

Sinclair Elementary School

2026-2027 Written Parent & Family Engagement (PFE) Policy

Sinclair Elementary is committed to partnering with parents and families to support the academic success of every student. As a Title I, Part A campus, Sinclair will provide meaningful opportunities for parents and family members to participate in the planning, review, and improvement of the campus Parent and Family Engagement Program and Written PFE Policy. The policy will be jointly developed with, agreed upon with, and distributed to parents and family members of participating students, and it will be reviewed periodically to address changing family and campus needs.

Annual Title I Meeting and Flexible Meeting Opportunities

Sinclair Elementary will convene an Annual Title I Meeting to inform parents and families of the school's participation in Title I, Part A; explain Title I requirements; describe parents' rights to be involved; review how supplemental Title I resources support identified campus needs; and provide opportunities for questions and feedback. To maximize participation, the same Annual Title I Meeting information was offered on three different days and at both evening and morning times.

Date	Time	Meeting Opportunity
September 23, 2026	5:15 PM	Annual Title I Meeting
September 24, 2026	5:15 PM	Annual Title I Meeting
September 25, 2026	8:00 AM	Annual Title I Meeting

Sinclair will maintain invitations/publicity, agendas, sign-in sheets, minutes, parent feedback, emails, and other records as evidence of parent participation and flexible meeting opportunities.

How Parents and Families Can Be Involved

Parents and family members are encouraged to participate in Title I parent meetings, campus academic workshops, surveys, CNA/CIP review, Shared Decision-Making Committee (SDMC) opportunities, and the development, review, and revision of the School-Parent Compact and Written PFE Policy. Families may also communicate directly with teachers and campus leaders and may request meetings to provide suggestions, ideas, or concerns.

Ongoing Communication and Parent-Teacher Conferences

Sinclair Elementary will maintain ongoing communication between school and home. Parent-teacher conferences will be offered at least annually at the elementary level. During conferences, teachers and families will discuss individual student achievement and the School-Parent Compact as it relates to the student's academic progress. Additional communication may include progress reports, telephone calls, email, electronic communication, campus meetings, and other methods appropriate to family needs.

Curriculum, Assessments, and Academic Expectations

Sinclair Elementary will provide parents timely information about the curriculum in use, the forms of academic assessment used to measure student progress, and expected achievement levels. Campus communication and parent learning opportunities may include information about STAAR, NWEA MAP, classroom and district assessments, grade-level expectations, and ways families can monitor progress and work with educators to improve student achievement.

Materials and Training to Support Learning at Home

Sinclair Elementary will provide materials, resources, and training designed to help parents and families support student learning. Topics may include literacy and mathematics, understanding curriculum and grade-level expectations, state and local assessments, monitoring academic progress, attendance and student engagement, and the use of technology and digital learning resources.

Reasonable Support for Parent and Family Engagement

Sinclair Elementary will provide reasonable support for parent and family engagement activities as parents may request and as allowable. The campus will consider barriers to participation, including time, language, access to technology, and other family needs, when planning meetings and activities. Parents may request additional meetings with teachers or administrators

throughout the school year.

School-Parent Compact

Sinclair Elementary will maintain a School-Parent Compact describing how the school, parents/families, and students share responsibility for improved academic achievement. The compact will emphasize high-quality curriculum and instruction, family support for learning at home, student responsibility for learning, and ongoing communication between families and school staff. Parents will have opportunities to participate in the development and revision of the compact.

Policy Review, Parent Input, and Evaluation

The campus will provide parents opportunities to review and provide input on the Written PFE Policy and PFE program. Parent feedback will be used to identify barriers to greater participation, family needs related to supporting student learning, and strategies for strengthening school-family interactions. Evaluation findings will be considered when revising the PFE program, policy, School-Parent Compact, and related campus planning.

Distribution and Accessibility

The current Written PFE Policy will be made available to parents and the local community in an understandable and uniform format and, to the extent practicable, in a language families can understand. Distribution may include the campus website, email, parent meetings, electronic communications, and hard copies upon request. Sinclair will maintain documentation showing how the policy was distributed.

Title I, Part A PFE Commitments

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Requirement	Policy Commitment	Sinclair Implementation
Annual meeting	Convene an Annual Title I Meeting and explain Title I participation, requirements, and parents' rights to be involved.	Offered 9/23 at 5:15 PM, 9/24 at 5:15 PM, and 9/25 at 8:00 AM.
Flexible meetings	Offer flexible meeting opportunities, including morning and evening options.	Three Annual Title I Meeting opportunities on different days, including evening and morning times.
Ongoing communication	Support ongoing teacher-parent communication and annual elementary parent-teacher conferences.	Conferences, progress information, email/phone communication, and discussion of the School-Parent Compact.
Materials & training	Provide materials and training to help parents support student achievement, including literacy and technology.	Academic workshops/resources may address literacy, math, assessments, technology, progress monitoring, and learning at home.
Reasonable support	Provide reasonable support for parent involvement activities as parents may request.	Families may request meetings, supports, and additional opportunities to provide input.

Documentation Sinclair Will Maintain

Current-year school PFE policy; meeting invitations/publicity; agendas; sign-in sheets; minutes; parent suggestions and feedback; proof of policy distribution; emails/electronic records; and documentation of opportunities for parents to participate in policy development, review, revision, and evaluation.

Policy Statement

Sinclair Elementary values parents and families as full partners in student learning and campus improvement. The campus will continue to seek family input, communicate academic expectations clearly, provide flexible opportunities for participation, and use feedback to strengthen Title I, Part A Parent and Family Engagement activities throughout the school year.

Source: Title I, Part A Parent & Family Engagement Policy Toolkit, Texas Education Agency / Region 16 Education Service Center (Revised 2023). This campus policy is adapted to Sinclair Elementary and the 2026-2027 school year.