

Fleetwood Area School District

ADMINISTRATION OFFICE • 801 N. Richmond Street, Fleetwood, PA 19522-1031
Phone: 610-944-8111 • FAX: 610-944-9408



Title I School Parent and Family Engagement Plan - Willow Creek Elementary School

Date reviewed: May 11, 2026

Directions: This template can be used when meeting with parents and family members annually to discuss the parent and family engagement policy at the school level. It is important to maintain agendas and sign-in sheets for compliance. Listed below are each of the parent and family engagement requirements under Section 1116 of the Every Student Succeeds Act. Please use the guiding questions that are highlighted in yellow to indicate what is done at your school to meet each of the requirements. This does not need board approval.

The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116(b) requires each Title I school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.

The policy must be:

- developed jointly with and agreed upon by parents and family members of Title I children;
- written in an understandable format and provided in a language parents can understand;
- distributed to all parents and family members of Title I children;
- made available to the local community; and
- updated annually to meet the changing needs of parents, family members, and the school.

The policy describes how parents and family members will be involved in the planning, review, and improvement of the school's Parent and Family Engagement Policy (*ESSA, Section 1116(b)(1)*).

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How will the school involve parents and family members in developing the parent and family engagement policy?

- All parents are invited to attend any Federal Program meetings and provide input on the policy during or after the meeting.
- Parents will also have the opportunity to provide updates and suggestions through conferences, emails, phone calls, and meetings throughout the year.
- Federal program information is listed on our district website along with contact information.

How will the school meet with parents and family members annually?

- Annual meetings are held during the fall and the spring.

What meetings will be held at the school?

- Parents will have the opportunity to meet with classroom teachers during Open House/Back-to-School in August or September.
- Parents will be able to meet with teachers during fall conferences. These conferences will be held during the day and/or at night. Phone and virtual conferences can also be requested.
- Teachers will hold spring conferences to allow parents to discuss their child's growth during the school year. These conferences will be held during the day and/or early evening. Phone and virtual conferences can also be requested.
- A federal program meeting will be held in the spring to discuss the Title I program for the year and gather input from parents on academic barriers and suggestions to improve it. The information discussed will be used to create the consolidated application.
- Monthly PTO/PTC/PTA/Parent Advisory meetings will be held at the school to discuss parent involvement opportunities, trainings on academic achievement, and other school programs and assessments.

How will the school inform parents and family members about the Title I program?

- The letter will be sent home at the beginning of the year, and the information is included in the student handbooks at the Title I school.
- During the annual Federal Programs Meeting, a presentation will explain assessments and an overview of the program.
- Conferences will be held in the fall and spring, and additional conferences can be requested as needed.

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- Materials are sent home and listed on our website throughout the year, with information about the program.
- A math and/or literacy night will be held during the school year.

How will the school explain the curriculum, state standards, and assessments?

- Parents receive information from teachers about curriculum, standards, and report cards.
- Teachers share testing information during parent conferences.
- Each semester, there is a meeting to share information about the curriculum, state standards, and assessments related to Federal Programs.
- Curriculum, state standards, and assessment information will be shared at school board meetings and posted to the district website for anyone to access.
- Report cards will provide information about each child's progress at the end of each 12-week period. Progress Reports will be sent home midway through the trimester. If there are serious issues, teachers contact parents and schedule conferences between grading periods. Likewise, the reading and/or math specialists contact parents if a problem is slowing a child's progress.

How will the school accommodate meeting requests?

- Conferences are available throughout the school year; teachers work with parents to choose a time that is convenient for both parties. These will be done by phone, virtually, or at the school.

If applicable, how will the school meet with parents and family members to develop and discuss the Schoolwide Plan?

- During the Federal Programs and Comprehensive Plan meetings, parents are asked to provide input on the Schoolwide Plans.
- Survey data is collected from parents during the school year to get input.

How will the school involve parents and family members in developing the school-parent compact?

- Activity takes place at the District-wide Federal Programs parent meeting.
- Distributed to families and posted on the district website.
- We will send an email to parents with a survey to gather feedback and suggestions.

How will the school provide training materials to parents and family members?

- Parent training nights are held in conjunction with the Math and/or Literacy night. Parents can take home items to help their students at home. (An

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example would be the free books during literacy night and free math fact flashcards during math night.)

- The district website provides information for parents on how to help their student.

How will the school use parents to train staff on how to work with parents as equal partners?

- Parent surveys will be sent to collect data on how teachers can help parents at home. That information will be used to help improve our Title I program, as well as train classroom teachers on how they can better help at home.
- Parents are included in our annual stakeholder meeting to discuss the program and ways in which we can improve to better help parents and students.

How will the school coordinate with other federal, state, and local programs to include public preschool programs?

- The schools will work in conjunction with the Caron Foundation, CONCERN counseling (which is located in Fleetwood), Service Access Management, and other local organizations that provide parent and/or school support.
- The elementary schools collaborate with the local preschools in coordination of transition from preschool to kindergarten.

How will the school ensure information is in a language parents can understand? This should include how documents are translated.

- School communications (such as letters, permission slips, etc.) will be presented in English and Spanish. If a student has a language other than English, required communications and documents will be translated into that language.
- The policy was developed in a language that is easily understood for all parents.
- Parents are asked if documents need to be written in languages other than English.
- If translation is required, translators and/or appropriate programs are able to translate documents and they are also available during conferences if requested.

How will the school include parents and family members of English Learners?

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- All parents will be invited to attend conferences, family events, and more throughout the school year. Invitations will be in the family's home language to provide accurate details for families.
- There is a bilingual English Learner paraprofessional who works within the school.