



J. Houston Elementary School

*5409 Ponciana Drive Austin, Texas 78744 * (512) 414-2517*

Family/Parent Engagement Policy

The faculty, family/parents, staff, and community members of the Josephine Houston Elementary School shall develop and agree upon a written policy for parental involvement during the development and review of the campus improvement plan.

- I. The Family/Parental Engagement Policy will be distributed during the first six weeks of the school year.
- II. It will be the responsibility of school staff to establish a two-way communication process with parents and families regarding their child(ren's) academic progress. This should include, but not be limited to: progress reports, report cards, telephone calls, notes, newsletters, etc.
- III. The school will make every effort to communicate with family/parents in a language that they understand. Communication may include, but not be limited to homework, folders, telephone trees, electronic mail, texts, newsletters, meetings, virtual, etc.
- IV. Josephine Houston Elementary School will hold an annual Title I meeting for parents and community during the first six weeks to share and discuss the Title I program. Included in the conversation will be information regarding the school's curriculum and types of academic assessments used to measure student progress/proficiency levels that students are expected to meet.
- V. Monthly meetings will be held the first Thursday of every month at 8:00 AM, and third Tuesdays at 5:30 PM of every month (must provide at least 2 opportunities).
- VI. Parents will be given the opportunity to provide input and make recommendations regarding the Campus Improvement Plan, the Title I program, Family/Parent Compact and the Family/Parent Engagement Policy through the Parent Advisory Council, the CAC (scheduled the first Monday of every month) or any other scheduled parent meetings.

In order to meet the changing needs of our school, the Family/Parent Engagement Policy will be reviewed/updated during the annual Campus Improvement Plan revision process.