









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

School: McClintock Middle 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.

School Improvement Team Signatures		
Name	Position	Signature
Michael Jerrell	Principal	
Alisha Carr	Asst. Principal	
Rhonda Sergeant	parent	
Eric J Gaestel	teacher	
Taurus Jamison	Parent	
Melissa Shelley	Parent	

# I. Parent and Family Engagement Policy

## A. Development Team

The following stakeholders collaborated to develop this Parent and Family Engagement Policy:

- **Administrators:**
  - **James Jerrell**, Principal
  - **Alisha W. Carr**, Assistant Principal
- **Team Members:**
  - Eric Gaestel, ELA
  - Melissa Shelley, Parent (SIT)
  - Taurus Jamison, Parent (SIT)
  - Rhonda Sargeant, Parent (PTO and SIT)
- **Support/Community Partners:**
  - Schermco Consultants, Family Engagement Partner
  - McClintock Partners in Education (McPIE)

*Note:* Additional staff and parents participated via open invitations to PTO and SIT meetings during policy drafting.

## B. Development, Selection, and Implementation Process

1. **Selection of Participants (Nominations Listed Below):**
  - Open call for nominations shared via **ParentSquare**, school website, and social media.
  - Outreach in multiple languages to invite ML/EL families and families of students with disabilities.
  - PTO officers and SIT parent representatives were automatically invited.
  - Staff representatives (core content, ML/EC, and counselors) nominated by grade-level teams and department chairs.
  - Community partners (Schermco, McPIE) invited for capacity-building input.
  - **Nominees:** [List nominees here or attach roster].
2. **Policy Development (1–2 pages max):**
  - A working group used **ESSA §1116** components as the framework (see Sections II–XII below).
  - Two drafting sessions were held during the **first semester** (one evening, one daytime/virtual) to ensure accessibility.
  - Drafts were reviewed at **Monthly PTO Meetings** and **Quarterly SIT Meetings (open to the public)**; feedback collected via ParentSquare survey forms in English and additional top home languages.
  - The final draft incorporated feedback on annual meetings, flexible times, Title I planning, communication methods, the School–Family Compact, capacity building, supports for ML/EL and families with disabilities, family requests, annual evaluation, and optional practices.
3. **Implementation of the Policy:**
  - Policy posted to the school website, shared via **ParentSquare**, printed copies available in the front office in multiple languages, and accessible formats upon request.
  - Orientation for staff conducted during pre-service and staff meetings; high-leverage practices reviewed quarterly.

- Progress monitored through PTO and SIT agendas, Title I documentation, and annual evaluation (see Section X).
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## II. Annual Information Meeting

- **Annual Title I Meeting (1st Semester):**
    - Host at least one **in-person** and one **virtual** session to inform parents of Title I, Part A participation, eligibility, services, and parent rights.
    - Provide interpretation/translation, translated slides, and accessible materials.
    - Record the virtual session and share via ParentSquare and the school website.
  - **ML/EL Parent Nights (1st & 2nd Semester):**
    - Conduct semesterly **ML Family Nights** (in conjunction with **McClintock Partners in Education**) to explain language services, testing (e.g., WIDA ACCESS), and how Title I supports multilingual learners.
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## III. Flexible Meeting Times

- **Scheduling Options:**
    - **SIT Meetings** held **virtually** (recordings and notes shared afterward).
    - **PTO Meetings** monthly at **6:00 PM** (with rotating virtual/hybrid options).
    - **Open Houses** scheduled **during school hours** and **evening** hours.
    - **Parent-Teacher Conferences** available **in-person** and **virtually**.
    - **Open-Door Policy** for families to engage with staff; appointments encouraged for extended conferences.
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## IV. Title I, Part A Planning

- **Timeline & Strategies:**
    - **Monthly PTO Meetings** and **Weekly McPIE Nights** to gather feedback on Title I programming.
    - **Quarterly SIT (Open to the Public)** to review school data, plans, and budget alignment.
    - Annual Title I input survey (multi-language) shared via ParentSquare; paper versions available in the office.
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## V. Parent Information and Opportunities

1. **Timely Information about Title I, Part A:**
  - **ParentSquare** announcements; updates at **Monthly PTO** and **SIT** meetings; school social media; school website Title I page.

