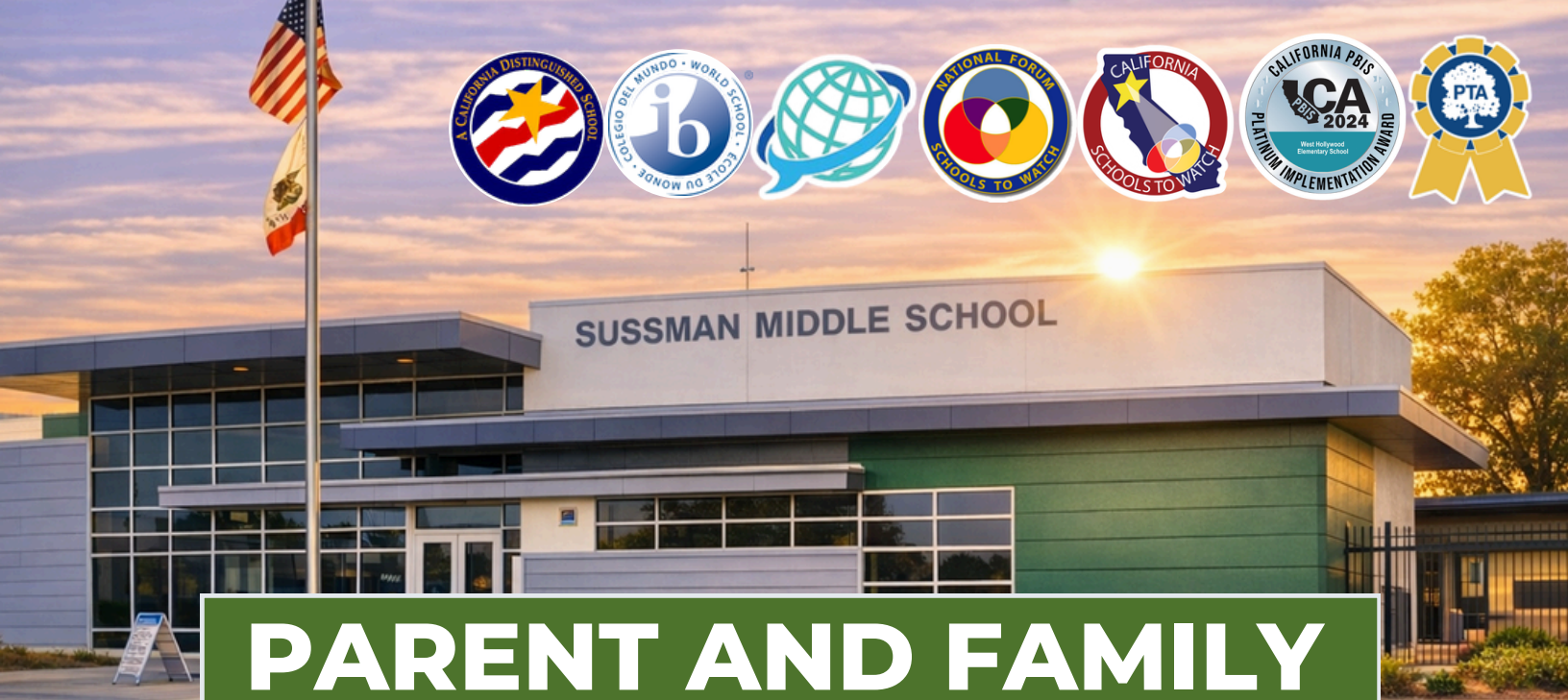




PARENT AND FAMILY ENGAGEMENT POLICY

Sussman Middle School 2026-2027

Parent and Family Engagement Policy

The school recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and conduct. A parent and family engagement policy and program shall be an integral component of the school plan that promotes a meaningful partnership between the school and the home.



Administrative Staff

- **Kathy Nicassio**- Principal & IB Head of School
- **Mario Salceda**- VP
- **Dr. Jessica Worthy**- IB Coordinator
- **Javier Navarro**- Dean of Students
- **Dr. Kaitlin Vera**- Categorical Resource Teacher

Counselors

- **Rafael Trujillo**- A-Gom
- **Debra Camacho** - Gon-Pem
- **Claudia Garcia**- Pen-Z

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General Expectations PART 1

Sussman Middle School agrees to implement the following requirements:

- The school will jointly develop with parents and distribute to parents the Parent and Family Engagement Policy that the school and parents of participating children agree to uphold.
- The school will notify parents about the School Parent and Family Engagement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in English and Spanish.
- The school will revisit the School Parent and Family Engagement Policy yearly to meet the changing needs of parents and the school.
- The school will make the School Parent and Family Engagement Policy available to the local community through a web site link.
- The school will adopt the School-Parent Compact as a component of its Parent and Family Engagement Policy.
- The school will provide accessibility and opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students.

The school agrees to be governed by the following definition of parental engagement, and will carry out programs, activities and procedures in accordance with this definition:

Parental engagement means the participation of parents, including those with disabilities and/or with limited English proficiency, in regular and meaningful communication involving student academic learning and other school activities, including ensuring.

- That parents play an integral role in assisting their child's learning.
- That parents are encouraged to be actively involved in their child's education, including the Home-School Compact.
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- The carrying out of other activities, such as those described in section 1118 of the Elementary and Secondary Education Act (ESEA).

