



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

## School: Clear Creek 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

- All members of the Administrative Team, as well as the voting and non-voting members of the School Improvement Team (SIT) are involved in developing/reviewing the Parent and Family Engagement Policy. The Parent and Family Engagement Policy was presented during a School Improvement Team meeting. All team members were provided with an opportunity to engage in discussion and provide constructive feedback. The policy was also reviewed at a SIT meeting (05/2024) in preparation for SY2025-2026.
- In the fall of each school year, parents receive a copy of the School Compact, an agreement between the home and school, defining responsibility at each level, for supporting student learning.

### II. Annual Information Meeting

#### Clear Creek's School Improvement Team Meeting (Quarter 1)

- Title I Annual Meeting (Fall/Quarter 1)
- Family Involvement/Engagement Opportunities
- School Events
- Family Engagement policy translated and shared with parents

### III. Flexible meeting times

- Title I Annual Meeting PowerPoint to be posted on the Clear Creek website
- Parent meetings (SIT, Curriculum Night(s), etc.) held after school hours to increase attendance
- SIT meetings held virtually to increase parental involvement as requested by the CCES parent community
- Parent teacher conferences held virtually, when requested by parent/guardian

### IV. Title I Part A Planning

- Parent Square messages
- Marquee
- Grade Level bi-weekly newsletters
- Clear Creek website announcements
- Fliers
- SIT meeting schedule posted on Clear Creek website; Calendar invites and meeting links will also be sent to current members prior to each meeting

### V. Parent Information and Opportunities

Parents and families will be provided with information as it relates to upcoming school events, school performance, instructional information, etc. in the following formats:

- Curriculum Night(s)
- 1st Quarter Parent/Teacher conferences for all students
- Ongoing Parent/Teacher conferences, as needed
- SIT Meetings
- Clear Creek website announcements
- Parent Square messages (app translates into various languages for non-English speaking parents)

Parents/caregivers are encouraged on an ongoing basis to become registered CMS volunteers.

Opportunities are available in various capacities throughout the building, to include field trips, class parties, working with students, PTA involvement, proctoring, fundraising events, etc.

## **VI. School-Family Compact**

- School Compact is presented to parents at parent/teacher conferences. An electronic copy of the School Compact was sent to all parents via Parent Square. Paper copies were provided to parents, as requested. All students/parents are encouraged to sign and return the School Compact as it is an agreement between the home and school, defining responsibility at each level, for supporting student learning. Both an English and Spanish version are provided. New students will review and sign the School Compact during the enrollment process.

## **VII. Building Parent and Family Engagement Capacity**

Parents are provided with various opportunities to understand performance standards, assessments, Title I, monitoring their child's progress and participating in decisions relating to the education of their child in the following ways:

- Parent/teacher conferences (with a translator, as needed)
- Curriculum Night(s) (with translators in various languages)
- SIT meetings
- Title I meetings
- ML Parent Workshops, led by the ML Team (Fall and Spring)

We encourage parents to be actively involved in the school in various ways to include:

- PTA involvement
- SIT membership
- Volunteer within the school in various capacities

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

- Interpreters will be provided for all in-person events
- Title I documents sent home with students will be translated into Spanish (the second dominant language represented at Clear Creek)
- Parents who are unable to read and write in both English and Spanish receive calls from the Bi-Lingual Parent Advocate

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

- Clear Creek Elementary welcomes ongoing feedback about our Title I school wide program as well as any suggestions or recommendations from our families to help us improve our school.

## **X. Annual Evaluation**

- An annual review meeting will be held during the fourth quarter to assess the effectiveness of the family engagement policy and to receive input for planning school-wide programs for the upcoming school year.