



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

School: Crown Point Elementary

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.
- B. Briefly describe the process your school used to:
 - 1. select participants to develop the policy (school improvement team, parent/family committee)
 - 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.

III. Flexible meeting times

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

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.

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

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

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

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.

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}