



**Parent & Family Engagement Plan
Highland Oaks Elementary
2024-2025**

Highland Oaks Elementary will ensure the effective involvement of families and will support a partnership among the school, families, and the community to improve student academic achievement. The school will provide quality education for all students by providing a safe and nurturing environment that enables every student to attain academic proficiency in all subjects and to become productive citizens. Highland Oaks Elementary will encourage a strong home-school partnership that ensures a safe, challenging, and inspiring environment where all stakeholders will work and learn together. To promote student success, our parents will work with the school by acting as advisors, resource persons, and coordinators in the following ways:

1. Become school advocates and offer support.
2. Utilize their talents and /or resources to enhance the instructional programs at our school.
3. Serve on the Shelby County Schools Based Decision-Making Council.
4. Respond to questionnaires, surveys, and memos expressing thoughts, suggestions, and concerns.
5. Attend school events and serve as advisors to various organizations.

Title I Involvement

The administrators, faculty, and staff will provide a strategic plan and implement Title I requirements according to the guidelines outlined in the law, which include the following:

1. **Inform parents of Title I requirements and our school's participation at the annual Title I meetings** on Saturday, August 24th, at 10:00 am or at the alternate meeting on Thursday, September 5th at 10:00 am or 4:00 pm.
2. Allow parents to observe the school's programs and visit classrooms, supporting classroom instruction.
3. Provide parents with student information and send home a progress report during the middle of each nine weeks.
4. Provide two-way communication between parents and the school.
5. Provide parents with assessment results.
6. Provide parents with a copy of the Family Engagement Plan, Student Handbook, Student Code of Conduct, ESEA Parents' Right-To-Know, and RTI2B Plan.
7. Provide parents with a description and explanation of the **curriculum** used at Shelby County, forms of **academic assessment** used to measure student progress, and the **proficiency levels** students are expected to meet.



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To ensure that our parents participate in the development and implementation of our school's program, we will do the following:

1. **Inform parents of their rights to be involved** in their child's education.
2. **Encourage parental involvement in an organized, on-going, and timely way in the planning, reviewing, and improvement of programs** for family engagement and Family Engagement Plan.
3. Provide **flexible times** for our parents to attend parent meetings, with **opportunities to attend regular meetings** at night and alternate meetings in the morning of the same week, and may provide, with Title I funds, transportation, childcare, or home visits, as deemed necessary to help remove barriers to parent/guardian participation in these school activities and meetings.
4. Provide parents with training that will support our students' education.
5. **Jointly develop with parents a school/parent compact** showing how parents, schools, and students have shared responsibilities, by distributing and acquiring appropriate signatures of all stakeholders (parents, students, and teachers).
6. Encourage parents to visit our school regularly and to take an active role in school planning by serving on the School Improvement Plan committee.
7. Provide timely information about programs under family engagement through Parent Connect, School Messenger, flyers, school websites, PTO website, Shelby County Schools Website, School Facebook, and Twitter.
8. We will assist in parental training in the areas of Writing, Reading, Math, and ELL instruction and parenting sessions.
9. Parents will be encouraged to volunteer in the classroom at designated times determined by the administration.
10. Our guidance counselors will conduct Parenting Sessions for our parents on various topics that will benefit our children.
11. We will update our parenting center in the school library and have parents assist the librarian.
12. We will hold a Meet the Teacher and a Back to School Bash for parents and students to meet the Administrative Team and teachers at Highland Oaks Elementary during Registration night.
13. We will hold Curriculum Nights, Reading in the Park Night, Math and Science Night, Parenting Sessions, Curriculum Night/Open House, Family Data Night, and other family involvement activities throughout the school year.
14. We will have an Adopter, Community and Parent Volunteer Appreciation Reception in late spring to present awards as an expression of appreciation for their time and service.
15. The PLC Coach will provide parents will resources to help to support student achievement.
16. Awards assemblies will follow at the end of the first semester and end of year where students and parents in grades kindergarten through fifth celebrate student achievement.



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17. The annual Carnival/Field Day brings together parents, students, staff, and teachers for a fun-filled day of outdoor activities.
18. Parent-teacher conferences are held at flexible times to discuss student progress. The student-School- Parent Compact will be reviewed throughout the school year with parents. Teachers will also communicate with parents through interim reports, emails, newsletters, the PowerSchool portal, VIP Folders, and the agenda book.
19. We will have a Science Fair in March. This is an opportunity for the parents and students to engage in the steps of the scientific method and collaborate. Kindergarten through fifth-grade students will have the opportunity to view all projects in the main foyer during the school day. Each year Science Night is offered to parents to view the projects after work hours.
20. Community Reader's Day in the spring will provide an opportunity for parents, grandparents, and community members to read to the students at Highland Oaks Elementary. This event emphasizes the importance of reading.
21. Red Ribbon Week will be held in October and is a wonderful time to remind our students to stay drug-free. Parents are invited to participate in the festivities during our campaign against drugs.
22. Scholastic Book Fairs will be held throughout the school year to promote reading.
23. Parent proctors are invited to help proctor for the TN Ready Assessment.
24. Career Day will be held for stakeholders in the community to come and share skills, educational opportunities, and careers with students.
25. Students will participate in various clubs to enhance their talents outside of the general education curriculum.
26. Ambassadors Mentoring Program and 5th Grade Safety Patrol will be held to provide students with positive role models, tutoring, and leadership skills.

****The Family Engagement Plan signature page supports this document being jointly developed****

Shelby County Schools offers educational and employment opportunities without regard to race, color, national origin, religion, sex, or disability.

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