



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

Sterling 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

Robert Neill - Principal

Jean Konzelmann - Assistant Principal

Carolyn Kronenberg - 3rd grade Teacher

B. Briefly describe the process your school used to:

1. select participants to develop the policy (school improvement team, parent/family committee). Teachers were elected based on nominations; parents were recruited and nominated by grade level MCLs
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) SEE BELOW
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.

Annual Title 1 meeting is Thursday, September 28 at 5:30 pm. An invitation was shared with families digitally and through teacher newsletters. Each grade level includes an English classroom and a Spanish classroom to provide access to all families. Interpreters were requested and will be on campus as additional support.

III. Flexible meeting times

A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings. SIT meetings will be held after school as this was the requested time by elected families. Children will be able to be present with activities so childcare is not a limitation for families. Participation virtually will be offered so families are able to participate virtually if unable to attend.

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.

All activities will be planned throughout the year at a variety of times to meet the needs of all stakeholders.

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
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
7. Reasonable access to staff, opportunities to volunteer and participate in child's class

Our annual Title 1 meeting will occur on Thursday, September 28 at 530 pm; families will be invited into the classrooms to learn about their child's curriculum and sign up for a parent/teacher conference to be held during the month of October. The school uses ParentSquare to communicate with families about the happenings in the school, district and classroom. ParentSquare translates all messages into Spanish for our Spanish speaking families. During parent teacher conferences, teachers will review all classroom and district assessments with families as well as grade level expectations.

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-Family Compact is sent home at the beginning of year in packets in both English and Spanish. Teachers maintain completed compacts and discuss student's progress/achievement throughout the year at parent conferences and weekly updates sent home in Thursday folders.

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
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.)
3. Educate teachers and other staff to work with parents
4. Coordinate and integrate parental involvement programs/activities
5. Develop appropriate roles for community-based organizations and businesses
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

Our school will host family nights in the use of ParentSquare, CMS Handbook, and curriculum night to help parents understand what their child will be learning and need to be able to accomplish by year end. Our family advocate works alongside parents, community volunteers and church leaders to provide opportunities/materials for families to help students be successful and partners in education.

VIII. English Learners and Disabled Parents and Families

A. Provide full opportunities for the participation of English Learner parents or with disabilities. All communication from school is sent in English and Spanish; a translator is present at all school functions. Our family advocate is available to our families to translate information throughout the school day.

IX. Parent/Family Requests

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

All parent/family requests will be discussed and decided on during SLT meetings; this will allow for input from all available parties.

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.

Families are encouraged to attend monthly SIT meetings where policy will be discussed.

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

Families are encouraged to attend monthly SIT meetings where policy will be discussed. Our social workers along with SST will make home visits based on the needs of the students.