## 2. **School Performance Profiles:**

- Reviewed and discussed at **SIT** and **PTO** meetings; posted on the school website; summaries sent via ParentSquare.

## 3. **Assessment Results of Student Performance:**

- Shared through **ParentSquare**, mailed/printed **letters to parents**, **parent conferences**, and **PTO/SIT data dives**.

## 4. **Curriculum, Assessments, Proficiency Levels, and State Standards (with language/disability access):**

- Provided at Open House, PTO/SIT meetings, and ParentSquare; **Semesterly ML Family Nights during McPIE** include translated overviews and interpreters; ADA-compliant formats available upon request.

## 5. **Opportunities for Regular Meetings/Decision-Making:**

- **Monthly PTO** and **Quarterly SIT** meetings; parents may request agenda items and serve on subcommittees.

## 6. **Timely Responses to Suggestions/Questions:**

- ParentSquare responses within **2 school days**; open-door policy; formal responses noted in PTO/SIT minutes.

## 7. **Reasonable Access to Staff; Volunteer/Participation Opportunities:**

- Virtual **SIT** access, monthly **PTO** at 6 PM, **Open Houses** day/evening, **in-person/virtual** conferences, and open-door policy; volunteer processes communicated via ParentSquare and the website.

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## VI. School–Family Compact

### ● **Timeframe & Strategies:**

- Compact shared and explained at **Open House** (fall), the **Annual Title I Meeting**, and posted on the website with translations.
- Teachers revisit the compact during **fall and spring conferences** and at the end of first and third quarters.
- Copies provided in top home languages; interpreters available; large print and accessible digital formats upon request.

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## VII. Building Parent and Family Engagement Capacity

### 1. **Helping Parents Understand Standards, Assessment, Title I, and Monitoring Progress:**

- Short **data explanation videos** from **Mr. Jerrell**; ParentSquare infographics; **SIT data chats** (plain-language summaries).

### 2. **Materials & Training to Help Parents Work with Children:**

- **McPIE Night Parent Trainings**; admin videos on using **Infinite Campus** and checking grades; weekly **GLA** ParentSquare messages with assignments.

3. **Educating Teachers/Staff to Work with Parents:**
    - **BTSP** sessions on family engagement; staff meeting modules on culturally responsive and accessible communication.
  4. **Coordinating/Integrating Engagement Programs:**
    - Collaboration with **Schermco Consultants** for outreach, event design, and multilingual communication support.
  5. **Roles for Community Organizations/Businesses:**
    - Leverage Schermco and McPIE for co-hosted events, family resource referrals, and volunteer pipelines.
  6. **Other Activities to Build Partnerships:**
    - **School Improvement Team, PTO, and McPIE every Tuesday** for ongoing relationship-building and resource sharing.
  7. **Information in the Language Used at Home:**
    - Translate ParentSquare messages and school documents into top home languages; provide interpreters for meetings; ensure accessible formats (e.g., large print, screen-reader friendly PDFs).
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## VIII. English Learners and Families with Disabilities

- **Full Participation:**
    - **ML/EC Family Nights** held **each semester** with **McClintock Partners in Education**.
    - Interpreters, translated materials, ADA accommodations (e.g., physical access, assistive listening devices, accessible digital formats).
    - Advance notices include a request form for interpretation/accommodations.
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## IX. Parent/Family Requests

- **Reasonable Support for Requested Activities:**
    - Families may submit requests via ParentSquare, email, phone, or paper forms in the office.
    - The school will review requests within **10 school days**, respond via ParentSquare (or preferred method), and implement feasible activities aligned to the school plan and Title I guidelines.
    - Outcomes and updates reported at PTO/SIT.
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## X. Annual Evaluation

- **Timeline & Plan:**
  - Conduct end-of-year evaluation through the **SIT (End of Year)** with parent participation and a multi-language ParentSquare survey.

