

Highland Elementary School Crookston Public Schools Parent and Family Engagement Policy 2025-2026

Highland Elementary Schools and Crookston Public Schools are committed to the goal of providing quality education for every child in this district. We want to establish partnerships with parents and with the community. Everyone gains if school and home work together to support high achievement of our children. We can't do this job alone. Parents and families play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

Part I. District Expectations

1. The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs, consistent with section 1116 of the Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation of participating children.
2. Consistent with section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of section 1116(b) of the ESSA, and each include, as a component, a school-parent compact consistent with section 1116(d) of the ESSA.
3. In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.
4. The school district will incorporate this district wide parent and family engagement policy into its district plan developed under section 1112 of the ESSA.
5. If the district plan for Title I, A Part, found in the State Educational Records View and Submission (SERVS), developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the Minnesota State Department of Education.
6. The school district will be governed by the following definition of the term "parent" which includes a legal guardian or other person standing in place of a parent (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).
7. Parental Involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - a. that parents play an integral role in assisting their child's learning;
 - b. that parents are encouraged to be actively involved in their child's education at school;
 - c. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - d. that other activities are carried out, such as those described in section 1116 of the ESEA.

Part II. Description of How the District and Schools Will Implement Required Components

1. Highland Elementary will engage parents and families who have Title I students in developing/revising the district and school policy.
 - a. We will jointly develop/revise with parents the School Parent and Family Engagement Policy and share it with parents of participating children and make the policy available through the district website.
 - b. An annual review and revision of the policy will take place at the Spring Title I parent advisory meeting.
 - c. We will survey all Title I parents annually for input into the School Parent and Family Engagement Policy and program development.

2. Highland Elementary will take the following actions to engage the parents and families in jointly developing the district Title I plan (section 1112) which is in the SERVS application and the development and review of the Title I Targeted Assistance Plan. If applicable the Comprehensive Support and Improvement and The Targeted Support and Improvement plan, in the schools' identified improvement plans. [Section 1111(D) (1)(2)]
 - a. Parents are informed of the World's Best Workforce report, on the district website, and through local media when appropriate. (Located at the [Crookston Public Schools](#) website under District Info, District Forms and Reports.)
 - b. Parents are invited to the District's Annual Meeting to help review and revise the Title I plan for the subsequent year. In addition, parent survey data is collected to guide the development of the Title plan.
 - c. To see the Targeted Support and Improvement plan, see Title Administrator Chris Trostad. (Email: christrostad@isd593.org)

3. Highland Elementary will coordinate technical assistance and other support that is necessary to build the capacity of staff in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance. This could include meaningful consultation with employers, business leaders and philanthropic organizations or individuals with experience in effectively engaging families in education.

We will provide opportunities for staff development including providing support for attendance at Title I conferences and training sessions, and other staff development as needed. District wide agencies and initiatives such as Community Education, EL Programs, and Early Childhood Programs will offer coordinated support to Title I families and programs.

4. Highland Elementary will coordinate and integrate with federal, state and local programs, including public preschool programs, to implement effective parent and family engagement strategies that improve student achievement and school performance.

District wide agencies and initiatives such as Community Education, EL Programs, and Early Childhood Programs will offer coordinated support to Title I families and programs.

5. Highland Elementary will take the following actions to conduct, with the engagement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy (programs/activities) in improving the academic achievement of Title I students in the schools.
 - a. Reviewing and evaluating the parent and family engagement activities/programs.
 - b. Identify barriers and the needs of parents and family members that keep them from participating in their child's education, especially the economically disadvantaged, disabled, limited English proficiency or any racial or ethnic minority.

- c. Identify the needs of the Title I parents and family members to assist the learning of their children and the teachers and school staff.
- d. Identify strategies to support successful school and family interactions.
- e. The annual Title I Parent Advisory Meeting is held for all parents in the spring, at Highland Elementary. During the annual meeting, the Parent and Family Engagement Policy is reviewed and plans are created for the upcoming year.

6. Highland Elementary will use the findings of the evaluation to design evidence-based strategies for more effective parent and family engagement as necessary and to revise the parent and family engagement policy as necessary.

As practicable, we will identify needs, select relevant evidence-based interventions, plan for implementation, implement the plan, and finally examine and reflect upon the interventions.

7. Highland Elementary will involve parents in activities in Crookston Public Schools. This could be establishing a parent advisory board that represents the population of Title I parents and family members, that develops, evaluates and reviews or revises the parent and family engagement policy.

Parents will be invited to share ideas and evaluate all aspects of the Title I program. This may be done through surveys, Family Engagement nights, or at the annual Title I Parent Meeting.

