



School Parent, Guardian, and Family Engagement Policy Planning Template 2024-2025

Mallard Creek Elementary School

Directions: The Every Student Succeeds Act (ESEA) requires each Title I school to develop a written parent and family engagement policy. Use the outline below to ensure your school’s policy includes all of the required components.

I. Parent and Family Engagement Policy

- A. List names and roles (teachers, administrators, parents, etc) of persons involved in developing Parent and Family Engagement Policy.

9/10/2024 18:00:33	Robyn Harris	Support Staff Member (BMT, Counselor, EC teacher, ML teacher, etc.)	9/10/2024
9/10/2024 18:00:53	Margarita Mancilla	Teacher (Classroom/Connect Area)	9/10/2024
9/10/2024 18:01:42	Eric Besserman	Teacher (Classroom/Connect Area)	9/10/2024
9/10/2024 18:02:28	Gina Gibbs	Parent	9/10/2024
9/10/2024 18:02:28	Amanda Klimt	Support Staff Member (BMT, Counselor, EC teacher, ML teacher, etc.)	9/10/2024
9/10/2024 18:02:53	Cicely Childers	Teacher (Classroom/Connect Area)	9/10/2024
9/10/2024 18:02:57	Kimyada Adams	Parent	9/10/2024
9/10/2024 18:05:10	LaTwan Durrah	Parent	9/12/2024
9/10/2024 18:07:14	Heather Stowe	Admin	9/10/2024
9/10/2024 19:08:37	Kerrie Pollick	Teacher (Classroom/Connect Area), Instructional Assistant	9/10/2024
9/10/2024 19:08:41	Melissia Artis	Admin	9/3/2024
9/10/2024 19:08:49	Kiyana Roberts	Teacher (Classroom/Connect Area)	9/10/2025
9/10/2024 19:08:53	Nechavara Hardiman	Teacher (Classroom/Connect Area)	9/10/2024

9/10/2024 19:09:07	Krystina Morales	Support Staff Member (BMT, Counselor, EC teacher, ML teacher, etc.)	9/10/2024
9/10/2024 19:09:07	Angel Fleming	Support Staff Member (BMT, Counselor, EC teacher, ML teacher, etc.), Literacy Facilitator	9/10/2024
9/10/2024 19:09:12	Makeda Johnson	Parent	9/10/2024
9/10/2024 19:09:44	Dereck Adams	Parent, Chairperson	9/10/2024
9/10/2024 19:11:10	Renelle Brooks-Payne	Teacher (Classroom/Connect Area)	9/10/2024
9/10/2024 19:11:45	De' Aundra Smith	Teacher (Classroom/Connect Area)	9/10/2024
9/10/2024 19:12:14	Renelle Brooks-Payne	Teacher (Classroom/Connect Area)	9/10/2024

B. Briefly describe the process your school used to:

1. All families are invited to participate in the process. The members who are school staff members represent the different grade levels and departments within the school.
2. develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Engagement Section 1116 of The Every Student Succeeds Act (ESSA) <https://www.everystudentsucceedsact.org/title-ii->
3. The policy will be effective for the 2024-2025 school year and will be reviewed in our SIT meeting in April or May.

II. Annual Information Meeting

A. Describe your plan to conduct an annual meeting to inform parents of their school’s participation in Title I Part A. Include strategies to inform English Learner parents.

- Our annual meeting will take place during our Curriculum Nights (September 19th and September 26th). During the meetings, we will have interpreters on campus to support our Spanish speaking families.

III. Flexible meeting times

A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.

- Throughout the school year, we will offer our families the opportunity to participate in Principal Chats, Parent/Teacher Conferences, Literacy and Math Family Nights, Fall Festivals, PTA sponsored events (ie. Family Book Fair Night), Dads greeting scholars on the first day of school, Chaperones for field trips, School volunteers (Field Day, Book Fair, Supporting teachers with various needs).

IV. Title I Part A Planning

A. What timeline and strategies will you use to involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program.

- A ParentSquare or ConnectEd message will be sent inviting parents/families to participate in the School Leadership Team meeting at the start of school. Messages will continue to go out throughout the year.

V. Parent Information and Opportunities

A. Describe how you will provide parents and families with the following: At MCES, we understand and value a strong school to home connection. As a school, we will send weekly communications that detail upcoming events and dates that include all of the information below. Families will get information regarding their child's assessment results through conferences and data reports (iReady, DIBELS, MVPA, and other classroom formative assessments). We will also conduct Curriculum Nights where parents will learn about the standards their child(ren) will learn about.

1. Timely information about Title I Part A Programs
2. School performance profiles
3. Assessment results of their child's performance
4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities
5. Opportunities for regular meetings to participate in decision making
6. Timely responses to suggestions and questions raised by parents
 - Teachers are expected to respond to all parent communications within 24 hours.
7. Reasonable access to staff, opportunities to volunteer and participate in child's class.

VI. School-Family Compact

- A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities.
- The School-Family compact will be distributed to families via a Google Form and it will be in English and Spanish. If a parent does not have access to a device, they will be provided a paper copy of the compact.

VII. Building Parent and Family Engagement Capacity

- A. Briefly discuss how you will address the following:
1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child
 - Throughout the school year, families have an opportunity to partake in math and literacy nights where curriculum is discussed. We also will hold an EOG parent meeting. Parents of scholars who are receiving interventions through the MTSS Tier process are notified in writing and receive verbal communication of their child's intervention and progress.
 2. Provide materials and training to help parents work with their children
 - Literacy and math nights, EOG prep night, and curriculum nights
 3. Educate teachers and other staff to work with parents
 - Provide mini PDs during PLC Mondays at least once a month. Teachers will be given tools to increase/maintain a strong parent partnership.
 4. Coordinate and integrate parental involvement programs/activities

- With the help of our Scholar Support Team, we will have a Parent University that provides families with resources to support their child at home.
5. Develop appropriate roles for community-based organizations and businesses
 - Ms. Artis will assist with continuing the relationships we have until we have assigned this duty to someone else.
 6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child.
 7. Ensure that information related to parent involvement is sent home in the language used in the home.

VIII. English Learners and Disabled Parents and Families

- A. Provide full opportunities for the participation of English Learner parents or with disabilities
 - Translators and Interpreters will be requested when meetings and family engagement activities are held.

IX. Parent/Family Requests

- A. Describe how you will provide reasonable support for activities requested by parent and Families.
 - At MCES, we believe in a strong partnership with our families. We will try to accommodate all reasonable requests by parents and families. If we are unable to meet their request, we will provide them with resources to assist them.

X. Annual Evaluation

- A. Discuss timeline and plan for involving parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools.
 - We will review our plan by May 2025 to determine if we met the targets listed and identify areas for improvement.

XI. Other Parent and Family Engagement Practices (School may include the following).

Only describe the ones you choose to implement

- A. Describe how your school addresses the following, **only** if practices are part of your schoolwide plan.
 1. Provide necessary literacy training
 2. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost
 3. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities
 4. Adopt and implement model approaches to improving parent and family engagement

{Please have this document translated into Spanish or other languages for your school}