



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

## Winding Springs Elementary

**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.
  - Matthew Slota, Principal
  - Kelly Provenzano, Assistant Principal
  - Brittany Medley, MTSS Facilitator
  - Danielle Banister, MCL
  - Raquel Kornegay, Social Worker
  - Lauren Mena, Counselor
  - Rosario Weber, Interpreter
  - 2025-2026 School Leadership Team
- B. Briefly describe the process your school used to:
  - 1. Select participants to develop the policy
    - School Leadership Team was elected August 2023-2025
    - Instructional Leadership Team
  - 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))
    - Ongoing - See NC Star/Indistar Plan
  - 3. implement policy
    - Ongoing - See NC Star/Indistar Plan

### 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.
  - A Title I meeting was held on September 29, 2025 at 3:45 PM. Parents were notified via Facebook, Parent Square, Class Dojo and Connect Ed. Our interpreter will be in the meeting to provide Spanish language support. The meeting will be recorded and posted to allow parents who were unable to attend the opportunity to view the meeting.

### III. Flexible meeting times

- A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.
  1. Open House was held on August 21st. Parents could attend from 12:00-2:00 or 4:00-6:00.
  2. School Leadership Meetings are held at 3:45pm once per month based on feedback
  3. Curriculum nights are held in the evenings and will continue to be recorded and shared for families who are unable to attend.
  4. Quarterly awards day celebrations are held throughout the day to accommodate various schedules.
  5. Parents are invited and encouraged to register as volunteers by using the CM volunteer system
  6. Basic Skills Sessions for Multilingual families are held monthly at night to accommodate family 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.

Title 1 Parent Meeting - September 29, 2025

School Leadership Team Meetings 4th Monday of each month at 3:45pm

#### **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  
Facebook, ConnectEd, Parent Square, Instagram
  2. School performance profiles  
Emailed/mailed/hand delivered
  3. Assessment results of their child's performance  
Mailed/hand delivered, Parent-teacher conferences
  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  
Curriculum Nights by grade level, options for families of students with additional supports (EC, ML)  
Parent/teacher conferences  
Regular use of Interpreter and collaboration with EC team
  5. Opportunities for regular meetings to participate in decision making  
School Improvement Team Meetings  
Parent/Teacher Conferences  
Parent Teacher Organization
  6. Timely responses to suggestions and questions raised by parents  
Email communication  
Phone Calls  
Use of social media  
Parent Square
  7. Reasonable access to staff, opportunities to volunteer and participate in child's class  
Opportunity to contact teacher  
Opportunity to attend field trips  
Opportunity to register as a volunteer  
Opportunity to serve on PTO or SIT

#### **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

Parents are presented with the Parent-School compact during the first month of school. It was sent home on a paper copy to get parent and student signatures. The document will also be shared at our annual Title 1 meeting.

B. Include a copy of the compact

## **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  
Annual Title 1 Meeting
2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult ML, GED etc.)  
Curriculum Nights  
Parent Teacher Conferences  
Parent Square Links
3. Educate teachers and other staff to work with parents  
Ongoing Professional Development  
Coaching/support as needs arise  
Student Services Team point person for challenging situations
4. Coordinate and integrate parental involvement programs/activities  
Parent and Teacher Organization, ILT, SST
5. Develop appropriate roles for community-based organizations and businesses  
Align community partnerships to demonstrated academic and family needs  
Invite community partners to school for in-person planning meetings
6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child  
Curriculum Night  
School Improvement Team meetings  
Grade Level Newsletters  
Parent Square Messages and Resources
7. Ensure that information related to parent involvement is sent home in the language used in the home  
Use of Interpreter/Translator

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

- A. Provide full opportunities for the participation of English Learner parents or with disabilities  
Parent Teacher Organization, School Improvement Team  
Use of interpreter/translator  
Compliance with all IDEA laws and regulations

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

- A. Describe how you will provide reasonable support for activities requested by parent and Families.  
Parent input at SIT meetings  
Volunteer coordinator sends out Connect Ed messages as needed  
Parent provide input and ideas to PTO  
Frequent family surveys (quarterly) to assess needs and gather input

## **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.

Parents are invited to attend monthly School Improvement Team meetings. During these meetings, we engage in ongoing reflection and modification to the plan. At the May meetings, we seek input on our progress to date as well as suggestions for improvement.

**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** (Basic Skills Training Sessions - ML Families)
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**