions given to parents	Parent Survey and Remind Directions

6. Provide reasonable support of parent and family engagement activities as parents may request.

Parent Representation on the Title and CIC committees	Administrator	3 times per year	Meeting dates and times communicated via Remind, paper reminders	<ul style="list-style-type: none"> <li>● Attendance/Sign-in sheets</li> <li>● Parent Feedback</li> </ul>
Title I Survey	Roxanne Ferguson	April/May 2026	Online or hard copy TBD	Survey results

7. Other School Family and Parent Engagement Activities:

Music Programs	Mrs. Meadows and Staff	3 times per year	Parent Attendance at the programs	Attendance and Parent response
Meet the Teacher	Staff	August 2025	Staff	Parent response
PTO Meetings	PTO President	All Year	Scheduled PTO Meetings	Attendance/Sign-in Sheets
Title I Committee	Principal	September 2024 and April/May 2025	2 meetings per year combined with CIC	Attendance/Sign-in Sheets

**ACCESSIBILITY 1118(f)**

In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practical, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including information and school reports in a format and to the extent practical, in a language such parents can understand.

Provide parent documents in home language	Staff	When needed	Through google translate and an interpreter	Parent participation of ELL students, parents with children of disabilities
TEA-provided parent documents for understanding test results will be provided in Spanish, as provided by TEA.	Assistant Superintendent for Curriculum & Instruction/Technology	As made available by TEA	Posted on district website	District website contains active links to supporting documents.
District website that can be translated into 8 additional languages, other than English.	Technology Department	Ongoing	Parents can choose from 8 languages on the district/ campus website for language conversion.	District website contains active links to 8 languages, other than English, on its website.

**ADOPTION**

The Port Neches Primary Parent and Family Engagement Policy/Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Plan was developed/revised by Taft Elementary on 5-23-2022 and will be in effect for the period of the school year.

The school will distribute the policy/plan by posting it on the campus website in a timely manner after it is approved.

***Kevin Schexnaider***

9-10-2025

Signature of Title I Authorized Representative (Campus Principal)

Date

**These parents were on the committee that developed this document:**

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