



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

School Wilson STEM Academy

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.

- Patrice McCauley-Principal
- Unuel Webster-Assistant Principal
- James Gray-Dean of Students
- Juanita Razor, MCL
- LaShonda Alexander-Teacher/Principal Intern
- Steven Kennedy - MCL
- Alfreda Reynolds-Title I Coordinator/Dean of STEM Education
- Sonja Glover-Counselor
- Kandice Ellis-Teacher

B. Briefly describe the process your school used to:

1. Select participants to develop the policy (school improvement team, parent/family committee)
- To ensure representation across all departments/grade levels, we solicit nominations from each department. We include information to teachers and parents about the duties and responsibilities of the School Improvement Team so that nominated and appointed members understand the commitment. Teachers and parents chosen for the SIT are placed on the ballot for voting. The SIT has monthly meetings, and the focus of the meetings is on school improvement goals and student achievement.

2. See Policy

II. Annual Information Meeting

- The Annual Title I meeting is held during Curriculum Night. We share with families what it means to be a Title I school, how our school uses the funding, and our school improvement goals. We also share the school’s learning compact. This information is disseminated via a slide presentation, and parents also receive a copy of the slide presentation.

III. Flexible meeting times

- Engagement opportunities are offered to parents before, during, and after school hours. We also offer these opportunities virtually using Microsoft Teams.

IV. Title I Part A Planning

- Parents are an integral part of our SIT and Wilson Family Engagement Empowerment Team (WFEET)

V. Parent Information and Opportunities

A. Describe how you will provide parents and families with the following:

1. Parent Square, School website, newsletters, flyers/letters sent home
2. School letters and website
3. School letters mailed or sent home with students
4. School letters mailed or sent home with the student, parent conference
5. Email, text message, Microsoft Teams calendar invite
6. Personal text or call, school letter mailed or sent home with students
7. Personal text or call, school letter mailed or sent home with students, website,

ParentSquare, and newsletter

VI. School-Family Compact

A. Presented to parents during the Title I meeting during Curriculum night. Hard copies were provided for parents during this time to read, ask questions, and sign. It is also given to students to take home and return signed for those who missed the meeting.

- A copy can be found on the Wilson STEM website under the Title I heading.

VII. Building Parent and Family Engagement Capacity

A. Briefly discuss how you will address the following:

1. Assist parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child
 - Parent conferences, Curriculum night, Title I meeting, and various family engagement events are hosted by the school.
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.)
 - Family engagement events, parent conferences, and resources shared via parentsquare that are easily accessible to support families with homework assistance.
3. Educate teachers and other staff to work with parents
 - Teacher PD sessions around home-to-school collaboration, implicit bias, mobile app for communicating with non native speaking families, grade-level/content PLC meetings, solicit support from the student services team,
4. Coordinate and integrate parental involvement programs/activities
 - WFEET committee meetings, SIT meetings, collaborate with guidance counselor/SEL for programs that will benefit students and families, and [integrate Parent/Family STEM nights throughout the school year.](#)
5. Develop appropriate roles for community-based organizations and businesses
 - WFEET committee meetings, develop collaborative agreements with community partners, and identify services for community partners to meet family needs
6. Conduct other activities as appropriate and feasible that are designed to help the parents become full partners in the education of their child
 - Conduct surveys using the website, Parent Square, mailings home, or sent home by the student, surveys provided to parents on paper or a computer link

7. Ensure that information related to parent involvement is sent home in the primary language used in the home
 - Use flyers/letters translated into the languages of the student population, and translate Parent Square messages

VIII. English Learners and Students with Disabilities, Parents and Families

A. Provide full opportunities for participation, including continuing the annual multi-lingual open house for all non-native speaking families, and eliminate the barrier/access to transportation by providing Lyft ride service codes to families.

IX. Parent/Family Requests

- A. Describe how you will provide reasonable support for activities requested by parents and Families
 - Guidelines are followed to use Parent Engagement funds to provide programs/activities that encourage parent participation and provide parents with information regarding school functions such as Parent Fun Night, Curriculum Night, STEM Night, Parent EOG Blast, Career Fair, etc.

X. Annual Evaluation

A. Discuss the 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 quality of the school.

- The Parent policy is re-evaluated yearly to ensure that all SIT requirements are met. The policy review is conducted so that improvements can be made and areas that work are continued to be implemented.

XI. Other Parent and Family Engagement Practices (School may include the following).

Only describe the ones you choose to implement

- A. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in-school activities
 - Provide parents with the option of meeting before or after school, also participating in virtual meetings or conference calls, providing parents with take-home activity kits, or the ability to participate in an activity using Microsoft Teams
- B. Adopt and implement model approaches to improving parent and family engagement
 - Hold activities on the weekend, set up home visits using counselor/social worker/SEL staff, and ensure that activities connect culturally to all families

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