- Review: effectiveness of strategies, communication, event access, compact implementation, and impact on academic quality.
  - Findings guide the **next year’s Title I plan**, staff PD, and revisions to this policy and the School–Family Compact.
  - Summary of results shared via ParentSquare, website, and at the first PTO meeting of the next school year.
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## **XI. Other Parent & Family Engagement Practices (as part of our Schoolwide Plan)**



Where feasible and aligned to our schoolwide plan, we will:

- 1. Involve Families in Training Development for Staff:**
    - Invite parent representatives (including ML/EC families) to co-design staff PD segments on family-friendly communication and partnership strategies.
  - 2. Provide Necessary Literacy Support/Training for Families:**
    - Host literacy workshops during McPIE Nights and offer take-home resources; coordinate with local libraries/community partners.
  - 3. Pay Reasonable/Necessary Expenses for Engagement Activities:**
    - When allowable, provide **childcare, light refreshments, interpretation, and transportation support** (e.g., bus passes) to reduce barriers.
  - 4. Train Parent Leaders to Engage Other Parents:**
    - Offer PTO/SIT leadership coaching with Schermco; create “parent ambassadors” for outreach.
  - 5. Arrange Meetings at Various Times/Offer In-Home or Virtual Conferences:**
    - Provide morning, afternoon, and evening options; virtual or, when appropriate, in-home conferences for families unable to attend at school.
  - 6. Adopt/Implement Model Approaches:**
    - Use evidence-informed strategies (e.g., two-way communication, data chats, family academic toolkits, student-led conferences).
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## **XII. Policy Distribution and Accessibility**

- This policy will be distributed annually via ParentSquare, posted on the school website, and provided in the **front office** in multiple languages and accessible formats.
  - Families may request a print copy or an alternative format at any time.
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School Improvement Team Signatures		
Name	Position	Signature
Michael Jerrell	Principal	
Alisha Carr	Asst. Principal	
Rhonda Sargeant	parent	
Eric J Gaestel	teacher	

Taurus Jamison	Parent	
Melissa Shelley	Parent	

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

## ***I. Política de Participación de Padres y Familias***

### ***A. Equipo de Desarrollo***

*Las siguientes personas colaboraron en el desarrollo de esta política:*

- **Administrators:**
  - **James Jerrell**, Principal
  - **Alisha W. Carr**, Assistant Principal
- **Team Members:**
  - Eric Gaestel, ELA
  - Melissa Shelley, Parent (SIT)
  - Taurus Jamison, Parent (SIT)
  - Rhonda Sargeant, Parent (PTO and SIT)
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### ***B. Proceso de Desarrollo e Implementación***

#### ***1. Selección de Participantes:***

- Convocatoria abierta a través de **ParentSquare**, sitio web escolar y redes sociales.
- Se contactó a familias de estudiantes ML/EL y con discapacidades en su idioma preferido.
- Se invitó automáticamente a oficiales de la PTO y representantes de padres del SIT.
- Docentes seleccionados por equipos de grado y jefes de departamento.
- Se invitó a socios comunitarios para fortalecer la participación familiar.

#### ***2. Desarrollo de la Política:***

- Se utilizó la Sección 1116 de ESSA como guía.

- *Se realizaron dos sesiones de redacción (una presencial y una virtual).*
- *Se revisaron borradores en reuniones mensuales de la PTO y trimestrales del SIT.*
- *Se recogieron comentarios mediante encuestas en ParentSquare en varios idiomas.*
- *Se incorporaron sugerencias sobre reuniones anuales, horarios flexibles, planificación de Título I, comunicación, el Pacto Escolar-Familiar, y más.*

### **3. Implementación:**

- *La política se publica en el sitio web escolar; se envía por ParentSquare y está disponible en la oficina en varios idiomas.*
  - *Se capacita al personal sobre la política durante reuniones y sesiones de desarrollo profesional.*
  - *Se monitorea el progreso a través de agendas de PTO/SIT y evaluaciones anuales.*
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## ***II. Reunión Anual Informativa***

- ***Reunión Anual de Título I (Primer Semestre):***

- *Se realiza al menos una sesión presencial y una virtual.*
- *Se proporciona interpretación, materiales traducidos y grabación disponible en línea.*

- ***Noches para Padres ML/EL (Primer y Segundo Semestre):***

- *Se explican servicios de idioma, evaluaciones y apoyos de Título I en colaboración con McPIE.*
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## ***III. Horarios Flexibles***

- ***Opciones de Participación:***

- *Reuniones del SIT virtuales.*
  - *Reuniones de la PTO mensuales a las 6:00 PM.*
  - *Casas abiertas en horarios diurnos y nocturnos.*
  - *Conferencias presenciales y virtuales.*
  - *Política de puertas abiertas para padres.*
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## ***IV. Planificación de Título I, Parte A***

- ***Estrategias y Cronograma:***

- *Reuniones mensuales de la PTO y noches semanales de McPIE.*
  - *Reuniones trimestrales del SIT abiertas al público.*
  - *Encuestas anuales en varios idiomas para recopilar opiniones.*
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## ***V. Información y Oportunidades para Padres***

**1. Información Oportuna sobre Título I:**

- Comunicaciones por ParentSquare, reuniones de PTO/SIT, redes sociales y sitio web.

