



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

School: Mallard Creek 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.
- B. Briefly describe the process your school used to:
 - *All families are invited to participate in the process. Mrs. Stowe sends out Teams meeting invites via ParentSquare for families to attend. The members who are school staff members represent the different grade levels and departments within the school.*
 - *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->*
 - *The policy will be effective for the 2025-2026 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.
 - *Our annual meeting will take place during our curriculum night on September 22, 2025.*

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 Principal Chats, Parent/Teacher Conferences, Literacy and Math Family Nights, Trunk or Treat, PTA sponsored events (ie. Family Book Fair Night), 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 monthly. Also, whenever we have activities or opportunities for parents to participate in different events, we will also reach out via ParentSquare and send home flyers.*

V. Parent Information and Opportunities

A. Describe how you will provide parents and families with the following: (see below)

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

At MCES, we understand and value a strong school to home connection. Parents will have the opportunity to participate in our monthly SIT and PTA meetings. Meeting notices will be sent out in a timely manner, so that parents can plan to attend.

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 (iReady, DIBELS, MVPA, and other classroom formative assessments). We will also conduct Curriculum Nights where parents will learn about the standards their child(ren) will learn about. Classroom teachers are asked to send home weekly messages to their families to let them know what their child is learning in school.

Mrs. Stowe will send out surveys throughout the year to get feedback from parents and families. Teachers and staff members will respond to parent phone calls/emails within 24 hours in order to keep the lines of communication open and fluid. Parents will have the opportunity to volunteer within our school community by serving as classroom helpers, chaperoning field trips, eating lunch with their child, and other activities.

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.
- *The School-Family compact will be distributed to families via a Google Form and it will be in English and Spanish. Parents will have the opportunity to sign the compact during Parent-Teacher conference time and it will be sent out in Mrs. Stowe's weekly ParentSquare message to 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.
 - *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 training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.)
 - *Families will have the opportunity to participate in literacy and math nights, EOG prep night and curriculum night.*
3. Educate teachers and other staff to work with parents
 - *Beginning teachers will participate in a PD session for parent engagement.*
4. Coordinate and integrate parental involvement programs/activities
 - *With the help of our Scholar Support Team, we will host a Parent University that provides families with resources to support their child at home.*
5. Develop appropriate roles for community-based organizations and businesses
 - *Ms. Fleming is our school's volunteer coordinator and leads our community partnership pillar.*
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/ 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 plan by May 2026 to determine if we met the targets listed and identify areas for improvement.*

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
 - ***Teachers and administrators will arrange virtual/phone conferences for parents who are unable to attend. The school will work with parents to schedule meetings before or after school if it is more convenient for the family.***
6. Adopt and implement model approaches to improving parent and family engagement

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