Herod Elementary

Parent and Family Engagement Policy (ESSA Section 1116)

School Year: 2026-2027

School Name: Herod Elementary #173
School Address: 5627 Jason St, Houston, TX 77096
District (LEA): Houston Independent School District
Principal: Jennifer Hewett
Approval Date: August 27, 2026

Section 1116(b)(1) & (e)(5): Policy Review & Distribution

Each August, Herod Elementary conducts a comprehensive review and revision of the Parent and Family Engagement (PFE) Policy to ensure it continues to meet the needs of our families and aligns with district and federal requirements. Parents play a vital role in this process by providing input through the Parent Teacher Organization (PTO), Shared Decision-Making Committee (SDMC), and open discussions with campus leadership. Documentation includes sign-in sheets, agendas, and meeting minutes.

The final policy is distributed electronically via Parent Square, email, and the school website, with printed copies available upon request. To promote accessibility and inclusion, the PFE Policy is translated into Spanish and distributed simultaneously in both English and Spanish across all communication platforms. Copies are also available to the local community through the campus website and newsletter. The policy is periodically reviewed and revised based on family feedback.

Section 1116(c)(1): Annual Meetings

Herod Elementary shall convene an annual meeting, at a convenient time, to which all parents of participating children are invited and encouraged to attend. The meeting informs parents of the school's participation in Title I, Part A, explains the requirements, and clarifies parents' rights to be involved. Two annual meetings are held—in the fall and spring—prior to Open House events. Parents receive invitations through ParentSquare, flyers, and email. The meetings are led by the Title I Coordinator, Paige Parker, and campus leadership, with sign-in sheets and minutes documented for compliance.

Section 1116(c)(2): Flexible Meetings

Herod Elementary provides flexible meeting options to accommodate families' varying schedules. The campus hosts four required meetings and four alternate meetings annually totaling eight opportunities for family participation. Meetings are offered two times a week in the evening (5:30–6:30 p.m.) on different days. Additionally, the campus conducts home visits when appropriate, coordinated by the school social worker and the Sunrise Center. Virtual meeting options are available when needed to ensure broad accessibility.

Section 1116(c)(3): Parent Involvement in Programs

Parents are involved in the planning, review, and improvement of Title I programs, including the PFE Policy and Campus Improvement Plan (CIP). Parent input is gathered through the SDMC, PTO, and parent advisory meetings. These meetings are organized, ongoing, and documented. Herod Elementary ensures adequate representation of all student subgroups, including English Learners and students with disabilities, in decision-making processes. ParentSquare serves as the primary communication platform to encourage engagement and share updates.

Section 1116(c)(4): Information for Parents

Herod Elementary provides parents of participating children with timely information about school programs, curriculum, and assessments. Parents receive updates through ParentSquare, newsletters, and the school website. Curriculum and assessment details are discussed during Open House and posted on the HISD website. Parents may request additional meetings with teachers or administrators to discuss student progress, and staff respond promptly to all suggestions or concerns.

Section 1116(c)(5): Campus Improvement Plan (CIP)

The Campus Improvement Plan (CIP) is reviewed with families during campus meetings and is available on the school's website. If the plan is not satisfactory to parents, comments and suggestions are forwarded to the HISD Title I, Part A Parent & Family Engagement Program Administrator and External Funding Titles I, II & IV Department. Revisions are made based on guidance from district designees and family feedback.

Section 1116(d): Shared Responsibilities for High Student Achievement

Herod Elementary jointly develops a School–Parent Compact with parents to outline shared responsibilities for student achievement. This compact describes how the school provides a high-quality curriculum and instruction in a supportive and effective learning environment. Parents commit to supporting learning through attendance, homework completion, and volunteering. The compact also emphasizes communication through parent-teacher conferences, progress reports, and staff accessibility. Copies of the compact are provided to families annually and discussed during fall conferences.

Section 1116(e): Building Capacity for Involvement

To strengthen partnerships between families and the school, Herod Elementary implements the following strategies:

- Assist parents in understanding Texas Essential Knowledge and Skills (TEKS), STAAR, and local assessments through literacy and math events.
- Provide materials and training to help parents support their children at home, including digital learning workshops and literacy resources.
- Educate teachers and staff on the value of family partnerships through professional development informed by parent feedback.
- Coordinate with community programs such as the Sunrise Center, Head Start, and Parents as Teachers to align family support services.
- Communicate information in accessible formats and languages, including Spanish, and ensure all parent communications are clear and inclusive.
- Maintain a parent resource center to provide ongoing support and information to families.

Section 1116(f): Optional Capacity-Building Activities

Herod Elementary may expand family engagement efforts by:

- Offering literacy and digital learning workshops when funding allows.
- Providing childcare to enable families to attend meetings.
- Training parents to serve as family engagement ambassadors to support outreach.

- Holding in-home or off-site conferences for families unable to attend on campus.
- Partnering with community organizations and local businesses to strengthen family engagement efforts.

Section 1116(g): Parent Accessibility

Herod Elementary ensures full participation for all parents, including those with limited English proficiency, disabilities, or migratory status. Information is provided in a language and format parents can understand, and translation services are available upon request. The school collaborates with HISD's Multilingual Department and community partners to ensure equitable access to all programs and meetings.

Section 1116(h): Documentation and Recordkeeping

Documentation of all parent involvement activities, including agendas, sign-in sheets, meeting minutes, and feedback forms is maintained annually. These records serve as evidence of ongoing collaboration and compliance with Title I, Part A requirements.

Approved by: Houston Independent School District

Signed by: Principal Jennifer Hewett

Date Approved: August 27, 2026