



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

## Windsor Park Elementary 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.
  - 1. Merita Little, Principal, Haven Blanks, Assistant Principal, Kristina Clark, MCL. Our partners who help us with our Family Engagement and Empowerment work also contributed to this Family Engagement Policy.
- B. Briefly describe the process your school used to:
  - 1. select participants to develop the policy (school improvement team, parent/family committee)
  - 2. develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Engagement Section 1116 of The Every Student Succeeds Act (ESSA))
  - 3. implement policy
    - 1. Participants from our School Improvement Team, Instructional Leadership Team, Parent and Community Engagement Committee, and PTSA. The participants are reflective of school administrators, teachers, and parents.
    - 2. The policy will be implemented, reviewed, and revised based on the need.
    - 3. Implementation of policy began in August 2025

### II. Annual Information Meeting

- A. Describe your plan to conduct an annual meeting to inform parents of their school's participation in Title I Part A. Include strategies to inform English Learner parents. 1. In October of 2025, our Title I Annual Parent meeting will be held to inform parents of Windsor Park's participation in Title I. Parents are notified via school website, ConnectEd message, ParentSquare, Social Media, and Remind. The meeting will be virtual and recorded in order to offer flexibility to the parent's schedule. Interpreters/translators will be provided.

### III. Flexible meeting times

- A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.
  - 1. Opportunities will include but are not limited to Parent-Teacher Conferences, SIT

Meetings, PTSA Meetings, Community Events. These meetings will occur at various times of the day to accommodate flexible scheduling to meet the needs of our parents working a variety of schedules.

#### **IV. Title I Part A Planning**

A. What timeline and strategies will you use to involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program.

1. Parents will be involved in an ongoing and timely way in the planning, review, and improvement of the Title I Parent and Family Engagement Plan. We are continuing to establish and sustain an effective PTA. The SIT, PTA, and Parent and Community Engagement Committee will collaborate to promote opportunities for parental involvement and engagement.

#### **V. Parent Information and Opportunities**

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

1. Timely information about Title I Part A Programs
  - Timely information about Title I programs will be provided to parents through ConnectEd messages, Parent Square, Class DoJo, monthly newsletters, social media ( Facebook and Instagram), and the school's website
2. School performance profiles will be accessible to parents.
3. Assessment results of their child's performance
  - Parents will be able to monitor their child's performance through Infinite Campus Parent Portal. In addition to Infinite Campus, progress reports and report cards will be provided to parents during the middle of each quarter
4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities
  - Windsor Park Elementary will host an Open House and Curriculum Night (Family Empowerment Night) for parents and families. During these events, parents will learn about state standards, and assessment expectations and have an opportunity to meet with teachers to discuss curriculum. Interpreters will be requested to accommodate non-English speaking parents and guardians.
5. Opportunities for regular meetings to participate in decision making
  - Parents will be welcomed to attend regular meetings to participate in decision making as active participants in the School Improvement Team and PTA. During this time discussions about data, school happenings, and policy will occur.
6. Timely responses to suggestions and questions raised by parents
  - Parents are encouraged to communicate suggestions and questions to the Windsor Park staff members and Administration through ParentSquare, email and other methods of communications. Our staff will share parent suggestions and answer questions raised by parents within 24 hours.
7. Reasonable access to staff, opportunities to volunteer and participate in child's class
  - Reasonable access to staff , opportunities to volunteer and participate in child's class before, during, and/or after school are extended to and shared with parents.

#### **VI. School-Family Compact**

A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities

1. School Parent Compacts in both English and Spanish will be shared digitally during homeroom within the first two weeks of school. Additionally, compacts will be discussed during the Title I Annual Meeting, and parents will be strongly encouraged to electronically sign and return to school.

## **VII. Building Parent and Family Engagement Capacity**

### **A. Briefly discuss how you will address the following:**

1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child
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.)
3. Educate teachers and other staff to work with parents
4. Coordinate and integrate parental involvement programs/activities
5. Develop appropriate roles for community-based organizations and businesses
6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
7. Ensure that information related to parent involvement is sent home in the language used in the home
  - a. In order to provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child, parents will be invited to Curriculum Nights, Annual Meeting, Infinite Campus through Parent Portal, and SIT participation.
  - b. Windsor Park Elementary's parent and community engagement committee along our school's PTA are developing more training opportunities to help parents work with their child (literacy training, computer skills, homework assistance/workshops, family literacy nights, etc.) Currently, Windsor Park partners with Community In Schools, hosts Curriculum nights.
  - c. Teachers and other staff will be educated on how to communicate and work with parents as an equal partnership .
  - d. Windsor Park Elementary parent and community engagement committee along with our school's PTA will coordinate and integrate parental involvement programs and activities continuously throughout the school year.
  - e. Windsor Park Elementary will continue to collaborate with the Volunteer Coordinator, community churches, community partners, and businesses to develop, strengthen and align appropriate roles for community-based organizations and businesses.
  - f. Parents will have countless activities as appropriate and feasible that are designed to foster parents to become full partners in the education of their child.
  - g. Information that is related to parent involvement is sent home in at least English and Spanish.

## **VIII. English Learners and Disabled Parents and Families**

- ### **A. Provide full opportunities for the participation of English Learner parents or with disabilities**
1. Translators and specialists will provide support to parent nights at Windsor Park to ensure that special populations have representation at all events. There will always be translators within our school staff to ensure these needs are met daily. Our Multilingual Learner Team will provide targeted and intentional support for our ML scholars and their families

## **IX. Parent/Family Requests**

- ### **A. Describe how you will provide reasonable support for activities requested by parent and**

Families.

1. All students who have dual certification will have materials provided in both English and Spanish as well as have the use of a translator if necessary to support all IEP and/or 504 meetings.

#### **X. Annual Evaluation**

- A. Discuss 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 academic quality of the schools.
  1. At the beginning of the school year the SIT will review the Parent and Family Engagement Policy to ensure its alignment.

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

Only describe the ones you choose to implement

- A. Describe how your school addresses the following, **only** if practices are part of your schoolwide plan.
  1. Involve parents/families in the development of training for teachers, principals and other educators
  2. Provide necessary literacy training
  3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost
  4. Train parents and families to enhance the engagement of other parents
  5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities
  6. Adopt and implement model approaches to improving parent and family engagement
    1. School meetings will be offered at a variety of times to accommodate parents with varying availability; this includes but is not limited to mornings, afternoons, and evening events during the week and via Microsoft Teams.