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## Parent and Family Engagement Policy

### Parent/Family Engagement Policy Highland Park Elementary

Highland Park Elementary strives to strengthen our partnership with parents to improve the education for all our students. We recognize that it is a shared responsibility between both school and the parent/guardian. This shared responsibility requires that parent/guardians actively participate in the education of their children. We hope to make parents equal partners in the pursuit of education for all our children.

In compliance with federal law, Section 1116 Parent and Family Engagement, Highland Park Elementary agrees to implement the following requirements.

- Parental involvement activities will be planned throughout the year. Parents will be provided with timely information through a variety of methods, which may include memos, notices, invitations, personal notes, phone calls, or through parent connect.
- Highland Park will convene an annual Title 1 meeting early in the fall semester each year. This meeting is held in the evening, before the beginning of the year PTA meeting. Parents will be notified of this meeting in advance. During the meeting, parents are informed by the instructional coach that the school receives Title 1 funds and are given a description of the program and its regulations. The parents are notified that they are welcome to attend any Highland Park Title 1 committee meeting to make decisions about Title 1 funds. During this time, the parents will also be introduced to the Parent Teacher Compact and are encouraged to read and sign their student's compact.
- Throughout the year, Highland Park offers various engagements for students and their families. Parent-newsletters, calendars, and various flyers are sent home at the first of every month informing the parents about current events and school activities. Highland Park has many parent involvement and

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informational activities planned for the 2019-2020 school year. Our parent activities for this year include but are not limited to;

- ❖ PTA night, Title 1 parent meeting, Open House, Parent Compact, Progress reports, Monthly rise and shine, Parent-conference sessions, Report cards, Grade level awards ceremonies, Early Birds, Parent forums, book fair, Veterans' Day Assembly, Reading Math Family Night, Peter Piper Pizza Night, Christmas program (Honor Choir), Holiday Gathering, OSTP testing parent meeting, and Super Kid's Day,
- At Highland Park we provide information to parents about our Title-I funded programs. We allow parents to have input in Title-I decisions by participating in any Title-I committee meetings and also through the parent forum meetings held three times yearly. Our current Title-I funded opportunities include, but are not limited to; small group tutoring, teacher assistants to support teachers during RTI time, Title 1 technology utilized during RTI, Moby Max, Brain Pop, Think Through Math, Scootpad, and various other hands-on manipulatives teachers can use to enhance instruction.
- At Highland Park, during conferences (twice a year) and other teacher-parent interactions, we explain our curriculum and the achievement levels used by our school. Our primary reading programs is McGraw Hill Wonders Program. It is very important to us to keep our parents apprised of their student's STAR achievement scores and other common formative assessments used to help determine intervention and monitor academic achievement. Parents have the opportunity to participate and work with the teacher in making decisions related to their student's education.
- The Highland Park Student/Parent/Teacher Compact will be given and discussed with parents at the yearly scheduled parent-teacher conferences. The compact includes information about how the student, parent, and teacher can develop a partnership to share the responsibility for improved student academic achievement. The compact gives strategies for students and parents that can help parents support learning along with the classroom teacher. The compact describes the responsibility of the school to keep parents involved in decision making, keep parents updated on their student's progress, and allow parents the opportunity to volunteer or observe in the school.

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- Teachers will communicate with parents to ensure that the best decisions are happening for the child. Parents will be encouraged to observe activities in the classroom and will be provided with ideas on how to be involved in their child's education. Teachers will work hard to find out what techniques work best for the child and provide suggestions to assist parents in working with their child at home. Communication between the parent and teacher is crucial to the student success and these have been outlined and agreed to in our school's compact. There is also an opportunity for parents to bring concerns and suggestions for planning, developing, and operating the schoolwide Title I program to the parent forums held throughout the year.
- In addition to parent-teacher conference meetings, Highland Park has two separate testing meetings to provide assistance to parents in understanding state standards, state testing, Title 1 programs, and STAR testing. A STAR parent information meeting is held during the fall semester and an OSTP State Testing Night is held during the spring semester. These events are geared to inform parents about the required tests, how they are scored, expectations, and how to track their child's progress. Testing reports are sent home 4 times each year to inform parents about their child's progress. During conferences and parent meetings, teachers also explain grades, assessments, academic needs, and the current growth rate of their child.
- Title 1 has several parent events scheduled throughout the year. At each of these events, parents are given brochures and ideas on what they can do at home to help their children be more successful. Many times, teachers provide the resources for the parent to use to work with the child. The Title 1 instructional room is always open to parents to come for help or suggestions on how to work with students.
- During our parent forum meetings, parents are allowed to express any concerns and suggestions about various topics. One of those topics deals with the best way to handle communication with parents. Information is gathered from these meetings and used to help create professional development for teachers and staff when needed. School personnel is offered ideas for communicating with parents such as Class Dojo, Remind 101, class newsletters, or web pages. Training is offered to teachers by the instructional coach on how to use these to effectively communicate with parents.

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5301 S. Dimple  
Oklahoma City, OK 73135  
Phone: 405-671-8660  
Fax: 405-671-8661  
Website: mid-del.net



Dr. Donna Cloud  
Principal  
Email: dcloud@mid-del.net  
Stephanie Cavner  
Assistant Principal  
Email: scavner@mid-del.net  
Phone: 405-671-8660

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- Early Bird classes are offered to parents of children 0-5. This is a great way for parents to learn basic skills to help their child.
  - Parents are notified about programs, meetings, and other engagements through flyers, class newsletters, class dojo, robo calls, and social media. Notifications or information is available to parents in a format and language they understand.
  - When parents/guardians first language is not English, we provide a translator for scheduled meetings about their children. We also have two staff members who are fluent in Spanish to help with our Spanish speaking population. On occasions when the need is impromptu, we have asked students who speak the other language to assist in translating for us. There have also been times when the office used an English to Spanish translation website.
  - When parents/guardians cannot attend Parent/teacher conferences of other meetings of consequence for their child, school staff offer to hold the meetings at the families' home. If this is not acceptable, we offer transportation to and from the school for these parents or child care while attending the meetings. This transportation usually comes in the form of an administrator providing a ride.

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