8. Highland Elementary will involve parents and family members of the children served in Title I, Part A schools.

Parents will receive information and have opportunities for input about the Title I Parent and Family Engagement Policy. This may occur through Title I Family Night surveys and/or at the annual Title I Meeting.

9. Highland Elementary will offer flexible meeting times during morning, evening or weekends and may provide transportation, child care or home visits.

We will offer meeting times during conferences on Meet the Teacher Conferences, Fall Conferences and Spring Conferences. Virtual meetings will be available if in-person conferences are not held. If needed, transportation can be arranged through our Homeless Liaison Kris MacGregor. Parents may also request time to meet outside of those dates.

10. Highland Elementary will involve parents in the planning and review of the school improvement plan and the joint development of the schoolwide plan when applicable. If the schoolwide plan is not satisfactory to the parents, the schools will submit comments on the plan when submitted to the district. [Section 1114(b)]

The end of the year evaluative meeting will be held **May 28, 2:30-3:30 in the Title Reading Success room at Highland Elementary School**. We will address the content and effectiveness of the year's Title I program. We will jointly revise its Parent Involvement Plan based on this annual review.

11. Highland Elementary will provide assistance to parents of Title students:

- a. Share timely information about programs offered to engage in their child's education, such as:
 - Meet the Teacher conferences
 - Fall and Spring Parent Teacher Conferences

- School and Program handbooks and newsletters
 - Parent-School Compact
 - Report Cards
 - Coordinating the Spring Annual Title I Meeting
 - Title I Literacy/Math Events
 - Staff development and parent training
 - Parent Surveys
 - Parent Advisory Meetings
 - Including parents in our World's Best Workforce Committee
 - Coordinating services with other programs and agencies (Head Start, Early Childhood Initiative, EL, Special Education, Social Services, etc.)
- b. Share an explanation of the curriculum, state and local academic assessments including alternate assessments, and the achievement levels of the state academic standards. Curriculum information about Benchmark Literacy (reading), Functional Phonics (phonics) and Everyday Math (Math) can be shared at fall and spring Parent Teacher Conferences. State and Local Assessments include: FastBridge Math and Reading Assessments, MCA's Reading and Math (3-6). This information will be shared at fall and spring conferences and can also be found at the following sites:

[Highland Elementary School Report Card](#)

[Crookston Public Schools](#)

Or through the website education.mn.gov/MDE and entering the Data Center, Minnesota Report Card, and search for your school.

- c. If they request, opportunities for regular meetings to hear their suggestions and participate in decisions related to their child's education. To set up a meeting time, the title department can be contacted here:

Sara Geist, Title I Coordinator
218-281-5600 ext. 2414
sarageist@isd593.org

Ann Brekken, Title I Teacher
218-281-5600 ext. 2414
annbrekken@isd593.org

Chris Trostad, Title Director
218-281-5600
christrostad@isd593.org

Part III. Description of the Shared Responsibilities for High Student Academic Achievement

Highland Elementary will jointly develop with Title I parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement to meet the State academic standards. The compact should:

1. Describe the curriculum and instruction that help their student meet the state standards, identify where their child is performing and discuss ways the parent can support their child's education at home and at school.
2. Talk about the importance of the teachers and parents communicating on an ongoing basis at a minimum:
 - a. Conduct a parent-teacher conference in elementary schools, at least annually, during which time the compact is discussed as it relates to the individual child. This will be discussed during fall Parent Teacher Conferences.

- b. Provide frequent reports to parents on their children's progress. This includes quarterly report cards as well as access to the Skyward grading system. Title I students will receive an end of the year report identifying their yearly progress.
- c. Provide information on how parents can contact staff and staff can best contact parents, opportunities to volunteer and participate in their child's class, and observation of classroom activities. Teachers can be contacted at Highland at 218-281-5600, or through the Crookston public schools email system. (Staff member email address is listed as: first name last name@isd593.org.)_Contact information can also be found at the Crookston Public Schools website [Crookston Public Schools](#).
- d. Make sure that two-way meaningful communication between family members and school staff is addressed and when at all possible, is in a language the parents and family members can understand.

Part IV. Accessibility

Highland Elementary will meet the requirements of parent and family engagement of Title I, to the extent practicable, we will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

To the extent possible, Crookston Public Schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, who are economically disadvantaged, or are of any racial or minority background. This includes providing information upon request in alternative formats or in a language parents understand.

Part V. Adoption

The Highland Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes and sign-in sheets. The annual parent meeting to review, provide input, and adopt the Family Engagement Plan will be held during October Parent Teacher Conferences.

Following the annual parent meeting, the Highland Parent and Family Engagement Policy will be in effect for the period of the school year.

Highland will distribute this policy to all parents of participating Title I children and make it available to the community.

Sara Geist, Title I Coordinator