



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

School Mint Hill Elementary

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.

Rick Mohrien, Principal	Jennifer Mulherin, AP	Allison Moore, AP	Melissa Carpenter, Teacher
Laura Casey, Parent	Tere Digsby, Parent	Lacey Hamel, Parent	Ayla Hinson, Parent
Nicole Jusko, Parent	Rickey Landry, Parent	Artise McClain, Parent	Kristi Meyer, Parent
Sarah Norton, Teacher	AQesha Ritzie-Spinks, Parent	Odessia Williams, Teacher	

- B. Briefly describe the process your school used to:
 1. select participants to develop the policy (school improvement team, parent/family committee)
The participants selected to develop the parent and family engagement policy are elected members of the School Improvement Team.
 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)
The participants met to review and develop the parent and family engagement policy.
 3. implement policy
The policy is reviewed quarterly during School Improvement Team meetings.

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 Title I Parent meeting is Thursday, September 25, 2025 as a part of our back to school curriculum night. The meeting is viewed via video. A slides presentation will be made addressing the ten required components of a Title I school and how Mint Hill Elementary is meeting those requirements. Additionally, MHES will provide interpreters in our 3 largest languages: Spanish, Russian, and Portuguese. The video was later shared on ParentSquare to allow those not in attendance to have access to the information as well. For the annual information meeting, child care was also provided.

III. Flexible meeting times

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

Parental and family engagement opportunities and meetings are offered several times throughout the year and are held at varying times of the day based on parent feedback. We provide virtual and in person opportunities for parental engagement in meetings. We have worked through the years to have a variety of times events and meetings are offered.

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 continue to engage families through PTA and SIT to learn ways to improve all aspects of Title I programming.

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

Parent Square messages are sent weekly from principal. Teachers send newsletters and communicate regularly with parents via Parent Square. Parent Square is vital to ensure all communication is translated as Mint Hill Elementary has 34+ home languages. The school website is updated with Title I information as well.

2. School performance profiles

School performance profiles are shared at School Improvement Team meetings, through school notifications on Parent Square, and in personal meetings. Parents can access the School Report Card on the Mint Hill Elementary website as well as our school improvement plan.

3. Assessment results of their child's performance

Progress reports and report cards are sent home mid quarter and end of quarter. 3rd-5th grade parents have access to current grades through Infinite Campus. Parent teacher conferences are required once a year after the 1st quarter, and are welcomed throughout the year as needed. Per Article 8 Chapter §115C of the General Statutes includes Part 1A, the North Carolina Read to Achieve Program, K-3rd grade parents receive a Home Connect letter from the Amplify DIBELS 8 assessment that outlines performance on reading assessment and things to do at home to support reading.

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

Our back to school curriculum night (September 25, 2025) offers the most comprehensive review of curriculum, assessments, and grade level expectations for students. MHES offers interpreters representing our 3 largest languages: Spanish, Russian, and Portuguese. Additionally, any member of the Leadership team is available to support parent questions around curriculum and expectations as well as continued communication with teachers.

5. Opportunities for regular meetings to participate in decision making

Parent input is encouraged on a regular basis to make the Mint Hill Elementary experience great. Parents are invited to attend School Improvement Team meetings, PTA meetings, student recognition events. Parents are encouraged to participate in parent conferences or parent meetings to work as a team in support of the student.

6. Timely responses to suggestions and questions raised by parents

It is the expectation of all Mint Hill Elementary staff to respond to parent or student concerns or questions within twenty-four hours. Parent Square is the most successful avenue of communication. We also strive to have factual information to relay to parents and may request more time or information to gather data.

7. Reasonable access to staff, opportunities to volunteer and participate in child's class

Parents are encouraged to contact their child's teacher(s) when they have questions or concerns. Parents are welcome to volunteer at the school. Volunteer opportunities are posted on Parent Square. Assistance with registering as a volunteer is provided in the front office. A group of volunteers, Helping Hands, is an active part of supporting our teachers with clerical work on a weekly basis.

