



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

School Metro 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.

Fermandi Dyson, Principal
Chiquita Boyd, Assistant Principal
Lori Rondo, Assistant Principal
Ariel Debose, EC Facilitator,
Sheronna White, Social Worker
Vonda Gibson, EC Compliance Facilitator
Tina Norris, School Counselor
William Brad Phillipos, Teacher Representative
Tanay Evans, Teacher Representative
Roopa Bangre Shankarappa, Teacher Assistant Representative
Jonathan Yerardi, Teacher Leader Representative
Ivonne Bermudez, Parent Representative
Catina Jenkins, Parent Representative
Lena Belvin, Parent Representative
Karmika Jackson, Parent Representative

B. Briefly describe the process your school used to:

1. Our participants to develop this policy were selected through the SLT team. Each member of the team was voted on during our initial SLT meeting on September 30, 2025.
2. Our team was presented with ideas and activities that are needed for our school demographics. Surveys were sent out previously about parent engagement activities. We consulted with the students services team and made sure that activities and workshops were also aligned with the school improvement plan.
3. The team has mapped out parent engagement activities for the year. We communicate upcoming events through parent square and flyers being sent home. We keep track of sign-in sheets with the Title 1 process manager and the financial secretary.

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 Title 1 Parent Informational Night will be held during our curriculum night on September 25, 2025. During this meeting parents will also have the opportunity to attend breakout sessions around their

students' curriculum. We will have two interpreters from the ESL department on hand to provide the opportunity for our non-English speaking parents to participate.

III. Flexible meeting times

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

Parents and families at Metro school are provided with a monthly newsletter and class newsletter weekly. Additionally we ensure that weekly messages and special events flyers are posted on Parent Square. We also keep copies of all documents that go home in the front office in the event a family needs another copy. All information about Metro events can be found on our school's website, the marquee, or on social media.

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 will utilize our monthly SLT meetings as a means to involve our families. We will also hold the annual curriculum night which will allow parents and families to get a sense of the curriculum and participate in a hands-on lesson that their child will experience. During this time parents will also be afforded the opportunity to ask questions around the curriculum.

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

1. Timely information about Title I Part A Programs: This information is available via our schools School Improvement Plan. This information is developed, reviewed and data collected by the School Leadership Team.
2. School performance profiles: Metro's School performance profile was made available through our school's website as well as shared in our monthly SLT via our principal in conjunction with our assessment data from the school year.
3. Assessment results of their child's performance: Parents receive updated assessment data on their child's End of Grade Assessment via a score report (for those that are assessed). All students are assessed daily by classroom staff and this data is integral in developing IEP goals for our students. Students are additionally assessed via pre/post assessments at the start of and end of a unit of study. School wide use of the Unique Learning Systems benchmark assessments is also used to measure student progress. Parents receive copies of all data quarterly.
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: This information will be available on curriculum night. Additionally if the parents or families have any questions they are able to ask during daily instructional support hours or by reaching out to their child's teacher or grade level administrator.

5. Opportunities for regular meetings to participate in decision making: Parents are afforded an opportunity to participate through the School Leadership. This offers parents the opportunity to participate in reviewing and providing feedback on the school improvement plan and title 1 parent involvement policy. Meetings are held monthly, participants can join via various means such as via video, telephone, or in person.
6. Timely responses to suggestions and questions raised by parents: Requests, concerns and suggestions made by parents can be done through an SLT meeting or by reaching out to the grade level administrator for their student. Requests will be acknowledged and responded to in a timely manner.
7. Reasonable access to staff, opportunities to volunteer and participate in child's class: Metro Volunteer Protocol.

The following outlines the required protocol for volunteers on Metro School's campus:

Parents are encouraged to volunteer in their child's classroom or throughout Metro School. The classroom Professional Learning Community (PLC), which includes the teacher and teacher assistants, will determine the volunteering time, duties, and duration in the classroom. Keep in mind that in some classes, another adult in the class may be a distraction to some students.

- a. Complete the application to become a registered CMS volunteer.
- b. Please reach out to the classroom teacher to submit your volunteer interest.
- c. If the area you requested is not available, you are able to fill out the Volunteer Form on the day that you arrive and the office staff will confer with the lead person in the area you requested. You will be placed in the area with the greatest need.
- d. You may be asked to volunteer in the front office, cafeteria, pool area, media center, etc. Remember, to volunteer means to "render a service"—work.
- e. For the safety of our students, volunteers will not be allowed to feed or change students.
- f. For the safety of our students no minors will be allowed to accompany volunteers. This will allow volunteers to fully engage with our students.
- g. Teachers will reach out to parents to identify opportunities for volunteering.

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 compact will be reviewed and discussed at September's SLT meeting as well as at our Title 1 Parent Night September 25th, 2025. Parents in either forum will be able to ask questions as it relates to our title 1 compact. VII. Building Parent and Fam

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: This will be explained at our title 1 parent night and curriculum night. Parents are also able to ask questions when meeting with their child's teacher. They are also welcome to contact the grade level administrator if they have any further questions as it relates to their child's academic content.
 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.): Metro's Schools Parent Resource Center in the school's parent center. It offers ways to support students at home for parents and families via books, pamphlets, and CD's. Our school's website has also been updated with a variety of resources for our families to access. We also have a parent center in the school that has resources available for parents.

3. Educate teachers and other staff to work with parents: Through our family advocate, counselor, and social workers we will provide ongoing training during our staff meetings and PLC times to address any training that may be needed for how to work with our parents and families.
4. Coordinate and integrate parental involvement programs/activities: These activities will be planned through our admin team, social worker, counselor, and our parent family advocate. We will receive input from parents and families based on our survey data, SLT and PTO feedback.
5. Develop appropriate roles for community-based organizations and businesses: Through our Community Based Instruction and our Community Based Training partnerships we will work with these businesses outside of Tuesday and Thursday. We will also use our partnerships created through grant funding to invite the community into Metro.
6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child: We will work with our parent family advocate and social worker to create these activities.
7. Ensure that information related to parent involvement is sent home in the language used in the home: For documents that go home with students of non-English speaking parents we will have them translated.

VIII. English Learners and Disabled Parents and Families

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

When planning school wide events such as Title one night or curriculum night we will request the services of the ESL department to provide us with interpreters so that our non-English speaking parents are able to participate in our activities.

IX. Parent/Family Requests

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

We will involve our SLT team and vote on requested activities as needed or requested. In the event that a requested parent activity aligns with something we have planned we will work to incorporate the additional ideas that have been submitted.

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 utilize the SLT and PTO to gain feedback from families regarding the effectiveness of the parent and family engagement policy.

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.

1. Involve parents/families in the development of training for teachers, principals and other educators: Utilizing our parent involvement allocations to cover cost for some of the activities held at Metro such as but not limited to Metro Family Fun Day, and Title 1 curriculum night.
2. Train parents and families to enhance the engagement of other parents: Through our family advocate and social worker we will provide ongoing training as needed for families around the resources that are available for their students.
3. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities: Home visits/conferences for the parents who are unable to come to the school are arranged through our parent family advocate and social worker. Curriculum night will be held in the fall as well as, ongoing instructional support blocks throughout virtual learning.

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