



School Parent, Guardian, and Family Engagement Policy Planning Template 2023-2024

Charles H Parker

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.

Name	Relationship	Email
Ket Gondha	Parent, PTA Representative	kgondha@gmail.com
Tresca Whitehead-Jenkins	Teacher	tl.whitehead-jenkins@cms.k12.nc.us
Jeffrey Chan	Teacher	jeffreyt.chan@cms.k12.nc.us
Laura Giovannini	Parent	lygiovannini@gmail.com
LaShondra Graham	Assistant Principal	lashondray.graham@cms.k12.nc.us
Stephanie Range	Principal	stephanie.schoen@cms.k12.nc.us
Michael Rankin	Parent	mikeranken@hotmail.com
Amy Soni	Parent	acsoni@gmail.com
Brianna Parham	Teacher	briannan.parham@cms.k12.nc.us
Seon Sloley	Teacher	seons.sloley@cms.k12.nc.us
Patrice Biggins	Parent	patrice.biggins@sharonview.org
Evelyn Metcalf	Teacher	evelynl.metcalf@cms.k12.nc.us

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

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

The SLT develops the policy. SLT members are elected, recommended or assigned to the 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))

The SLT meets in May and June to look at the previous year's policy and makes adjustments as needed.

3. implement policy

The policy is implemented throughout the year and monitored by the SLT

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.

We conduct the annual meeting as part of our school's curriculum night. Parents meet in the gym where the principal reviews the powerpoint provided by the Title I office. A translator is available.

III. Flexible meeting times

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

PTA has established the second Wednesday of every month. Every Friday is reserved as volunteer days to support the teachers and staff. Volunteer days are utilized for creating literacy and math workshop materials for students helping in the office, and tutoring students. Volunteers are actively solicited by the PTA, teachers, other staff and administration. Meetings are also scheduled at various times to meet the needs of the school.

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.

This is an ongoing component to our school's improvement process. We have begun the idea of quarterly visits to the local neighborhoods, as a way of reaching out and meeting families in their comfort areas. In addition, we are offering several opportunities for families at multiple times of the day.

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:

Sent home via weekly messages, ParentSquare, Connect Ed, and in Thursday folders

2. School performance profiles

Sent home as needed

3. Assessment results of their child's performance

Sent home as needed

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

Sent home as needed - parent conferences, curriculum nights, and a full time interpreter on campus

5. Opportunities for regular meetings to participate in decision making

All SLT meetings are advertised and open to the public.

6. Timely responses to suggestions and questions raised by parents
School policy is that all communication must be answered within 24 hours.

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

Parents are welcome to observe classes anytime with a scheduled appointment and classroom volunteer opportunities are also available. Teachers have several programs throughout the year.

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 relevance of the compact is explained during the Annual Title I meeting and the Connect Ed completed to remind about the importance of submission, Spanish version sent home as well.

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

Assistance to parents will be given through the school website, school report card, parent conference, and progress reports. Also, Title I information will be located on the school website under the Title I page. Parents will also attend a Title I Annual Meeting to get information.

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 on understanding standards is explained during Curriculum Night and other Parent Night Forums to all parents. Supplemental materials are sent home as well as discussed during these outlets. Teachers are educated via weekly staff meetings on the importance of working with parents. Communication is conducted via print, online (Website and ParentSquare) and the usage of ConnectEd calls. Written communication forms are sent in English, however forms in other languages are sent home as needed.

3. Educate teachers and other staff to work with parents

Teachers and staff have on-going workshops on parent-student relationships and engaging parents at home.

4. Coordinate and integrate parental involvement programs/activities

Coordinate and integrate parental involvement programs/activities and also with our community partnerships.

5. Develop appropriate roles for community-based organizations and businesses

Appropriate roles for community-based organizations and businesses will be developed in SLT.

6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
Conduct other activities as appropriate and feasible that are 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
Information related to parent involvement is sent home in English and Spanish as necessary.

VIII. English Learners and Disabled Parents and Families

A. Provide full opportunities for the participation of English Learner parents or with disabilities
We have worked closely with our ESL teacher to support families and provide communication in English and Spanish. We continue to learn about Google Translate, translation service via phone call provided by the district, and other options available to provide information. In addition, we have a part time interpreter on staff. For our EC families, our EC teachers work closely with our families to build relationships and provide ongoing consultation and clarification so that they know how their child is being served.

IX. Parent/Family Requests

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

Administration makes themselves available for parents as needed as soon as possible. Whenever possible, we provide parents with any requests made as long as we maintain the integrity of our instructional program and school policies.

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.

The annual evaluation is completed as part of our final SLT meeting of the year. We review the Title I compact, the school policy and the CMS policy.

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

N/A

2. Provide necessary literacy training

Curriculum Night, STEAM Night, Read to Achieve Night (2024) and Title I Literacy Night (2024)

3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost

We have continued to provide transportation and childcare for school events.

4. Train parents and families to enhance the engagement of other parents

N/A

5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities

This is completed on a regular basis.

6. Adopt and implement model approaches to improving parent and family engagement

N/A

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