



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

School Martin Luther King Middle 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 (teachers, administrators, parents, etc) of persons involved in developing Parent and Family Engagement Policy.
- Jessica Savage - Principal
 - Colleen Grosse - Assistant Principal
 - Makenna Waddell – Assistant Principal
 - Tyler Willoughby - Multi-Classroom Leader
- B. Briefly describe the process your school used to:
1. select participants to develop the policy- School Improvement Team
 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.
- *During our schools Curriculum night, we will present the Title I information to parents in spanish and english.*

III. Flexible meeting times

- A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.
- *Quarterly Parent Empowerment meetings will be held. During the Parent Empowerment meetings, parents will be engaged in educational activities designed with purposeful intent of helping parents in the educational process of their children. These meetings will also be shown through Zoom for parents to be able to listen in.*

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.

- *MLK will have monthly School Leadership Team meetings and quarterly Parent University Nights. Parents will have the opportunity to share ideas and have input in the planning process for the School Improvement. During the Parent University nights, parents and guardians will be able to ask questions to administration and will also learn how to use programs like Parent Connect and Canvas Observer to monitor their students' progress throughout the year.*

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
 - A. *Annual Title I meetings*
 - B. *Monthly School Leadership Team Meetings*
 - C. *Communication via Parent Square*
 - 2. School performance profiles
 - A. *Monthly School Leadership Team Meetings*
 - B. *Parent Square updates*
 - 3. Assessment results of their child's performance
 - A. *Progress reports(quarterly)*
 - B. *Report Cards*
 - C. *MAP Parent Data reports*
 - 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
 - A. *Parent Teacher Conferences*
 - B. *Progress Reports*
 - C. *Report Cards*
 - D. *MAP data reports*
 - E. *Utilizing the district's Language Assistance Line and provided interpreters*
 - F. *Communication via Parent Square*
 - 5. Opportunities for regular meetings to participate in decision making
 - A. *Monthly School Leadership Team*
 - B. *Parent Survey's*
 - C. *Parent Square communication*
 - 6. Timely responses to suggestions and questions raised by parent
 - A. *District mandated 24 hr response time*
 - 7. Reasonable access to staff, opportunities to volunteer and participate in child's class
 - A. *Communication via Connect Ed, email, Parent Square, phone calls*
 - B. *Parent Teacher Conferences*
 - C. *Open House, & Curriculum Night*

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

- A. *Open House*
- B. *Compact is in English and Spanish both online and in PDF*

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
 - A. *Progress reports*
 - B. *Parent teacher conferences*
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.)
 - A. *Utilize Parent Square to provide resources*
3. Educate teachers and other staff to work with parents
 - A. *Professional development offered on work days and Early Release Days*
 - B. *Wednesday Staff meetings*
4. Coordinate and integrate parental involvement programs/activities
 - A. *Community in Schools*
 - B. *Parent Advocate*
 - C. *A Child's Place*
5. Develop appropriate roles for community-based organizations and businesses
 - A. *Admin, counselors, social worker and CIS will form relationships and work collaboratively to create roles.*
6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
 - A. *TBD*
7. Ensure that information related to parent involvement is sent home in the language used in the home
 - A. *Utilize Parent Square translation services*
 - B. *Utilize bilingual staff members to translate family communication*
 - C. *Utilize CMS Interpreter line*

VIII. English Learners and Disabled Parents and Families

- ### **A. Provide full opportunities for the participation of English Learner parents or with disabilities**
- A. *CMS Translation Services*
 - B. *Saturday Academy Parent Learning Sessions -- Computer/Literacy Skills*
 - C. *EL Program Intervention*

IX. Parent/Family Requests

- ### **A. Describe how you will provide reasonable support for activities requested by parent and Families.**
- A. *Monthly School Leadership Team Meeting*
 - B. *Quarterly Review the School Improvement Plan*
 - C. *Quarterly Mobile Food Pantry*

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

TBD

2. Provide necessary literacy training

TBD

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

A. Community In Schools

B. A Child's Place

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

A. Parent Volunteer Opportunities

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

a. School Counselors

b. School Social Worker

c. Communities in School

d. A Child's Place

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

a. Parent Advocate

b. School Counselors

c. School Social Worker

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