



School Parent, Guardian, and Family Engagement Plan 2023-2024

Mallard Creek Elementary School

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.

| | | | |
|-------------------|-------------------------|------------------|---------------------|
| Shalinda Williams | Principal | La Juan Conley | TD Catalyst Teacher |
| Andrea Bryant | Assistant Principal | Robyn Harris | Counselor |
| Melissia Artis | Dean of Students | Emily Menosky | Magnet Coordinator |
| Kelly Hartmann | Teacher | LaTwan Durrah | Parent |
| Jamila Gittens | Teacher | Lorraine Whyte | Parent |
| Rodolfo Cardona | Parent | Jada McElrath | Guest Teacher |
| Nyakysa Breedon | Teacher | Rebekah Jackson | Teacher |
| Chauntee Clark | Parent | Jeanette Estell | Math Facilitator |
| Cicely Childers | Teacher | Lanetta Muhammad | Parent |
| Kerrie Pollick | Instructional Assistant | | |

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

1. Our school improvement team members will support the creation of the parent family engagement policy at Mallard Creek Elementary.
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)

<https://www.everystudentsucceedsact.org/title-ii->

3. The policy will be effective for the 2023-2024 school year and will be reviewed in our SIT meeting in April or May.

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.

- Our 2023-2024 Annual Meeting will be held during our first Principal Chat.

III. Flexible meeting times

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

- Throughout the school year, we will offer our families the opportunity to participate in quarterly Principal Chats, Parent/Teacher Conferences, Literacy and Math Family Nights, Fall Festivals, PTA sponsored events (ie. Family Book Fair Night), Dads greeting scholars on the first day of school, Chaperones for field trips, School volunteers (Field Day, Book Fair, Supporting teachers with various needs).

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.

- A ParentSquare or ConnectEd message will be sent inviting parents/families to participate in the School Leadership Team meeting at the start of school. Messages will continue to go out throughout the year.

V. Parent Information and Opportunities

A. Describe how you will provide parents and families with the following:

At MCES, we understand and value a strong school to home connection. As a school, we will send weekly communications that detail upcoming events and dates that include all of the information below. Families will get information regarding their child's assessment results through conferences and data reports (MAPs and DIBELS).

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.
 - Staff members have at least 24 hours to respond to parent concerns by phone, email or written communication.
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.
 - Throughout the school year, families have an opportunity to partake in math and literacy nights where curriculum is discussed. We also will hold an EOG parent meeting. Parents of scholars who are receiving interventions through the

MTSS Tier process are notified in writing and receive verbal communication of their child's intervention and progress.

2. Provide materials and training to help parents work with their children
 - Literacy and math nights, EOG prep night, and curriculum nights)
3. Educate teachers and other staff to work with parents.
 - Provide mini PDs during PLC Mondays at least once a month. Teachers will be given tools to increase/maintain a strong parent partnership.
4. Coordinate and integrate parental involvement programs/activities
 - We are looking to hire a Parent Family Advocate that will coordinate and integrate parental involvement.
5. Develop appropriate roles for community-based organizations and businesses
 - Mrs. Diaz currently serves as our interim community partnership coordinator.
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
 - Translators and Interpreters will be requested when meetings and family engagement activities are held.

IX. Parent/Family Requests

- A. Describe how you will provide reasonable support for activities requested by parent and Families
 - At MCES, we believe in a strong partnership with our families. We will try to accommodate all reasonable requests by parents and families. If we are unable to meet their request, we will provide them with resources to assist them.

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.
 - We will review our policies each year in April or May to determine the effectiveness of our programs.

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. Provide necessary literacy training
 2. Train parents and families to enhance the engagement of other parents
 3. Arrange school meetings at a variety of times or conduct virtual conferences for those unable to attend in school activities
 4. Adopt and implement model approaches to improving parent and family engagement

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