



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

## School Quail Hollow Middle 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. Dr. Brian Spaulding - Principal, Jennifer Rose- Dean of Students, Dwayne Simmons- Asst. Principal, Dr. Danielle Kelly- Asst. Principal, Dasha Glover-Teacher, Akita Ogletree-Teacher, Alvera Whittler - Teacher, Lisa Cox- Technology Associate, Kristen Alford-Parent, Ysoris Herrera-Parent, Marc Pharaon-Parent, Yennis Santos-Parent

**B.** Briefly describe the process your school used to:

**1.** select participants to develop the policy (school improvement team, parent/family committee)

Members of the team are members of the School Leadership Team, members were voted on by staff. Parent members of the SLT were voted on by the PTSA.

**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)

**3.** implement policy

### **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.

- The Powerpoint presentation for the Title I meeting will be available on Parent Square. Parents are informed via Parent Square and on the school website.
- Translation services will be provided for English Learner parents upon request.

### **III. Flexible meeting times**

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

Handouts and presentations from events are posted to the school website.

- Parent Square (Parent newsletter) sends important communication about events that occur for

our school to families. Articles in the Parent Square also provide opportunity for follow-up or for more information. When Parent Square is published, an email message is sent to parents that have an email address in PowerSchool. Parent Square is promoted on social media (Facebook, and Instagram).

Parents are also encouraged to participate in a variety of ways in school: volunteer opportunities before and after school, participation in the International Festival, joining the School Leadership Team, joining a Leader In Me Action Team, proctoring, PTSA, Booster Club, and other opportunities.

- SLT and PTSA meetings are held via Microsoft Teams to accommodate parents.

#### **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.

As necessary, the Title I Part A program will be discussed, evaluated and improved during School Leadership Team Meetings. The SLT meets monthly. All meeting dates are posted publicly on the school website.

#### **V. Parent Information and Opportunities**

- A.** Describe how you will provide parents and families with the following:

1. Timely information about Title I Part A Programs: Timely information about Title I Part A Programs: School website, Parent Square (school newsletter),(also translated) via email and phone, social media (Facebook, Instagram), School Leadership Team Meetings (open to all families).

2. School performance profiles: School performance data is included in the School Improvement Plan. The School Leadership Team develops the School Improvement Plan. The School Improvement Plan contains all pertinent data from the End of Year testing. Interim test data is reviewed quarterly in School Leadership Team meetings.

- Parents are notified by letter and Parent Square message when NCDPI releases School Report Card data each school year.

3. Assessment results of their child's performance: Progress reports are sent home mid-quarter and report cards are sent quarterly. In addition, parents have access to PowerSchool, which provides student attendance information as well as the most current grades for a student. Parents can access more detailed information about student mastery demonstrated on unit assessments and interim assessments by using Mastery Connect. The parent platform provides parents information about mastery by learning standards. Sessions for how to use PowerSchool are conducted at Open House, at Report Card Pick Up Nights, and cultural celebration events. Parents are also given student progress reports for the I-Ready assessments to monitor student growth over time.

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: Monthly PTSA and SIT meetings are scheduled during convenient times for parents to participate

6. Timely responses to suggestions and questions raised by parents:

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.

School Compact will be in English and Spanish and included in the school newsletter Parent Square. It will also be on the school website. It will be part of the focus for our students, parents, and staff. The compact is time sensitive, parents are asked to return the signed compact in a timely manner.

## **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: With each score report provided, QHMS will provide a letter providing information that is more general. Information will also be provided at Curriculum Night and other quarterly meetings held as necessary. Teachers will also review this information in parent conferences. Interpreters and translators will be available.

2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.): Information will also be provided during Parent/Teacher Conferences and other quarterly meetings held as necessary. Interpreters and translators will be available.

3. Educate teachers and other staff to work with parents: The Beginning Teacher Support Program is differentiated to meet the needs of the individual teachers and coaching is provided on parent communication as necessary.

4. Coordinate and integrate parental involvement programs/activities: The School Leadership Team and the Instructional Leadership Team will coordinate events based on the needs of the school community. Parents will be informed via Parent Square, email, and social media.

5. Develop appropriate roles for community-based organizations and businesses: Pineville Church of the Nazarene, Salsarita's, Forest Hill Church, Southminster Retirement Community, Rose Transportation, volunteers from South Mecklenburg High School, and others support QHMS in the community. These organizations provide time for school facilities beautification, volunteers for student support, and monetary contributions.

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

## **IX. Parent/Family Requests**

- A. Describe how you will provide reasonable support for activities requested by parent and Families.

- Parent Conferences
- PTSA/SLT Meetings

- Report Card/Progress Pick Up Night
- General Correspondence

**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.

**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. Involve parents/families in the development of training for teachers, principals and other educators
  2. Provide necessary literacy training
  3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost
  4. Train parents and families to enhance the engagement of other parents
  5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities
  6. Adopt and implement model approaches to improving parent and family engagement

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