



School Parent, Guardian, and Family Engagement Policy Planning Template 2025-2026

School: Northeast 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.

Leisa Christian, Principal

Towanda Hammond, Assistant Principal

Veronica Hulin, Dean of Students

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

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

Members of the School Improvement Team are selected by their peers.

- We adhere to Policy CDFA to ensure balanced representation of both staff and parents/guardians on the School Improvement Team.
- Staff self-nominate to be a representative of the School Improvement Team. Staff then vote anonymously to select a staff representatives for the School Improvement Team
- Parents/guardians
 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.

The meeting will adhere to Title 1 guidelines and components. To ensure maximum parent engagement, the annual meeting will be shared on our school website and social media platforms. We employ a range of communication channels such as ParentSquare messages, newsletters, social media posts (in English and Spanish), school website updates, and marquee announcements. Additionally, we make efforts to inform limited English proficiency (LEP) parents by providing them with translated documents.

III. Flexible meeting times

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

We have created opportunities for parents to provide their valuable feedback on parent involvement activities and meeting schedules. The school's leadership is committed to being flexible with meeting

times and platforms in order to effectively meet the needs of parents. Additionally, we will be integrating these meetings with other school events to further enhance parent engagement.

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.
- We have shared our proposed parent involvement initiatives through the Title 1 Parent Involvement Allocation and Planning Form.
 - We encourage parents to engage in the School Improvement Team (SIT) and Parent-Teacher-Student Association (PTSA) activities.
 - The organizations are making efforts to schedule meetings at different times and employ diverse platforms to foster greater participation. We will also align these meetings with other school events to encourage attendance.

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
- In reference to student performance, we regularly report progress to parents according to the district's reporting schedule. Additionally, we send home individualized assessment results for district and state-level assessments as soon as those reports are available.
 - We actively encourage parents to participate in school teams such as the School Improvement Team and our PTSA. We make it a point to ensure parents have reasonable access to staff through various communication channels like email, Parent Square, phone, and conferences, we have also given conference options via Teams meetings online.
 - Our aim is to facilitate effective communication and constant collaboration between the school and parents, creating a supportive and engaging environment for our students. Our district and school have policies in place to ensure we respond to parents within 24 hours. We provide timely information about Title 1 Part A programs and school performance at the Annual Title 1 meeting and also on our school website.

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
- We have thoroughly examined and implemented the School-Parent Compact for Middle Schools in our district. To ensure accessibility, we have distributed in both English and Spanish, and it is also readily available on our website. We kindly request the participation of all parties involved in the success of our students to sign the compact.

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

We are committed to personally reaching out to every student's home, extending a warm welcome to the new school year. Furthermore, we will be hosting curriculum sessions for parents and families, showcasing student work to ensure their active participation. We encourage ongoing conferences between staff and parents, providing valuable information and take-home resources to foster collaboration and benefit our students' education. We also invite parents to contribute activity suggestions and share constructive feedback about our events. Communication regarding these matters will be conveyed through various channels like Parent Square messages, newsletters, marquees, and social media posts.

VIII. English Learners and Disabled Parents and Families

A. Provide full opportunities for the participation of English Learner parents or with disabilities. To ensure inclusive participation in school programs, we will provide interpreter services and collaborate with parents to understand and address their specific needs. We will extend an invitation for parents to request accommodations, and organize parallel sessions for non-English speakers to foster a comfortable environment for participation. Additionally, our Spanish teacher is available for daily office hours to support teachers in communicating with LEP parents. We are also exploring virtual engagement options, such as Teams meetings, to enhance participation opportunities.

IX. Parent/Family Requests

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

A designated portion of funds will be allocated for parent involvement activities. Parent Square will enhance parent communication, and providing student agendas to each student will facilitate school-to-home communication. The distribution of funds will be determined specifically by the SIT based on feedback from parent surveys and the PTSA.

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 offer appropriate support through comprehensive reviews and, when it is in the best interest of the school programs, collaborate with parents to carefully plan, organize, and execute the requested parent involvement activities

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
- To ensure inclusivity, we organize school meetings at various times, utilizing different platforms and even conducting in-home conferences to accommodate the needs of our families. We are dedicated to exploring all avenues for collaboration and partnership with parents.
 - Moreover, we have implemented an online registration process that allows parents to easily register their students for the upcoming school year, involving them directly in the process.
 - As part of our outreach efforts, our leadership team proactively reaches out to feeder schools, encouraging parents to continue their involvement as their child transitions to middle school. This includes attending PTSA, SIT, and other meetings.
 - At Northeast Middle School, we recognize the immense value of parental engagement and remain committed to creating a collaborative and supportive environment for both our students and families. At Northeast Middle School, we are committed to fostering strong parental involvement by supporting and covering necessary expenses. Our goal is to provide training opportunities to parents, enabling them to actively engage and empower other parents within our school community.