



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

## Steele Creek Elementary School

### I. Parent and Family Engagement Policy

The administration, staff and parents of Steele Creek believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents (as defined for purposes of this policy to include guardians and all members of a student's family involved in the student's education). Our Parental Involvement Policy outlines the parent involvement activities that will be conducted during the school year. Our Parental Involvement Policy was designed by a school-based team of administrators, teachers, teacher assistants, parents, and PTA members.

### II. Annual Information Meeting

In October of 2023, we will hold our **Annual Title I Review/Back to School Night**. This meeting will give parents the opportunity to learn about the K- 5<sup>th</sup> grade curriculum and provide input for school improvement and parent involvement initiatives we have as a Title I School. This meeting will also provide information regarding:

- a. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards.
- b. Our school performance profile
- c. An explanation of our instructional program
- d. A discussion of the importance of homework, attendance and tardiness.

### III. Flexible meeting times

This year we will ensure maximum parental involvement in school opportunities and meetings by utilizing a flexible schedule.

### IV. Title I Part A Planning

Communication with parents is crucial for student academic success. Steele Creek uses a variety of methods to communicate with our parents and school community.

- a. **Agendas**: All Kindergarten through Fifth grade students will receive an agenda to record daily assignments. The agendas are used to send daily messages between parents/guardians and the classroom teacher.
- b. **Connect Ed Phone Calls**: Weekly recap calls to alert families of upcoming events that happen during the school day and afterschool hours.
- c. **Folders**: A communication folder will be sent on a weekly basis with graded student work samples and pertinent school/classroom information.

- d. **Parent Teacher Conferences:** Fall Parent-teacher conferences are scheduled after Quarter 1. Teachers will be available to review your child's progress and answer any questions you may have. Parents may schedule additional conferences as needed.
- e. **Open House:** Open House and Orientation events are scheduled each August to provide parents with the opportunity to meet faculty and staff of our school, tour our beautiful campus, and meet their child's teacher.
- f. **Online Platforms:** Parent Square-grade level will be used by grade levels to communicate regularly with parents regarding academics and behavior in the classroom. Newsletters and school information will also be sent through these platforms.

## V. Parent Information and Opportunities

The administration and staff of Steele Creek believe that sharing information about Steele Creek is essential to building the home to school connection.

- a. **Title I:** Steele Creek will post their Title I status to their website. Also, Title I information will be shared with parents during curriculum nights.
- b. **School Profile:** Steele Creek has their school profile posted to their website. Also, school profile information will be shared with parents during curriculum nights.
- c. **Child's Performance:** Fall Parent-teacher conferences are scheduled after Quarter 1. Teachers will be available to review your child's progress and answer any questions you may have. Parents may schedule additional conferences as needed throughout the school year. Also, teachers will share information about student's performance on a frequent basis. In addition, teacher will complete grades on a timely basis and parents will have access to this information via PowerSchool. The school will send out information on how to access the PowerSchool grade book in September.
- d. **Curriculum:** Steele Creek Elementary will have a curriculum night at the end of September. During this night, teachers will share their curriculum with families as well as share strategies parents can utilize to support their students. Also, teachers will share information about curriculum on a frequent basis to parents. Steele Creek will have more opportunities throughout the year to share the curriculum with parents. Steele Creek will ensure all information is translated into the languages represented at the school.
- e. **Regular meetings for decision making:** Parents may serve as members of the School Improvement Team of Steele Creek. This body is charged with drafting the annual School Improvement Plan. In addition, all parents are invited and encouraged to participate in our School Leadership Team meetings where we will discuss the School Improvement Plan and track progress towards our goals.
- f. **Access to Staff and Volunteer Opportunities:** Parents can contact teachers and other staff members via email. Staff members will ensure that they respond to the parent/guardian within 24 hours. In addition, parents can contact teachers and administration via Parent Square. Teachers at Steele Creek work hard to ensure parents have access to them and encourage parents to communicate on a frequent basis.

## VI. School-Family Compact

Parents will receive a copy of the Steele Creek Learning Compact in Late August or early September. We believe that our students do their best through the teamwork of parents, families, students and school staff. The learning compact is an agreement between Steele Creek's families and the school that describes how we will work together to support student learning during the 2023-2024 school year. The school will ensure that all families sign the school family compact.

## VII. Building Parent and Family Engagement Capacity

**Parent Workshops:** Steele Creek will offer periodic workshops directed to enhance parent awareness in the different topics related to child education.

School Improvement Planning: Parents are encouraged to participate in school improvement planning for our school by participating in any of the following activities:

- a. ***School Leadership Team***: Parents may serve as members of the School Improvement Team of Steel Creek Elementary. This body is charged with drafting the annual School Improvement Plan.
- b. ***Providing Feedback***: All parents may share their thoughts, hopes, and ideas for increasing student achievement at Steele Creek and enhancing our school culture.
- c. ***School Leadership Team Meetings***: All parents are invited and encouraged to participate in our School Leadership Team meetings where we will discuss the School Improvement Plan and track progress towards our goals.
- d. ***PTA***: All parents are encouraged and invited to participate in our PTA. The PTA meets on a quarterly basis to discuss ways to support school initiatives.

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

We will provide full access to parental involvement activities for parents of Exceptional Students and Limited English Proficiency. The school will translate the documents that will be sent home to parents and will also have interpretation available when needed to facilitate the communication between staff and parents.

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

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools must receive written permission from the parent in order to release any information from a student's education record. If the family has a request to receive any information about the school, this request must be received by the school in written form. The school will have a reasonable amount of time to respond to the request/and or grant the request.

### **X. Annual Evaluation**

As a school community, we will review the effectiveness of our parent involvement policy in improving our school during our Annual Title I Meeting and School Improvement Planning process.

We invite you to call the school to ask any questions you may have or to schedule a visit or meeting. It is our hope that your child(ren) will have a wonderful learning experience at Steele Creek. Parents will be encouraged to participate in the School Leadership Team, Parent Teacher Association and other school activities. Parents are also welcomed to submit a volunteer form so that parents can volunteer at the school. Steele Creek will provide a welcoming environment for all.

### **XI. Other Parent and Family Engagement Practices (School may include the following).**

Steele Creek is dedicated to involving all families in our school. For this reason, Steele Creek has created a family involvement committee that meets on a monthly basis. During this meeting, the committee will discuss ways to increase family engagement with the school and school engagement with the families. The committee will work to solve any issues that counteract this relationship.