



TITLE I, PART A WRITTEN PARENT & FAMILY ENGAGEMENT POLICY TOOLKIT

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Overview

To assist Local Educational Agencies (LEA) and schools in developing successful Parent and Family Engagement (PFE) programs as well as meet federal and state requirements for Title I, Part A Parent and Family Engagement, the Title I, Part A Parent and Family Engagement Statewide Initiative as part of the Texas Education Agency, has developed this Written Parent and Family Engagement Policy Toolkit. This toolkit is designed to assist in the planning and review of the Written Parent and Family Engagement (PFE) Policy.

To use the toolkit effectively, it is suggested the person(s) responsible for the organization and planning of the Written PFE Policy meetings begin with reviewing the Every Student Succeeds Act (ESSA) guidelines and best practices in the PowerPoint as well as one-page documents. All pages included in the toolkit are tools to use for planning and documentation purposes. These samples are not official forms, and they should be modified to fit the individual needs of each school. This toolkit was designed to assist schools in meeting the requirements for the Written PFE Policy at both LEA and school levels. All (PFE) requirements for schools receiving Title I, Part A funds can be found in Section 1116 of the Every Student Succeeds Act. [Link to Every Student Succeeds Act, Section 1116](#)

This toolkit includes the following resources to aid schools in the planning process:

- A review of (ESSA) requirements for the Written PFE Policy.
- A PowerPoint presentation that can be individualized for each Title I, Part A school.
- Checklists and Templates that can be used at both the LEA and school level.
- Information pages for topic such as minimum requirements and evaluations.



State Definition: Parent and Family Engagement

Families, community members, and educators work together in an equal and respectful partnership to create and provide effective, systemwide support for student learning and development from early childhood into college, a career, or the military.

This home-school collaboration is evidenced when...

- Parents play an integral role in assisting their child's learning;
- Parents are encouraged to be actively involved in their child's education at school;
- Parents are full partners in their child's education and are included, as appropriate, in decision-making and may serve on committees to assist in the education of their child.

The written Parent and Family Engagement Policy is another critical requirement for Title I, Part A program compliance. LEAs and Title I, Part A schools are both required to have written parent and family engagement policies in place.

Who Needs a Written Parent and Family Engagement Policy?

Every LEA receiving Title I, Part A funds and every school receiving Title I, Part A funds, schoolwide and targeted assistance, are required to develop a written Parent and Family Engagement Policy. The policy shall be developed jointly with parents and families, and agreed upon by the parents and families, and distributed to parents and families.

- **Local Educational Agency Parent and Family Engagement Policy:**
Each local educational agency that receives funds under this part shall develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the local educational agency's plan developed under section 1112, establish the agency's expectations and objectives for meaningful parent and family involvement, and describe how the agency will — (A) involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d). ESSA 1116 (a)(2)(A) (See full statute [here](#))
- **School Parent and Family Engagement Policy:**
Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. ESSA 1116 (b)(1) (See full statute [here](#))

Written PFE Policy PowerPoint

The PowerPoint below can be used as a refresher as you review the LEA or school PFE Policy. It could be also be used for training purposes for staff, parents, committees, etc.



Link: <https://www.esc16.net/upload/page/0371/Policy%20PFE%20PPT%2004242020.pdf>

This PowerPoint can also be found on the website under the *Compliance, Compact and Policy* section/Written PFE Policy.

Parent and Family Engagement Policy: LEA and School One Page Document

ESSA Section 1116 (a) *Local Educational Agency Policy*

ESSA Section 1116 (b) *School Parental Involvement Policy*

ESSA Section 1116 (c) *Policy Involvement*

"Each LEA and school that receives Title I, Part A funds shall develop jointly with, agree on with, and distribute to parents a written parent and family engagement policy. The LEA policy shall be incorporated into the District Improvement Plan and establish the district's expectations for parent and family engagement. The school policy shall describe the means for carrying out the parent involvement requirements. Parents shall be notified of the policies in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand."



The LEA policy should address, at minimum:

- Involving parents in the development of the district improvement plan
- Assisting schools to implement family engagement activities to improve student performance.
- Assist the schools and parents to build capacity.
- Coordination of parental involvement activities
- Conduct, with parents, and annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools.
- Involving parents in the activities of the school

The school policy should address, at a minimum:

- Convene an annual meeting to describe the school's participation in a Title I Part A program and the right of the parents to be involved.
- Offer a flexible number of meetings.
- Include parents in the planning, review, and improvement of the school policy.
- Timely information about parent activities, a description and explanation of the school curriculum and forms of assessment and expected proficiency levels
- The school-parent compact which addresses the importance of communication between school and home.