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

Parents were provided the School-Family Compact on October 3, 2025 via Parent Square. An additional opportunity to review and acknowledge the compact is available at Back to School Curriculum Night. The School-Family Compact can be located on the school website. By providing the compact on Parent Square, parents are able to have the opportunity to access their language.

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

Parents are made aware of performance standards, assessments, Title I, their child's progress and participating in decisions relating to the education of their child in several ways. Parent learning events are held throughout the school year, beginning with Back to School Night. At this event, grade level standards and assessments are presented and a Title I information meeting is held for parents. Parents are invited to all meetings concerning their child's progress (IEP, LEP, Section 504, MTSS etc.). All verbal and written communication is translated for families on Parent Square.

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.)

Teachers communicate weekly and monthly through Parent Square about expectations, what students are learning and homework. Some grade levels maintain a website that supports parents with current skills students are learning.

3. Educate teachers and other staff to work with parents

Teachers are working on creating opportunities for positive interactions/conversations with parents about their child. They are also working on creating two-way communication through Parent Square. Our Beginning Teachers (within their first three of teaching experience), receive monthly support from the leadership team. Some teachers receive an instructional coach to help them grow in their practice. Topics include parent/teacher conferences, Teacher Evaluation, Professional Development Plans, Classroom Management Support, Engagement strategies, working with parents to support student behavior, and how to provide parents with resources that they can use at home. To support a two-way communication, we want to make sure there is consistent communication that is positive and ways to support the student (remembering not

everyone is comfortable reaching out first.). Make sure some communications are personalized and not blanket communications. Teachers set a part of PLC to send communication to two families-be intentional about time to communicate.

4. Coordinate and integrate parental involvement programs/activities

The school administrative team will meet with the SIT one time per month to coordinate and integrate parental involvement activities. The PTA holds general meetings to engage parents in school involvement.

5. Develop appropriate roles for community-based organizations and businesses

Our community partners provide financial support and countless volunteer hours to meet our needs.

6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child

Our parents are encouraged to volunteer in the classroom and other areas throughout the building such as the media center, lunch room, and front office with teacher or administrative arrangements. Parents attend field trips, serve as reading buddies, and help with school wide event planning.

7. Ensure that information related to parent involvement is sent home in the language used in the home

Google Translate is used to translate documents into many languages including Spanish, Russian, and Burmese (among many others). Communication is done through Parent Square to allow for communication. We also utilize funds to hire an interpreter for the front office and student support.

VIII. English Learners and Disabled Parents and Families

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

Translation services are provided at every parent event. Parents with specific disabilities will be accommodated on a case by case basis (such as special seating, videotaped meetings or conference calls).

We also want to make sure we communicate that translation is available at the event so parents feel comfortable to come

We will work to get together a cohort of multilingual parents to learn more about how we can support

We also want to highlight staff members that speak another language so parents can put a face to their culture/language

IX. Parent/Family Requests

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

Staff members are expected to attend each parent event as outlined at the beginning of the school year. Parent conferences are required in the first quarter as well as a twenty four hour response time for communication.

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.

Parents provide input during School Improvement Team meetings, PTA meetings and Parent Nights as to what support(s) they may need to ensure that their children are afforded optimal opportunities to learn grade level content. A survey will be provided to parents to gather additional feedback. These meetings and events are scheduled throughout the school year, resulting in approximately one event each quarter. Parents can utilize Let's Talk to provide ongoing feedback.

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
Instructional Practices are shared at Back to School night as well as through conferences, weekly communication, and monthly newsletters.
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
Meeting times are arranged to support working parents as well as parents that could be available during the school day. A variety of opportunities are available to support participation in conferences.
6. Adopt and implement model approaches to improving parent and family engagement
Continual feedback from parents is requested through school improvement team meetings and PTA meetings to support models that increase parent involvement and family engagement.
Engaging multilingual families for feedback on parent engagement, International House providing English classes at parent nights
We want to utilize our school as a community center, (Atrium Health virtual care, possible language classes.) We want to see school as a safe place and advocate for district resources to be provided on our side of town

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

[SPANISH](#)

[ARABIC](#)

[RUSSIAN](#)