D. L. Sims Elementary School

Parent and Family Engagement Plan

2025 – 2026

#Let'sContinueGrowingTogether

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Parent and Family Engagement Plan

In support of strengthening student academic achievement, **Sims Elementary School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written Parent and Family Engagement Plan that contains information required by Section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The Plan establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's Plan submitted to the local educational agency (LEA).

Sims Elementary School (SES) agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school Parent and Family Engagement Plan and the joint development of the Schoolwide Title I Plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school Parent and Family Engagement Plan periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the Parent and Family Engagement Plan available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the Schoolwide Title I Plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

(A) Parents play an integral role in assisting their child's learning.
(B) Parents are encouraged to be actively involved in their child's education at school.
(C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
(D) Other activities are carried out, such as those described in Section 1116 of the ESSA.

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT PLAN COMPONENTS

JOINTLY DEVELOPED

Sims Elementary School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I Programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities.

- Sims Elementary School (SES) has developed jointly with parents, staff, and community members a written Parent and Family Engagement Plan. This Plan is reviewed and revised each year with the assistance of the Title I Advisory Committee, consisting of the Principal, Assistant Principal, school staff, parents, and community members.

- The SES Parent and Family Engagement Plan is available to parents upon request. A copy of the Plan is always available in the Parent Involvement Center. It is also posted on our school webpage.

- The SES Parent and Family Engagement Plan is provided to parents in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.

- SES will conduct an Annual Title I Meeting at the beginning of the school year to inform parents of the school's Title I participation and to discuss the Schoolwide Title I Plan and the right and expectation of parents to be involved.

- An annual evaluation of the content and effectiveness of the Title I Parent and Family Engagement Plan will be conducted. Parents, students, teachers, and the community will be asked to provide input. The information gathered will serve as a guide in revision of this Plan as well as assisting the school in future goal setting.

- Any unsatisfactory comments or concerns from parents of participating students shall be submitted to our Title I District Office.

ANNUAL TITLE I MEETING

Sims Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the Schoolwide Title I Plan, the nature of the Title I Program, the parents' requirements, the Parent and Family Engagement Plan, the Schoolwide Title I Plan, and the School-Parent Compact:

- In addition to our Annual Title I meeting, numerous opportunities are provided for parents to learn about Title I Programs and the right of parents to be involved. These opportunities come in the form of parent meetings, letters sent home, parent contacts made through our school Parent Liaison, parent conferences, and on our website.

- All parents are invited to our Annual Title I Meeting in multiple ways, including, phone calls to all registered students through School Messenger, posted flyers, website notifications and announcements sent home with students.

COMMUNICATIONS

Sims Elementary School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I Programs

- Flexible number of meetings, such as meetings in the morning, evening, and virtually. Title I funds pay provide, transportation, childcare or home visits, as such services relate to parent and family engagement.

- Information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language that parents can understand.

- Meetings and workshops provided to parents throughout the school year are offered at various times (morning, afternoon, and evening) to reach as many parents as possible. Meetings may also be held virtually.

- Parents are full partners in the decisions that affect their children. Parents are provided opportunities to offer input in school decisions that affect children and families through the school council and PTO. SES has established a School Council that gives equal representation to parents on decisions and advising. Parents will have opportunities to provide comments for improvement of the Schoolwide Title I Plan, the School Parent and Family Engagement Plan and the School-Parent Compact.

- Parents are provided with a description of the school's curriculum at Open House, Parent Forums/Sharing Sessions, Scholar Night, classroom observations, and at any time a parent has questions.

- Individual student assessment results and interpretations are provided during Scholar Night, at scheduled parent conferences and at any time a parent has questions. State mandated assessments are explained to parents during the Annual Title I Meeting and at the Parent Georgia Milestones workshop.

- Parents are informed of the expectations for scholars in each subject at each grade level during our Open House, parent conferences, and during parent meetings throughout the school year. Assessments used to measure scholars' progress and proficiency levels are also discussed during this time; letters explaining scholars' progress are sent home.

- All meetings, notifications, instructional materials, and other pertinent information will be presented in a language easily understood by parents. Translators will be provided, upon request. Oral explanations and directions will be provided to parents as necessary. Sims Elementary School provides full opportunities for all parents, limited English proficiency, parents of migratory children, parents of students with disabilities, and parents with disabilities, to fully and comfortably participate with the school atmosphere.

SCHOOL-PARENT COMPACT

Sims Elementary School will take the following actions to jointly develop with parents of participating children a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

- SES will revise yearly, with the assistance of parents, the School-Parent Compact, outlining how parents, the entire school staff and students will share the responsibility for improved student academic achievement.

RESERVATION OF FUNDS

Sims Elementary School will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1% of Title I, Part A funds reserved for parent and family engagement is spent.