Policy Distribution: There are a variety of ways that a campus can distribute the policy to all parents and family members of participating students. The documentation referenced below are considered acceptable forms of documentation.

- **Student Handbook:** pages of the Student Handbook that include the campus written PFE policy.
- **Campus/LEA website:** the most current policy is posted and the link to access the document.
- **Direct Mail:** Copy of the letter accompanying the policy distributed to parents via direct mail.
- **E-mail:** Copy of email that was sent out with the policy
- **Newspaper Publication:** Newspaper clipping/print out referencing the policy being published.
- **Student Registration Distribution:** Documentation that is required to be maintained.
- **Parent-Teacher Conference Distribution:** Documentation that is required to be maintained

Resources:

- **Developing a Written Parent & Family Engagement Policy** - <http://tinyurl.com/h73fsrz>
- **Region 16 ESC. Title I Statewide Initiative, Compliance Parent and Family Engagement Policy**

Title I, Part A Parent and Family Engagement Statewide Initiative

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Written Parent and Family Engagement Policy Quick Guide

State Definition: Parent & Family Engagement

Families, community members, and educators work together in an equal and respectful partnership to create and provide effective, systemwide support for student learning and development from early childhood into college, a career, or the military.

This home-school collaboration is evidenced when...

- That parents play an integral role in assisting their child's learning;
- That parents are encouraged to be actively involved in their child's education at school;
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

U. S. Department of Education, Title I, Part A
[Parent & Family Engagement Handbook](#)

Link to Direct Statute:

<https://www.esc36.net/upload/page/50367/PublicLaw%20.pdf>

PFE Policy Power Point:

<https://www.esc36.net/upload/page/50371/Pfe%20PFE%20PPT%2024242020.pdf>

Language & Format

All information regarding student interpretive, descriptive, and diagnostic reports, plans, policy, compact, newsletter, parent meetings, and other required correspondence should be given in an understandable and uniform format, and to the extent practicable, in a language the parents can understand.
ESSA Section 1116 (b)(1) and (e)(5)

What Is the Policy?

The policy is a working document that describes the parent and family engagement program for the school year. The emphasis should be upon the unique roles of home and school and how this partnership enhances student success.

Who Needs a Written Parent & Family Engagement Policy?

Every district receiving Title I, Part A funds and every school receiving Title I, Part A funds, schoolwide and targeted assistance, are required to develop a written parent and family engagement policy. The policy shall be developed jointly with parents and families, and agreed upon by the parents and families, and distributed to parents and families.

[Direct Statute](#)
[PFE Policy Power Point](#)

The LEA Policy should address, at a minimum:

- Involving parents and family members in the joint development of the LEA policy and plan;
- Assisting schools to implement family engagement activities to improve student performance;
- Assist the schools and parents to build capacity;
- Coordination of parent and family engagement strategies;
- Conduct, with meaningful involvement of parents, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools; and
 - (i) barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
 - (ii) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 - (iii) strategies to support successful school and family interactions;
- Involving parents in the activities of the school, which may include establishing a parent advisory board.

[LEA PFE Policy Checklist](#)

[LEA PFE Policy Template](#)

The School Policy should address, at a minimum:

- Convene two annual meetings to describe the school's participation in a Title I Part A program and the right of the parents to be involved;
- Offer a flexible number of meetings;
- Include parents in the planning, review, and improvement of the school parent and family engagement policy and programs;
- Timely information about parent activities, a description and explanation of the school curriculum and forms of academic assessment and expected achievement levels; and
- IF the schoolwide plan is not satisfactory to the parents, submit parent comments to the LEA; an
- The school-parent compact which addresses the importance of communication between school and home. (The compact is a component of the PFE policy but is often developed as a stand-alone document.)

[School PFE Policy Checklist](#)

[School PFE Policy Template](#)

Validations:

- Copy of written parent and family engagement policy for the campus
- Meeting agendas, meeting notes, sign-in sheet documenting participation of parents in the development of the policy and periodic updates to meet the changing needs of parents and the school
- Evidence of policy distribution to parents and family members of participating students
- Evidence of availability to the local community

More Resources:

[Parent & Family Engagement Support Website](#)

[School Policy Documentation & Evaluation](#)

[LEA Policy Documentation & Evaluation](#)

[FAQ for Parent Understanding](#)

[Title I, A Program Guide: Pg. 50-60](#)

Template for LEA Parent and Family Engagement Policy

<Insert LEA logo or place document on letterhead>

<Name of LEA>

Local Education Agency Parent and Family Engagement Policy

ESSA Section 1116

<School Year>

NOTE: This is a sample template for developing the LEA parent and family engagement policy. Although LEAs are not required to follow this sample, this sample demonstrates the types of information that must be included in order to meet the requirements in Section 1116 (a) & (e). LEAs are required to include parents in the process of developing, reviewing, revising, and agreeing upon the parent and family engagement policy.

