



Willow Oaks Elementary Family Engagement Plan 2025-2026 School Year

Willow Oaks Elementary has a special responsibility to our parents and the community by providing opportunities for the parent to get involved and share the responsibility of promoting success in our children. This Family Engagement Plan was jointly developed with parents to establish the expectations for parental involvement. Our policy is in compliance with Shelby County Schools policy.

Parental Plan

Willow Oaks encourages parental involvement in the educational process. We believe the school and home have a shared goal of promoting success in our children. Our parents will act as advisors, resource persons, and coordinators in the following way:

1. Attend school events, meetings or workshops and serve as advisors
2. Be an active member of school PTO
3. Participate in at least one school sponsored parent-teacher conference
4. Use their talents/resources to enhance instructional programs
5. Respond to memos, surveys, and questionnaires expressing ideas, opinions, and concerns

Willow Oaks/Title I Plan

To ensure that our parents participate in an organized and ongoing way, in the planning, review, and improvement of the programs for parental involvement and the Family Engagement Plan, we will do the following:

- ✓ Notify parents of the plan in a language that parents can understand.
- ✓ Make the plan available to the local community and revisit plan per quarter for revision as applicable.
- ✓ Convene an annual meeting to inform parents about the plan, parental involvement programs, and the right of parents to be involved.
- ✓ Notify all parents of pertinent information regarding TN Literacy Law in a timely manner.
- ✓ Offer a flexible number of meetings, both mornings and evenings, and virtual
- ✓ Make sure that an adequate representation of parents is involved in an organized, ongoing, and timely way in the planning, review, and improvement of both the Family Engagement Plan and the TSIP
- ✓ Provide parents with timely information about school programs
- ✓ Provide parents a description and explanation of the curriculum, forms of assessments used to measure growth, and the proficiency levels the students are expected to meet
- ✓ Per parent request, offer opportunities for meetings to formulate suggestions and to participate in decisions relating to the education of their children
- ✓ Have a process in place to submit parent comments on the TSIPP if it is not satisfactory to the parents
- ✓ Provide assistance to parents in understanding topics such as the State's academic content and achievement standards, local and State assessments, and how to monitor a child's progress and work with educators to improve student achievement
- ✓ Provide materials and training to help parents work with their children to improve their achievement
- ✓ Build ties between the parents and the school by educating the staff, with the assistance of the parents, in the value and contributions of parents, and working with parents as equal partners in the implementation and coordination of parent programs
- ✓ Coordinate and integrate Title 1-A parental involvement strategies with other parental involvement strategies under other programs
- ✓ Ensure that information related to the school, parent programs, and activities are sent to the parents in a format and language that parents can understand
- ✓ Provide other reasonable support for parental involvement activities per parent request
- ✓ Provide information and school reports in a format and language that parents understand so that full opportunities for participation of parents (limited English proficiency, parents with disabilities, parents of migratory children) can be attained.
- ✓ To communicate and keep parents informed in a timely manner, Willow Oaks conducts annual meetings for parents (handbooks, Compact, policies), Family Literacy Night, Parent-Teacher Conference Days, school message board, holiday and special interest programs, monthly school calendar and activities, letters, flyers, newsletters, weekly progress reports notices to describe and explain the curriculum, forms of assessment, and proficiency levels students are expected to meet.

Note: Parent can also mean a guardian, a person who has legal custody of the child, or an individual who has physical, care giving authority of the child.

Memphis-Shelby County Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information.

**Revised September 2025*