HIGHTOWER TRAIL ELEMENTARY SCHOOL
Parent and Family Engagement Policy
School Year 2026–2027
Revision Date: August 7, 2026

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 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 2026-2027:

- Administer annual surveys (paper and digital formats) to collect parent input regarding school needs, family engagement activities, and Title I services.
- Share drafts of the Parent and Family Engagement Policy and Schoolwide Plan through newsletters, email, the school website, and parent events, allowing families to submit feedback throughout the year.
- Review parent participation data and feedback annually, document suggested changes and incorporate appropriate recommendations into the revised Title I plans and engagement activities.
- Schedule meetings at various times (morning, afternoon, and evening) and provide virtual options to increase family participation.

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 25, 2026, at 4:00 PM, the meeting will:

- Be promoted via Parent Square, paper copy, 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 2026-2027:

- **Primary platform for school-home communication is Parent Square.**
- All communication will be clear, timely, and, when feasible, translated into families' home languages.
- Title I updates will be posted on the school website, shared via Parent Square, and monthly newsletters.
- Flexible meetings will be offered (AM, PM, Virtual).
- 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 2027 revision will be sent by March 1, 2027.
- Feedback will be gathered via meetings, online forms, and paper surveys.
- The compact will be shared via paper copy and posted on the website.

Reservation of Funds

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

2026-2027 Action Steps:

- Collect input during the March Title I Planning Meeting
- Use the workshop/meeting surveys 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.

2026-2027 Highlights:

- Open House & Family Orientation
- Curriculum Night
- Literacy Family Night
- Parent Conferences
- Family Learning Celebrations
- Math Family Night
- Attendance and Wellness Workshop
- STEM/STEAM Family Night
- Student Showcase & Leadership Night
- Transition and Summer Learning Events
- 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:

- Teachers will participate in two parent engagement opportunities per semester, for a total of four trainings during the school year.
- 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.