NOTE: The statutory references do not need to be included in the policy, but the activities, examples, actions, etc. must meet the requirements of the statute.

1. *<Name of LEA>* will reach out to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs consistent with the requirements of ESSA Section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children. Section 1116 (a)(1)

Describe how the LEA will reach out and engage in conversations with parents and families to gather meaningful feedback.

2. *<Name of LEA>* receives Title I, Part A funds. Our goal is to plan and implement effective parent and family engagement activities to improve student academic achievement and school performance. Therefore, *<Name of LEA>* will develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. Section 1116 (a)(2)
 - The policy shall be incorporated into the local educational agency's plan developed under section 1112 (District Improvement Plan),
 - The policy will establish the LEA's expectations and objectives for meaningful parent and family involvement.

Describe when the PFE policy is typically reviewed and revised, the role of parents in this process, when the revised policy is usually distributed and explained to parents. You may want to include a vision statement or mission statement about your PFE program.

3. *<Name of LEA>* will: involve parents and family members in jointly developing the local educational agency plan (District Improvement Plan) under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d). Section 1116 (a)(2)(A)

Describe when the District Improvement Plan is typically updated and the role of the parents in this process.

4. <Name of LEA> will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency, in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education. Section 1116 (a)(2)(B)

Describe how the LEA works with schools and the community to develop PFE strategies to work with parents for student success.

5. <Name of LEA> will coordinate and integrate parent and family engagement strategies under Title I, Part A, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; Section 1116 (a)(2)(C) and Section 1116 (e)(4)

List examples when the parent and family engagement strategies were coordinated and integrated.

6. <Name of LEA> will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying— Section 1116 (a)(2)(D)
- barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
 - the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers;
 - strategies to support successful school and family interactions;

List actions, such as: when evaluation will be conducted, the position or person or committee that will conduct the evaluation and when the findings will be made public, and the role of parents.

7. <Name of LEA> will use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies; and Section 1116 (a)(2)(E)

Describe the role of parents in designing and implementing evidence-based strategies, and the process the LEA will use to support these strategies.

8. <Name of LEA> will involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population for the purposes of developing, revising, and reviewing the parent and family engagement policy and provide such other reasonable support for parental engagement activities under this section as parents may request. Section 1116 (a)(2)(F) and Section 1116 (e)(14)

If a LEA has an advisory council, describe when and how the council is selected and their duties. Identify parent groups (such as PTA/PTO and booster clubs) and how the LEA provides Title I, Part A information to these groups, and describe other types of PFE programs or services provided by the LEA or frequently requested by parents and families.

9. To ensure effective engagement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, <Name of LEA> shall; Section 1116 (e)

- (i) providing assistance to parents of children served by the local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of the parent and family engagement program, and how to monitor a child's progress and work with educators to improve the achievement of their children; Section 1116 (e)(1)

List resources and actions provided to assist parents.

- (ii) providing materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; Section 1116 (e)(2)

List resources and actions provided to assist parents.

- (iii) educating teachers, specialized instructional support personnel, principals, and other school leaders, 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 the school; Section 1116 (e)(3)

List activities such as book studies and PLCs focusing on parent and family engagement, professional development opportunities on-site or at other training venues, and Parent and Family Engagement Statewide Initiative resources available on the website. Also describe the role of parents when developing training.

- (iv) ensuring that information related to 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; Section 1116 (e)(5)

Identify some of the documents that will be provided in Spanish or other languages as needed in reference to the LEA translation procedures, including the district PFE policy, the school PFE policy, the school-parent compact, parent's right to know letter, and PFE newsletters.

****Although ESSA statute does not require the Local Education Agency Parent and Family Engagement Policy to be approved by the school board, the LEA may require Board adoption. Refer to your LEA "policy on policies" and follow the more restrictive requirement.***

If required by local School Board...

This policy was adopted by <Name of LEA> on <mm/dd/yyyy>.

Signed by Authorized Official: _____

Date: _____

LEA Parent and Family Engagement Policy Checklist

In support of strengthening student academic achievement, each local educational agency (LEA) that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations for parental engagement and describes how the LEA will implement a number of specific parental engagement activities.

