



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

Mallard Creek High 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.

Jared Thompson Principal
Cheryl Laster Assistant Principal
Heidi Campbell Assistant Principal
Amy Foster Teacher, FAC Chair
Beverly Brown Assistant Principal
Eric Davis Community Leader
Melissa Small Parent
Tammy Walker Parent
Christopher Blackshear Teacher
Danielle Diaz PTSA/ Parent
Adam Kelley Dean Of Students
Samorea Nelson PTSA/ Parent
Timothy Rodman Teacher Assistant
Mike Slaughter Community Leader
Sherri Sonnier-Johnson Parent
Lorraine Stewart-Ayers School Counselor

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

1. select participants to develop the policy (school improvement team, parent/family committee)

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))
3. implement policy

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.

We will incorporate the annual meeting with our year Curriculum Night. This is October 16th, 2026 for this academic year. Translators are on-site for this event.

III. Flexible meeting times

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

Meetings can be made by request and scheduled through Dr. Thompson, Principal

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.

Updates will be sent to families monthly through *Upcoming at Creek* messages to all members of the school community via ParentSquare

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 – *Upcoming at Creek* messages to all members of the school community via ParentSquare

2. School performance profiles – Back to school communications, school website

3. Assessment results of their child's performance – Infinite Campus Grade book and score results sent by Test Coordinator

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

10/16/2025 Curriculum Night, Infinite Campus teacher feedback & grades posted, Parent-teacher-student conferences

5. Opportunities for regular meetings to participate in decision making
Monthly SIT meetings

6. Timely responses to suggestions and questions raised by parents – 48 hour expectation for communication to be returned

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

Register for CMS volunteer status and email specific classroom teachers for these requests

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

Information will be shared during 10/16/2025 Curriculum Night, with translators present

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 – Strategies shared online and during the 10/16/2025 Curriculum Night

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.)

CMS sends out specific information sessions and tips to assist all families

3. Educate teachers and other staff to work with parents

Principal shares strategies during staff meetings

4. Coordinate and integrate parental involvement programs/activities

PTSA and SIT meet monthly with Principal

- PTSA and SIT
5. Develop appropriate roles for community-based organizations and businesses
 6. Conduct other activities as appropriate and feasible that is designed 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

This is done in back-to-school mailings and posted in back-to-school communications

VIII. English Learners and Disabled Parents and Families

A. Provide full opportunities for the participation of English Learner parents or with disabilities All events accessible with language and ADA support. Open House includes specific information for Students with Disabilities

IX. Parent/Family Requests

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

Requests are reviewed and replied to within 48 hours. Planning for these activities happens in conjunction with MCHS Administration

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.

June-July each year.

Feedback sessions, Town Halls hosted by Principal

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 – Teachers afford parents multiple times to meet, morning or afternoon and via Microsoft Teams, if needed.
 6. Adopt and implement model approaches to improving parent and family engagement
- Follow CMS Family Engagement framework

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