

## School Parent and Family Engagement Policy

Title I schools may use the template below to develop a parent and family engagement policy. Schools are not required to follow this template, but Parts I and II include all of the components required to be included in a parent and family engagement policy by section 1116(b)(2).

Title I schools are required to engage the parents and families of Title I students during the development or revision of this policy through meaningful consultation. This consultation occurs when conversations are held before decisions are made, which ensures joint decision making and policy development. We encourage schools to include other relevant activities and actions that support engagement and strengthen student achievement.

This template may be used when a district serves more than one school with Title I funds. Districts that only have one Title I school may combine their district and school policy into one document, the District and School Parent and Family Engagement Policy template.

If your district already has a parent and family engagement policy that applies to all parents and family members, you may amend the policy, if necessary, to meet the requirements of Every Student Succeeds Act (ESSA), section 1116.

### Building School Capacity for Involvement

To make sure there is effective involvement of parents and to support a partnership with parents and the community, each Title I school and district will do the following to improve student achievement:

1. Provide to parents of Title children assistance in understanding the State academic standards, the state and local academic assessments, the parent and family engagement rights of Title I, how to monitor their child's progress, and work with their child's teachers to improve the academic success of their child.
2. Provide materials and training to help parents work with their children to improve their children's academic achievement. This could be literacy training and using technology, as appropriate, to foster parental involvement.
3. Educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and schools.
4. When possible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct activities together, such as parent resource centers, which encourage and support parents in more fully participating in the education of their children.

5. Ensure when possible that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

## **Discretionary School Parental Involvement Policy Components**

[Insert name of school/district] parent and family engagement policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement. These may include the following discretionary activities:

1. Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of that training.
2. Provide necessary literacy training for parents from Title I, Part A, funds, if the school district has exhausted all other reasonably available sources of funding for that training.
3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
4. Train parents to enhance the involvement of other parents.
5. In order to maximize parental involvement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
6. Adopt and implement model approaches to improving parental involvement.
7. Establish a district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A, programs.
8. Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
9. Provide other reasonable support for parental involvement activities identified under section 1116 as parents may request.

## Resources

[Every Student Succeeds Act \(ESSA\), Section 1116](#), PDF of the federal law

[Title I and II, Compliance Guide and Monitoring Tool](#), on the Minnesota Department of Education's website

[Title I, Part A, Parent and Family Engagement Toolkit](#), Texas Education Agency and Region 16 ESC, Statewide Parent and Family Engagement Initiative

[Parent and Family Engagement \(PFE\) in Title I, Part A Programs](#), State of Washington, Office of Superintendent of Public Instruction

[Local Educational Agencies \(LEA/District\) and School Policies](#), Georgia Department of Parent and Family Engagement

[Family and Community Engagement](#), United States Department of Education

# Sample: School Parent and Family Engagement Template

[School Name] Parent and Family Engagement Policy

School Year

[Insert school name] are committed to the goal of providing quality education for every child in this district. We want to establish partnerships with parents and with the community. Everyone gains if school and home work together to support high achievement of our children. We can't do this job alone. Parents and families play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

## Part I. Description of how the District and School will Implement Required Components

1. [Insert school name] will engage parents and families who have Title I students in developing/revising the district and school policy.
2. [Insert school name] will convene an annual meeting, at a convenient time, when the parents of participating children are available to attend. The Title I annual meeting will inform parents about the Title I program, explain the requirements of parent and family engagement and the rights and responsibilities of the parents to be involved.  
(Describe when and where the annual meeting will be held.)
3. [Insert school name] will offer flexible meeting times during morning, evening or weekends and may provide transportation, child care or home visits.  
(Describe actions)
4. [Insert school name] will involve parents in the planning and review of the school improvement plan and the joint development of the schoolwide plan when applicable. If the schoolwide plan is not satisfactory to the parents, submit comments on the plan when submitted to the district. [Section 1114(b)]  
(Describe actions)
5. [Insert school name] will provide assistance to parents of Title students:
  - a. Timely information about programs offered to engage in their child's education.
  - b. An explanation of the curriculum, state and local academic assessments including alternate assessments, and the achievement levels of the state academic standards.
  - c. If they request, opportunities for regular meetings to hear their suggestions and participate in decisions related to their child's education.
  - d. (List activities, such as workshops, conferences, classes, website, including any equipment or other materials that may be necessary to ensure success.)

## **Part II. Description of the Shared Responsibilities for High Student Academic Achievement**

[Insert name of school] will jointly develop with Title I parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement to meet the State academic standards. The compact should:

1. Describe the curriculum and instruction that help their student meet the state standards, identify where their child is performing and discuss ways the parent can support their child's education at home and at school.
2. Talk about the importance of the teachers and parents communicating on an ongoing basis at a minimum:
  - a. Conduct a parent-teacher conference in elementary schools, at least annually, during which time the compact is discussed as it relates to the individual child.
  - b. Provide frequent reports to parents on their children's progress.
  - c. Provide information on how parents can contact staff and staff can best contact parents, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
  - d. Make sure that two-way meaningful communication between family members and school staff is addressed and when at all possible, is in a language the parents and family members can understand.

## **Part III. Accessibility**

[Insert school and district name] will meet the requirements of parent and family engagement of Title I, to the extent practicable, we will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

(Describe actions)

## Part IV. Adoption

The [Insert school and district name] The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes and sign-in sheets.

On [Insert date] the [insert school and district name] Parent and Family Engagement Policy will be in effect for the period of the school year.

[Insert school and district name] will distribute this policy to all parents of participating Title I children and make it available to the community.

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(Signature of Title I Authorized Representative)

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(Date)

NOTE TO THE DISTRICT: It is not a requirement that the district parent and family engagement policy is signed. This sample template is not an official U.S. Department of Education document. It is provided only as an example.

This template of a District/School Parental and Family Engagement Policy has been developed by combining two documents, the modified version of the sample provided in the U.S. Department of Education Parental Involvement Guidance and the sample of the School Parental Involvement Policy provided by the Minnesota Department of Education.