



Sheffield Elementary  
Parent and Family Engagement Plan 2025-2026

The Parent and Family Engagement Plan was jointly developed and agreed on with parents to establish the expectation for parental involvement. This plan details activities to carry out Shelby County Schools' Family Engagement Policy #7009. A copy of this plan will be distributed to all parents in the school, community partners, and posted on the school's website. This plan is currently being implemented.

At Sheffield Ele., we want each student to have a successful learning experience. Because the students and parents are top priority, it is important that the school, community, and parents work together to improve students' academic achievement. To build a strong relationship between home, community, and school, Sheffield Ele. will:

- Convene an Annual Title I meeting, at flexible times, where all parents are informed about Title I policies and requirements, the school's participation in Title I, parents right to be involved, parents right to know, and volunteer opportunities.
- Convene a number of parent meetings at flexible times (morning, afternoon, and evening) to provide a description of the curriculum the school uses, provide tips to assist their child at home, discuss the forms of academic assessment used to measure student progress, discuss the importance of weekly communication between the teacher and parent using the *Tuesday Folder*, and inform parents of the proficiency levels students are expected to meet.
- Provide assistance to parents in understanding topics such as: state academic content standards, state and local academic assessments, how to monitor a child's progress, and working with educators to improve student achievement.
- Hold parent conferences where the progress of the student will be explained and/or discussed. A review of the home-school compact will be a part of these meetings, when applicable.
- Provide opportunities for regular meetings, per parent requests, to formulate suggestions, participate in decisions relating to the education of their children, and respond to any suggestions as soon as practicable; and provide other reasonable support for parental involvement activities.
- Involve parents in an organized, ongoing and timely way in planning, review, and joint development of the following: Parent and Family Engagement Plan, the Home/School Compact, and the School-wide Improvement Plan.
- Provide timely information about programs by sending home flyers and updating the school's website and marquee.
- Provide parents with a school calendar, which highlights school programs, parent programs, and other school events.
- Inform parents of a child's progress by sending home the results of each universal screening report.
- Convene an annual ELL parent meeting where all ELL parents will be given information on assisting their children in attaining English proficiency and in achieving academic success.
- Provide training, with the assistance of parents, for all stakeholders in the value and contributions of parents, strategies for working with parents, 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.
- Provide parents with training and materials to help them work with their children to improve achievement in literacy, mathematics, and the use of technology.
- Parental involvement strategies are coordinated and integrated with parent involvement strategies under other state run programs, such as Pre-K/Kindergarten/Head Start.
- Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language parents can understand.
- Secure a process for parents to submit comments on the school-wide plan, if it is not satisfactory to the parents. The school will include these comments on the plan when submitting the plan to the district.

Sheffield Ele. will notify parents of this plan in an understandable and uniform format, and to the extent practicable, provide it in a language that parents can understand. This plan is made available to the local community and updated periodically to meet the changing needs of parents and the school. Parents are encouraged to take an active role in school improvement. By continuing to work collaboratively to improve our school, we can make a difference at Sheffield Ele.

MSCS does not discriminate in its programs or employment on the basis of race, color, religion, national origin and handicap/disability.

Reviewed April 2025