



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

## **JH Gunn 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. Dana Pecarro, Principal; James Fitzgerald, Assistant Principal; Jennifer Eddins, Dean of Students; J.H. Gunn School Leadership Committee (parents and teachers)**

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

**1. select participants to develop the policy The administrative team developed the draft according to requirements from Section 1118, then the School Leadership Committee reviewed and commented on the draft. Suggested changes were made and the revised version was shared with parents to solicit their feedback. The feedback from that meeting shaped the final version.**

**2. develop policy Our policy is one page long and was created by following the template provided by the CMS Title I department which reflected Components II through XII taken from Parental Involvement Section 1118 of No Child Left Behind Act.**

**3. implement policy The policy was implemented at the Title I Annual Parent meeting on September 25, 2025.**

### **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 meeting was held on September 26, 2024. We followed and used the Power Point presentation provided by the CMS Title I Department (with revisions to customize the information for our school) and recorded the presentation in English and Spanish so that it was easier for parents to access. In addition, every grade level had an interpreter to translate the information in the meeting for our Spanish-speaking parents, and they were able to ask any questions they had. The presentation was also placed online in English and Spanish for any family that wasn't able to participate in the meeting.**

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

**A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings. We solicited feedback from parents regarding days and times that they prefer to attend parent involvement meetings, and schedule our meetings to accommodate as many families as possible. All information shared at meetings is available in English and Spanish, and we send home copies in Thursday communication folders for parents who are unable to attend the actual meetings.**

#### **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 solicit feedback at every parent meeting, beginning on September 16, 2024, and we send parent surveys home quarterly. We share information in students' Thursday communication folders, through our school website, Parent Square and via email to parents. A JH Gunn Facebook account is updated weekly to showcase events that are coming up so that parents and families can be involved. Parent square will be used to further communicate with families.**

#### **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 We present information in quarterly parent events, via Parent Square telephone messages, and in printed form (in English and Spanish) in students' Thursday communication folders. Information is also displayed on our school website, Parent Square and Facebook**

**2. School performance profiles We send this information home in printed form (in English and Spanish) in students' Thursday communication folders. The information is also displayed on our school website.**

**3. Assessment results of their child's performance Parents can access assessment results through PowerSchool, and in students' Thursday communication folders. Progress reports are sent home after the fourth week of each academic quarter, and report cards are sent home at the end of each academic quarter. Parent conferences are held for all parents at the end of the first academic quarter, and during the rest of the year as needed.**

**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 We share this information (in English and Spanish) during our quarterly parent events (parent conferences, curriculum nights, EOG parent night) and send it home in students' Thursday communication folders.**

**5. Opportunities for regular meetings to participate in decision making We provide opportunities for feedback and suggestions at every parent event. Our monthly School Leadership Team meetings are open to all stakeholders and we regularly encourage parents and staff members to participate with posted meeting dates on the school website. We have tried to recruit multilingual parents to bridge the language barrier for non-english speaking stakeholders.**

**6. Timely responses to suggestions and questions raised by parents We respond within 24 hours to questions from parents and incorporate suggestions from parents into our planning meetings for upcoming events.**

**7. Reasonable access to staff, opportunities to volunteer and participate in child's class Parents have access to staff via face-to-face conferences, telephone calls, emails, teacher websites, Parent Square, and our school website feedback page. We provide opportunities and assistance for parents to register as volunteers when they visit our campus, and solicit for parents when any available volunteer opportunities arise.**

#### **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 was sent to parents via a google form and hard copy. Parents were able to review the teacher and principal commitments and agree to theirs. The compact was available in English and Spanish.**

#### **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 about performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child is presented to parents at our parent meetings. Title I parental involvement events (with materials in English and Spanish and with Spanish-speaking interpreters) based on curriculum areas are held quarterly.

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.) Information about performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child is presented to parents at our parent meetings. Title I parental involvement events (with materials in English and Spanish with Spanish-speaking interpreters) based on curriculum areas are held quarterly.

3. Educate teachers and other staff to work with parents Professional development for teachers and other staff related to Title I and how to work with parents is provided in the weekly bulletin (Eagle Express) for staff, and is also presented during monthly professional development staff meetings.

4. Coordinate and integrate parental involvement programs/activities The School Leadership Team, parent involvement committee, and administrative team use the school master calendar to coordinate parental involvement activities. All curriculum areas are integrated into each quarterly event.

5. Develop appropriate roles for community-based organizations and businesses The principal and the rest of the administrative team work with community-based organizations and businesses to create and maintain partnerships that will benefit students and parents at our school.

6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child The parent involvement committee, School Leadership Team, administrative team, school social worker, Communities in Schools liason and school counselor conduct other activities as appropriate 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 regularly send home all information in English and Spanish because those are the languages spoken in the majority of our students' homes. The use of ParentSquare allows for any information to be translated into the student's home language. If information is required in other languages we use the CMS Interpreter Services.

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

A. Provide full opportunities for the participation of English Learner parents or with disabilities We include parents with limited English proficiency in all other parent meetings by providing interpreters and translation into Spanish for all materials and information. Our school is fully accessible to parents with disabilities and we will make home visits for parents who are unable to come to our campus.

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

A. Describe how you will provide reasonable support for activities requested by parent and Families. Proposals for parent involvement activities are developed by members of the administrative team which include feedback and requests from parents that are solicited at previous events and through requests in students' weekly communication folders, ParentSquare and in-person requests. Funds will be spent on parent involvement activities according to proposals for these activities that are developed by the administrative team in response to requests from parents and teachers.

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. In the spring, our School Leadership Team reviews our program and solicits feedback regarding the design and effectiveness of our school program. Information and opportunities for feedback will be sent home in Thursday communication folders

**and posted on ParentSquare so that parents who are not able to attend will still be able to participate.**

**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 We provide strategies and materials for parents to use at home to help their children in literacy, including read-aloud strategies, identifying appropriately leveled reading materials, and obtaining public library cards.**

**2. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities We have recorded sessions for our required Title I parent meetings and send home information so that all parents will have the opportunity to participate. Our counselor, school social worker, Communities in Schools liaison and other school staff go on home visits for parents who are unable to attend activities at school. Conferences are held by appointment so that parents are able to attend at their convenience. School event times vary to try to get more parents involved.**

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