



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

School Parkside 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.

Principal-Brenda Mills  
Assistant Principal-Tonya Morris  
Counselor-Ebone' Ellison  
Social Worker-Ilisa Henderson  
Teacher-Lea Anne West  
Technology Facilitator-Qiana Robinson  
Parent- Latasia Al-Shemarri

- 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

Members of the School Leadership Team were selected to develop Parkside Elementary's Parent Involvement Policy based on previous experience working with Parkside families and community members. Team members have experience working with parents from a variety of culturally and socioeconomically diverse backgrounds. Parkside Elementary's Parental Involvement Policy was initially developed after gathering and analyzing a variety of data from the 2023-2024 school year. School Leadership Team members were elected in May 2024.

### 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.

An annual meeting was held on September 9, 2024 to inform parents of Parkside Elementary's participation in Title I Part A. Information regarding parent involvement guidelines and service offered

through the district will be presented to parents in an open meeting format, and interpreters will be present to translate information in Spanish. The information will also be shared on Parent Square which allows our English Learner family partners to select their preferred language. During this meeting, parents will receive answers to the following questions:

- What does it mean to be a Title I school?
- What is the 1% Set-Aside for parental involvement?
- What is the CMS Title I Plan?
- What is the CMS Parental Involvement Policy?
- What is a SIP (School Improvement Plan)?
- What is the School-Parent Compact?
- How will I be notified if my child is taught by a teacher who is not Highly Qualified?
- How is the Annual Evaluation of the CMS Parental Involvement Policy conducted?
- How can I be involved in all of these things I'm learning about?
- How do I request the qualifications of my child's teacher(s)? Notification of this meeting has been shared with parents via Blackboard Connect phone messages, the school website, and school flyers. Parents have an opportunity to actively participate in the planning of our Title I school wide program. Interpreters will be present during the annual meeting to provide interpreting services for families who need them.

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

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

Meetings are held via Microsoft Teams to provide parents with flexible times and opportunities to engage at a time that fits their schedule. School improvement team minutes and presentations are posted on NCStar located on the school's webpage under School Improvement Team (SIT).

### **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.

Parkside Elementary has an established PTA. Opportunities continue to be extended to parents to participate in reviewing and improving the Title I schoolwide program at Parkside Elementary. Open meeting dates and times throughout the school year will be shared with all school stakeholders in advance via a variety of communication methods such as Parent Square, weekly grade level newsletters, social media, and BlackBoard Connect.

### **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

Blackboard Connect (recorded phone messages), flyers sent home with students, Parent Square, School Website, flyers in the front office and the school marquee, progress reports, school report cards, and other

academic reports will be used to communicate information pertaining to Title I Part A Programs at Parkside Elementary. Translations will be provided in Spanish as well as other languages as needed. Opportunities for parents to volunteer will be shared via school and classroom newsletters. Additionally, parents may inquire about volunteer opportunities via phone, email or scheduled appointments.

## **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 Family/School Compact for school-age students (PK-5) was sent home during the week of September 7, 2024 and will be discussed at the Title I Annual Parent Meeting. Each teacher was asked to submit original signed copies of compacts to the school's Title I contact, and make every attempt to contact every parent regarding the compact. Copies of Family/School Compacts were provided in English and Spanish. Access to language interpreters is available for translation into other languages.

## **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

Parkside Elementary will provide parents with assistance in understanding performance standards, assessments, Title I, student progress and decisions relating to the education of their child as follows: Parents are encouraged to attend our Curriculum Night, grade level specific curriculum evening events, Quarter 1 parent conferences with their child's teacher, and by appointment with administrators. Materials and training will be available to parents at the school during our Back to School Curriculum Night, along with other information pertaining to instructional resources applicable to their child's learning needs. Beginning teachers will discuss strategies with their mentors and in the monthly mentor-mentee meetings. Parental Involvement programs and activities will be coordinated by the school administrative team, facilitators and members of the Family Engagement PLC. These programs will be communicated through ParentSquare, social media, Blackboard Connect messages and monthly newsletters. They will also be integrated with goals from the School Improvement Plan. Community-based organizations and businesses will have roles that align with the School Improvement Plan such as mentoring/tutoring students and volunteering to provide students with extra reading practice. Suggestions for additional ideas to allow parents to become full partners in the education of their child are welcomed to be discussed during the School Leadership Team meetings, in writing, by phone or with a scheduled appointment. Interpreters are accessible to ensure that information related to parent involvement is clearly communicated.

## **VIII. English Learners and Disabled Parents and Families**

- A. Provide full opportunities for the participation of English Learner parents or with disabilities

Parents of Parkside Elementary students whose primary language is not English are welcomed and invited to take part in all opportunities offered to participate in their child's education. With some advance notice, interpreters are able to assist parents with most language services during meetings and school events. Disabled parents have an opportunity to access all areas of our school campus. All areas of the building are located on one level and are wheelchair accessible. This provides full opportunities for the participation of English Learner parents and/or parents with disabilities

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

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

Parents are always encouraged to share their requests and suggestions regarding ways to take part in their child's schooling at Parkside Elementary. Parents share their thoughts with their child's teacher, a member of the School Leadership Team or a member of the administrative team. Any suggestions will be expeditiously routed through the proper personnel, committee or team, and a parent should typically expect to receive feedback from an administrator or staff member within two business days.

### **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.

Parents will be given opportunities throughout the year to voice constructive feedback regarding our school's Title I school wide program. One of the ways parents may do so is through a Parent Survey administered in the fall and spring. Feedback, be it positive or negative, helps our school teams to know what is working and where we need to grow. This information will be reviewed towards the end of the school year, and parents are welcome to attend. The results of the Title I Annual Review meeting will be shared during the first annual Title I meeting of the following school year.

### **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

Parents are encouraged to maintain frequent communication with their child's teacher and schedule meetings (in person or virtually) with teachers at any time throughout the school year. Classroom teachers have procedures in place to communicate with parents individually and the whole class throughout the school week through Class Dojo, Parent Square or student agendas. Each grade level sends home a weekly newsletter to ensure all families are receiving current information.

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