- Parents of children receiving services are involved in the decisions regarding how funds reserved are allotted for parental involvement activities. Parents are invited and encouraged to participate in the assessment of the Schoolwide Title I Program, decisions regarding how funds for parental involvement will be used, and revisions to the Schoolwide Title I Plan. Copies of the Parent and Family Engagement Plan, the Schoolwide Title I Plan, and School-Parent Compact are available for parents to review and offer revisions.

COORDINATION OF SERVICES

Sims Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- The SES Kindergarten Transition Team will work closely with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, and area daycares to provide resources and services for parents. Parents will be provided with materials and directions to assist them with preparing their child for the transition to school.

BUILDING CAPACITY OF PARENTS

Sims Elementary School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards.

- Materials and training to help parents work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.

- Providing assistance to parents of participating students, as appropriate, in understanding topics such as the following:

    - The challenging State's academic standards;
    - The State and local academic assessments including alternate assessments;
    - The requirements of Title I, Part A;
    - How to monitor their child's progress; and
    - How to work with educators to improve the achievement of their child.

- Parents are included in decision-making throughout the school year through several venues. Parents are constantly asked for advice through school surveys and training sessions. Parents may also request opportunities to meet and offer suggestions.

- SES provides assistance to parents of all participating children an understanding of the State's academic content and student performance standards, the State's student academic achievement standards, an understanding of the school program and

Schoolwide Title I Plan, and all State mandated assessments, district benchmark assessments, and classroom assessments.

- Parents play an integral role in assisting student learning. SES informs parents of expectations for students in each subject at each grade level through workshops and parent meetings to educate and assist parents with student achievement and improvement.

- SES promotes and supports parenting skills through workshops based on literacy and numeracy, positive relationships between parents/students, information available in the Parent Resource Center, and a focus on homework, communication, and goal setting.

- All meetings, notifications, instructional materials, and other pertinent information will be presented in the language easily understood by the parents. Oral explanations and directions will be offered to parents when necessary. Upon identification of a parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled in a quick and timely manner.

BUILDING CAPACITY OF SCHOOL STAFF

Sims Elementary School will provide training to educate teachers, specialized instructional support personnel, Principals, other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- SES will provide training to educate the teachers, pupil services personnel, Principals, and other staff on how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and how to implement and coordinate parent programs, and build ties between parents and the school. Each year, the District Superintendent will host open forums for parents and community members to share their concerns, advice and suggestions, ask questions, and learn about the direction of the Rockdale County Public Schools.

Sims Elementary School will provide other reasonable support for parental involvement activities as parents may request. Such activities may include reasonable and necessary expenses that parents may incur by participating in school-related events and training sessions. Childcare can be provided for parents to make it convenient for parents to participate in meetings and workshops. Meetings and workshops will be scheduled at various times to maximize opportunities for parents to participate. The Title I teacher may also be able to arrange in-home conferences with parents if they are not able to come to the school to meet.

SES has an Attendance Support Team to review scholars' attendance and tardiness. Parents of scholars who have excessive tardiness and absences will receive notification of the accumulated tardiness and absences. Parents can and will receive an attendance contract as an intervention

to decrease the number of absences and tardiness. Parents submitting doctor's notes and notices of the scholar being ill should be submitted the day the scholar returns to school. Notices submitted after three (3) days of the absence will not be accepted. Early checkouts are also considered to be tardiness due to the scholar checking out prior to the end of the school day.

DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT PLAN COMPONENTS

The role of a Room Parent includes:

- Communicating with the teachers for the assigned grade;
- Maintaining a positive working relationship with the teacher;
- Ensuring that the assigned Room Parents have the correct contact information for each parent;
- Contacting parents as needed for communicating pertinent information;
- Coordinating celebrations such as Holiday Parties, Teacher Appreciation, Spirit Week, and End of the Year Parties;
- Assisting the teacher with distributing communications from the class; and
- Coordinating with PTO during events to attain volunteers and to increase the parental support at school events.

Teacher to Room Parents:

Teachers will communicate with the assigned Room Parents to begin developing a positive working relationship to increase the effective communication between the school and the parents. The teacher will communicate the expectations for the class for the school year. The teacher will also communicate the roles that Room Parents will have during the year to increase the support for the teacher and the school.

Parent to Parent:

Assigned Room Parents will meet with parents for introductions and begin developing a working relationship with the parents. Room Parents will be able to communicate with the parents the expectations for the class. Room Parents will also be able to communicate with the Parent Liaison pertaining to any events planned for classes, as well as volunteers that may be needed for class projects. Room Parents will receive information regarding the protocol when there are parties in the classroom.

Volunteering

Parents are welcome to volunteer. Volunteers must have a cleared background check on file. Our parent volunteers increase cohesion and collaboration with the school. Volunteers may also be asked to volunteer throughout the school and not just in their scholar's classroom. Volunteers are welcomed to:

- Read to the scholars;

- Make copies;
- Distribute materials to be sent home to the parents;
- Assist with school dances, Grandparents Luncheon, Book Fairs, Field Day, and other School Events; and
- Assist with decorating for upcoming events.