Parent and Family Engagement Plan
Stafford STEM Magnet Academy School
Parent and Family Engagement Plan (PFE)
Every Student Succeeds Act (ESSA) Section 1116
2025-2026

1. Stafford STEM Magnet Academy(SSMA) shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement (PFE) policy, agreed on by such parents, that shall describe the means for carrying out the requirements of Every Student Succeeds Act (ESSA) Section 1116 subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
Section 1116

Stafford STEM Magnet Academy is dedicated to providing a quality education for every student in our district, in support of the district's mission to create college and career ready students, SSMA will develop and nurture partnerships with parents/caregivers, students, and community stakeholders that allow them to be involved in all aspects of the educational process. SSMA will accomplish this by taking the following actions to involve parents in the joint development of its school-parent and family engagement plan (PFE): (1) actively recruit parents/caregivers to participate in a parent advisory capacity; (2) schedule meetings at convenient times and locations to participate in a comprehensive review of policy, budget, and programs for parent involvement; (3) establish campus-level contacts to implement parental involvement activities and initiatives; (4) offer a flexible number of meetings in the morning and/or evening; (5) facilitate communication between parents/caregivers in their native language and (6) provide communication platform in both virtual and face-to-face formats. The PFE will be made available and distributed at Title I meetings and all extra-curricular programs; it will be available on-line via Parent Square and it will be posted on the campus website. To meet the ever-changing needs of parents and students, the PFE will be reviewed by the Campus-Based Leadership Team (CBLT) twice a year (fall and spring) along with the PTO/Volunteer executive board. All PFE documents and surveys will be distributed in both English and Spanish.

2. SSMA shall convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;
Section 1116 (c)(1)

SSMA Administrators will host one fall meeting to make parents aware of the campus PFE and their rights as parents/caregivers. The first meeting will occur before December. Parents will be notified of the meeting via school communication platforms.

3. SSMA shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, as such services relate to parental involvement; Section 1116 (c)(2)

SSMA will host various meetings throughout the school year, so parents have options for attendance/participation. Meetings will be scheduled before school, during school hours, and after school.

4. SSMA shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1 114(b) (Campus Improvement Plan), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
Section 1 1 16 (c)(3)

In carrying out the Title I PFE requirements, SSMA will provide full opportunities for the participation of parents whose children have limited English proficiency, parents of children with disabilities, including providing information and school reports in an understandable and uniformed format, including alternative formats upon request. This PFE Policy has been developed jointly with parents of students enrolled at SSMA. The campus includes parent participation in the CBLT who review and revise the Campus Improvement Plan, as well as, design and implement school and educational programming.

5. SSMA shall provide parents of participating children—

(A) timely information about programs under this part;

(B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; and (C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; Section 1116 (c)(4)

Parents will be informed of PFE program activities through social media outlets, district and campus communication platforms. Program activities include: participation in informational

meetings, parent conferences, mid-year status conferences, behavior conferences, completion of surveys, campus-based leadership team meetings, workshops, PTO membership, and the volunteer club. In addition, parents have access to Parent Portal, direct access to teachers, and on-line learning resources.

Another goal of the PFE program is to implement effective PFE activities to improve student achievement and school performance. Parental involvement refers to the presence of participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities. To achieve this, the campus will: (1) provide materials and trainings to help parents work with their children to improve achievement; (2) train parents to enhance their parenting skills; (3) include community organizations in family engagement activities; (4) provide access to learning resources and technology; and (5) training on understanding the state's academic content standards, achievement standards and local/state assessment requirements.

6. If the schoolwide program plan (Campus Improvement Plan, CIP) under section 1 114(b) 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. Section 1116

A summary of the CIP is presented to the CBLT, composed of parents, teachers and community members. The CIP is presented and approved annually by the board of trustees; subsequently, any parent concerns related to the CIP will be submitted to the district. In addition, the CIP is accessible via the district/campus website; additionally, a link is shared on Parent Square for parents to access.

7. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, SSMA shall: Section 1116 (e)

(i) provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children; Section 1116

SSMA will host several events as well as provide multiple opportunities to assist parents with monitoring/ensuring the progress of their child:

1. Parent Conferences
2. Parent Workshops
3. Open Door Policy
   MTSS — Multi-Tiered System of Support meetings (Tiered documentation) Parent
4. Portal Access
5. Communication Platform Access
6. Academic Updates (report cards/progress reports)

(ii) provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;

Section 1116

SSMA will offer multiple training and informational opportunities for parents to learn about the curriculum, state assessment and instructional strategies that will assist in improving their child's academic achievement:

1. STEM Nights
2. On-line resources and materials
3. On-line videos
4. Direct teacher interaction
5. Reading materials
6. Schoolwide Parent Teacher Conference
7. Open House

(iii) educate teachers, specialized instructional support personnel, principals, and 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;

Section 1 116 (e)(3)

SSMA will utilize such meetings as those listed below to educate school personnel on how to communicate and work with parents as equal partners and build ties between the parents and school...

1. CBLT meetings (parents, as members, will provide input and participate in the decision-making process)
2. Parent/Teacher conferences (parents will be active participants in their child's education)
3. STEM Nights (parents will gain valuable insight and materials they can use at home to strengthen their child's skills)
4. Repeated opportunities for parents to be involved in daily school activities (by volunteering and being involved in school activities, parents are able to truly be a part of the learning community)
5. Parent Surveys (SSMA continually garners feedback from parents via surveys and other feedback methods)

(iv) to the extent feasible and appropriate, coordinate and integrate parent involvement 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;
Section 1 116 (e)(4)

SSMA will coordinate with other federal, state and local programs/organizations to create opportunities that support parents' full participation in the educational process, including...

1. Parent Engagement Trainings
2. Parent Academy
3. Home Resources
4. Parent involvement in school related programs (i.e., Field Days)
5. Volunteer opportunities
6. Parent chaperones, room parents
7. Business Partnerships
8. Family engagement events

(v) provide such other reasonable support for parental involvement activities as parents may request. Section 1 116 (e)(14)

Other parental supports include: PTO membership, Online Assessment Calendars, Grading Guidelines, GT information, "Tips for Teaching Kids Responsibly," Instructional Resources, Career Day volunteers, multiple programs (i.e. Parents & Pastries, Awards Week celebrations, Do the Right Thing celebrations, etc.), Special Programs (i.e. SpEd services, 504 services, etc.) and Technology applications (on-line resources/sites parents can access at home).Although ESSA statute does not require the School Parent and Family Engagement Policy to be approved by the school board, the LEA may require Board adoption. Refer to your "policy on policies" and follow the more restrictive requirement.

This policy was approved for Stafford STEM Magnet Academy on October 23, 2025.

Signed by Authorized Official: __*Ginny Liang* _____(Principal) Date: __10/24/2026_____