**2. Perfil de Desempeño Escolar:**

- Se revisa en reuniones del SIT/PTO y se publica en línea.

**3. Resultados de Evaluaciones de los Estudiantes:**

- Se comparten por ParentSquare, cartas, conferencias y análisis de datos en reuniones.

**4. Currículo, Evaluaciones y Estándares Estatales:**

- Se explican en reuniones, noches ML, y se traducen según necesidad.

**5. Reuniones para Toma de Decisiones:**

- Reuniones mensuales de PTO y trimestrales del SIT.

**6. Respuestas a Preguntas/Sugerencias:**

- Respuestas en 2 días escolares por ParentSquare; política de puertas abiertas.

**7. Acceso al Personal y Voluntariado:**

- Reuniones virtuales, conferencias flexibles, casas abiertas y oportunidades de voluntariado.
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## **VI. Pacto Escolar-Familiar**

**● Presentación y Explicación:**

- Se comparte en la Casa Abierta, reunión de Título I y conferencias.
  - Disponible en varios idiomas y formatos accesibles.
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## **VII. Fortalecimiento de la Participación Familiar**

**1. Apoyo para Comprender Evaluaciones y Progreso:**

- Videos explicativos, mensajes por ParentSquare y análisis de datos en el SIT.

**2. Materiales y Capacitación para Padres:**

- Entrenamientos en noches de McPIE, videos sobre Infinite Campus y mensajes semanales.

**3. Capacitación para el Personal Escolar:**

- Formación en reuniones y apoyo BTSP.

**4. Coordinación con Programas Comunitarios:**

- Colaboración con Schermco y McPIE.

**5. Roles para Organizaciones Comunitarias:**

- Participación en eventos escolares y divulgación.

6. **Otras Actividades:**

- Reuniones del SIT, PTO y McPIE todos los martes.

7. **Información en el Idioma del Hogar:**

- Traducciones y formatos accesibles disponibles.
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## ***VIII. Participación de Padres ML y con Discapacidades***

● **Oportunidades Completas:**

- Noches ML/EC cada semestre con McPIE.
  - Intérpretes, traducciones y adaptaciones disponibles.
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## ***IX. Solicitudes de Padres/Familias***

● **Apoyo Razonable:**

- Solicitudes por ParentSquare, correo, teléfono o en la oficina.
  - Respuesta en 10 días escolares y seguimiento en reuniones del PTO/SIT.
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## ***X. Evaluación Anual***

● **Plan y Cronograma:**

- Evaluación al final del año escolar en el SIT.
  - Encuestas multilingües y revisión de efectividad.
  - Resultados compartidos en ParentSquare y reuniones.
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## ***XI. Prácticas Adicionales (Opcionales)***

1. **Participación en Capacitación del Personal:**

- Padres colaboran en el diseño de sesiones de formación.

2. **Capacitación en Alfabetización:**

- Talleres durante noches de McPIE y recursos para el hogar.

3. **Gastos Razonables para Participación:**

- Apoyo con cuidado infantil, transporte e interpretación.

4. **Entrenamiento de Padres Líderes:**





- Coaching para líderes de PTO/SIT y embajadores familiares.


5. **Reuniones en Horarios Flexibles o en Casa:**

- *Opciones matutinas, vespertinas, virtuales o en casa.*
6. **Modelos de Participación Familiar:**
- *Estrategias efectivas como conferencias dirigidas por estudiantes y kits académicos.*

## ***XII. Distribución y Accesibilidad***

- *La política se distribuye anualmente por ParentSquare, sitio web escolar y copias impresas en la oficina.*
- *Disponible en varios idiomas y formatos accesibles.*

<b>School Improvement Team Signatures</b>		
<b>Name</b>	<b>Position</b>	<b>Signature</b>
Michael Jerrell	Principal	
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