Implementation of the Parent and Family Engagement Policy PART II

Sussman Middle School will take the following actions to involve parents in the joint development and joint agreement of its Engagement Policy and its schoolwide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

- Title I Parent Team Meetings will be held to create, review, and improve the Engagement Policy and the Home-School Compact yearly.
- Parents will have the opportunity to discuss and share ways to improve the Title I Program.
- Parents will have the opportunity to complete a survey about our Title I Program each year.
- Parents will be provided, if they request an appointment for regular meetings.

Sussman Middle School will take the following actions to distribute to parents of children participating and the local community, the Engagement Policy:

- The hard copy of the school's Parent and Family Engagement Policy will be available to any parent when requested.
- The Engagement Policy will be posted on our official School web site for the community to view.

Sussman Middle School will review yearly and update periodically its Engagement Policy to meet the changing needs of parents and the school:

- A team meeting will be held yearly to review and/or update the Engagement Policy. The Fall Information Meeting will review the Williams Uniform Complaint Procedure.
- Fall meeting with survey regarding dates times and topics.

Sussman Middle School will convene an annual meeting to inform parents of the following:

- That their child's school participates in Title I.
- About the requirements of Title I.
- Of their rights to be involved in:
 - Parent and Family Engagement Policy.
 - Home-School Compact.
- Williams Uniform Complaint Procedure.
- About their school's participation in Title I and Title I funding.
- Invitations emailed home in English & Spanish and posted on social media.
- Dialers in English and Spanish and at convenient times for parents.
- Parents are encouraged to attend parent functions, through various incentives.
- Parents are encouraged to take the LCAP survey yearly, to voice their opinions.
- Documents and information are distributed in English and Spanish.
 - Documents in home languages (other than Spanish) can be made available upon request.

PART II Continued

Sussman Middle School will hold a flexible number of meetings at varying times, including child care:

- Invitations will be sent home in English and Spanish, with plenty of notice along with automatic dialer calls.
- Childcare will be provided by trained volunteers.
- Spanish translation will be provided at parent functions.
- Parent surveys will be given to determine parent interest needs.
- The school will provide information about Title I programs to parents of participating children in a timely manner.
- A Fall meeting will be held.

Sussman Middle School School will provide to parents of students a description and explanation of the curriculum being used, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet:

- Please contact your child's teacher or counselor if you need assistance with curriculum, grades or any other concerns regarding your child's academics and progress.
- This will also be discussed at the Title I Informational Meeting.

Sussman Middle School will provide parents opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children:

- Informational meetings.
- SSC – School Site Council.
- PTA Meetings.
- Annual Title I Meeting.
- District LCAP Survey.
- Community Schools Parent Advisory Committee.



Shared Responsibilities for High Student Academic Achievement PART III

Sussman Middle School will build the school's and parents' capacity for strong parental engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- Needs Assessment Survey taken by parents (conducted by Title I).
- Parent input through team meetings (conducted by Title I).
- Parental requests (conducted by Title I).
- Varied / multiple meeting times (conducted by Title I).
- PTA Meetings (conducted by the PTA board members).
- Encouragement to attend "Back To School" night and Open House (conducted by the Sussman staff).
- Principal's newsletter which is distributed in Spanish and English.

Sussman Middle School will incorporate the Home-School Compact as a component of its Parent and Family Engagement Policy:

- Both policies will be reviewed at the meetings held for Title I parents.
- Both policies will be displayed on our school website.
- Both policies will be available in the school office.

Sussman Middle School will, with the assistance of its district, provide assistance to parents of children served by the school in understanding topics, such as the following:

- State academic content standards.
- State CAASPP proficiency levels.
- State and local academic assessments including alternate assessments.
- Requirements of Title I.
- How to monitor their child's progress.
- How to work with educators.
- Results of the annual Title I review - These various topics will be addressed at the Title I Informational Meetings and through Parent Education throughout the year.

Sussman Middle School will, with the assistance of its district, provide materials to help parents work with their children to improve their children's academic achievement, through:

- Parent brochures / newsletters.
- Parent education.
- Parent meetings and school functions.
- Gathering parental input on desired parent education trainings.

PART III Continued

Sussman Middle School, with the assistance of its district and parents, educate its staff, in how to reach out to, communicate with, and work with parents as equal partners.

- Staff Meetings.
- Professional Development.
- Professional Literature.
- 'Q' Parent Connect Online System through the DUSD App as well as Canvas.
- ParentSquare.

Sussman Middle School will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand:

- All parent invitations and information will be translated in Spanish.
- All parent invitations will be emailed home and posted on social media.
- Auto dialer and email.

Adoption of Sussman's Parent and Family Engagement Policy Part IV

This Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, as evidenced by Dr. Jessica Worthy.

This policy was approved and adopted by Sussman Middle School's School Site Council in April, 2026 and will be in effect for the 2026-2027 school year. The school will be available school wide to all parents of students through our website. It will be made available to the local community. Notification to parents of this policy will be in an understandable and uniform format and, to the extent practicable, provide a copy of this policy to parents in a language the parents can understand.

Signature of Principal

Date

Signature of Categorical Resource Teacher

Date