



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

## Oakdale Elementary 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.

Principal Dr. Sharrone Powell, the Oakdale Instructional Leadership Team, and the Oakdale Elementary PTA and SIT developed our Policy.

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

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

Our PTA and Community Partnership was on August 2nd. We were able to recruit new members to our PTA and SIT. Our PTA executive board also serves as our SIT representatives, along with other parents and community members

- 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))

Our policy has been written and adheres to the above requirements. The policy is located with school Title I documents under the Parental Involvement section.

- 3.** implement policy

We implement our policy by working with our Instructional Leadership Team, parents, and community members to provide Family Engagement activities throughout the school year.

### **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 Annual Title I Meeting was on September 24, 2024. Spanish interpreters were available. Connect Ed, flyers and Parent Square was used in both English and Spanish to promote the event.

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

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

School events at Oakdale will be scheduled during school hours, after school hours, at night, and weekends to allow parents to participate and/or build our school community.

### **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.

Oakdale Elementary will hold monthly School Improvement Team meetings beginning in September, and our PTA will also be involved in the review of our plan.

### **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
  - The administrative staff will use the following to provide timely information: Connect Ed, Parent Square, social media, letters, school website, newsletters and school meetings.
2. School performance profiles
  - Oakdale Elementary staff and teachers will use letters, social media, Parent Square, newsletters, parent conferences and school meetings to communicate our school performance.
3. Assessment results of their child's performance
  - Oakdale staff and teachers will conduct parent teacher conferences and send proper written documentation home. Parentsquare will be used as a way to inform parents when progress reports are sent home.
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
  - Principal Dr. Sharrone Powell, Asst Principal Jovetta Dennis and Administrative staff will send home information in other languages to accommodate non English speaking parents. Interpreters will be used at school wide events, as well as during parent conferences. Parents of students with disabilities will be included in all correspondence to parents.
5. Opportunities for regular meetings to participate in decision making
  - Our school will hold monthly School Improvement Team meetings, parent teacher conferences and PTA activities. Events will be scheduled during school

hours, after school hours, at night and weekends if parents indicate a need for events to be scheduled at that time.

6. Timely responses to suggestions and questions raised by parents

- The administrative team has structured their weekly calendars so as to provide opportunities for parents to share concerns and suggestions on a daily basis. We are also in the process of hiring a part time parent advocate to address parental concerns.

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

- Weekly Connected messages; Parent Square, social media, letters, website, newsletters, phone, established teacher communication methods, district emails, text messages and our volunteer management system will be used by our Instructional Leadership Team and staff to communicate these opportunities

## 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

- Parents are given the school-family compact after the Title 1 Night meeting. It is sent home in both English and Spanish. Students receive an incentive for bringing the compacts back to school and signed by parents.

## 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

- Information was provided during our Title 1/Curriculum Night in September. An interpreter was used to share the information with our Spanish speaking parents as well.

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.)

- Resources are in our parent center and shared via Parentsquare. Our Multi-language teachers also shared resources at our Title 1 meeting

3. Educate teachers and other staff to work with parents\

- Oakdale Elementary staff will attend PD training, staff development and meetings conducted by CMS personnel and non CMS personnel in various subject areas. The BTSP program for new staff will have an ongoing component on building relationships with parents this school year.

4. Coordinate and integrate parental involvement programs/activities
  - Coordination and integration will be done by the Administrative team, the MCL's, facilitators, and the parent engagement committee.
5. Develop appropriate roles for community-based organizations and businesses
  - We have a very strong partnership with Coca Cola Consolidated, which provides both financial and human support for parent events. We will continue to foster school partnerships so as to address school needs such as mentors for students, tutors, and classroom teachers and helpers for new teachers.
6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
  - Parent feedback will be sought via surveys and at school events so as to provide activities and programs that are relevant to what they need.
7. Ensure that information related to parent involvement is sent home in the language used in the home
  - All parent involvement information will be sent home in both English and Spanish versions. Our multi-language staff and CMS interpreters will be used as needed to help bridge the communication gap between parents and students. All other home language needs will be addressed with using other CMS interpretation services

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

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

- Each time there is communication sent home with students, the use of interpreters and/other services will be used so as to bridge the communication gap with Spanish speaking parents. Phone interpreters are used as well to communicate with parents.
- If a parent is physically disabled, ADA accommodations will be used at the school so as to allow for engagement.

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

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

- Oakdale Admin staff will schedule events both in person and virtually to accommodate parents.

#### **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 evaluation of the school parent and family engagement policy will occur in the fourth quarter of school and the PTA and School Improvement Team parents will be involved. We will also solicit feedback from different groups and sources including School Improvement Team, parent surveys, parent groups and Parent Teacher Conferences

**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**
    - Our school will regularly schedule literacy focused activities so as to give parents tools they can use to help their children gain literacy skills via our Lunch and Learn services. Parentsquare will also be used to provide literacy tips to parents and make them aware of literacy based events in the Charlotte metro area.
  3. **Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost**
    - Our PTA provides funds for our school-wide parent engagement events and the quarterly recognition of scholars.
  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**
    - Our student support team will conduct home visits as needed to accommodate parents for conferences. Parent conferences are routinely scheduled at times convenient for parents and/or virtually if needed.
  6. Adopt and implement model approaches to improving parent and family engagement
    - We have adopted and implemented the model to improve parent and family engagement.

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