Please use the checklist below as a support tool in helping create and assess the LEA Parental Engagement Policy:

	Yes	No
Does the LEA have a current year parent and family engagement policy? <i>ESSA Section 1116 (a)(2)</i>		
Is the LEAs parent and family engagement policy presented in a format and written in a language parents/families can understand? (is it user friendly) <i>ESSA Section 1116(B)(1)</i>		
Was the LEA parent and family engagement policy jointly developed with and agreed on with parents? <i>ESSA Section 1116(a)(2)</i> <ul style="list-style-type: none"> ● <i>Student handbook?</i> ● <i>District website and/or social media?</i> ● <i>Direct mail?</i> ● <i>E-mail?</i> ● <i>Placed in newspaper?</i> ● <i>Provided at student registration or beginning of school event?</i> ● <i>Discussed at parent-teacher conference?</i> ● <i>Other?</i> 		
Does the PFE policy describe how the LEA will involve parents in the joint development of the Schoolwide Plan (District Improvement Plan) and, if necessary, the School Improvement Plan? <i>ESSA Section 1116 (A)(2)(A)</i>		
Does the district policy describe how the LEA will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools to plan and implement effective parent engagement activities to improve student academic achievement and school performance? <i>ESSA Section 1116 (a)(2)(B)</i>		
Does the PFE policy describe how the LEA will build capacity for parental engagement in the following ways... (Building Capacity Requirements)		
1. Shall provide assistance to parents/families in understanding such topics as the challenging State academic standards, state, and local academic assessments, how to monitor a child's progress, and how to work with educators to improve the achievement of their children. <i>ESSA Section 1116 (e)(2)</i>		

2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy and technology. <i>ESSA Section 1116 e(2)</i>		
3. Shall educate teachers, specialized instruction support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents/families, 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 the parents and the school. <i>ESSA Section 1116 (e)(3)</i>		
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities such as parent resource centers. <i>ESSA Section 1116 (a)(2)(C) and (e)(4)</i>		
5. Shall ensure that information related to school and parent/family programs, meetings, and other activities is sent to the parents/families in a format and, to the extent practicable, in a language the parents can understand. <i>ESSA Section 1116 (e)(5)</i>		
6. Shall provide such other reasonable support for parental engagement activities under this section as parents may request. <i>ESSA Section 1116 (e)(14)</i>		
Does the PFE policy describe how the LEA will build capacity for parental engagement in the following ways... (<i>Building Capacity Options</i>)		
1. May involve parents/families in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. <i>ESSA Section 1116 (e)(6) Optional</i>		
2. May provide necessary literacy training from funds received under this if LEA has exhausted all other reasonably available source of funding for such training. <i>ESSA Section 1116 (e)(7) Optional</i>		
3. May pay reasonable and necessary expenses associated with local parental engagement activities, including transportation and childcare costs, to enable parents/families to participate in school-related meetings and trainings. <i>ESSA Section 1116 (e)(8) Optional</i>		
4. May train parents to enhance the engagement of other parents. <i>ESSA Section 1116 (e)(9) Optional</i>		
5. May arrange school meetings at a variety of times or conduct in-home conferences between teachers and other educators with parents/families who are unable to attend such conferences at school in order to maximize parental engagement and participation. <i>ESSA Section 1116 (e)(10) Optional</i>		
6. May adopt and implement model approaches to improving parental engagement. <i>ESSA Section 1116 (e)(11) Optional</i>		
7. May establish a districtwide parent advisory council to provide advice on all matters related to parental engagement in programs supported under this section. <i>ESSA Section 1116 (e)(12) Optional</i>		

8. May develop appropriate roles for community-based organizations and businesses in parental engagement activities. <i>ESSA Section 1116 (e)(13) Optional</i>		
<i>For all the building capacity options maintain documentation...</i> <ul style="list-style-type: none"> • <i>Publicity and invitation to parents about events</i> • <i>Agendas for meetings and programs</i> • <i>Sign-in sheets at meetings and training events including name and position/title</i> • <i>Minutes of meetings or record of training event</i> • <i>Letters, newsletters, and other print info</i> • <i>E-mail and electronic files</i> • <i>Telephone logs</i> • <i>Records of home visits</i> 		
Does the PFE policy describe how the LEA will coordinate and integrate parental engagement strategies, to the extent feasible and appropriate, with relevant Federal, State, and local laws and programs? <i>ESSA Section 1116 (a)(2)(C)</i>		
Does the PFE policy describe how, with the meaningful involvement of parents, the LEA will conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools? <i>ESSA Section 1116 ((a)(2)(D)</i>		
Does the PFE policy describe that the annual evaluation will also (i) identify barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); (II) identify needs of parents/families to assist with the learning of their children; (iii) identify strategies to support successful school and family interactions? <i>ESSA Section 1116 (a)(2)(D)(i-iii)</i>		
Does the PFE Policy describe that the findings from the evaluation will be used to design evidence-based strategies for more effective parental engagement and to revise, if necessary, the parent and family engagement (LEA and school) policies? <i>ESSA Section 1116 (a)(2)(E)</i> <ul style="list-style-type: none"> • <i>Retain documentation of surveys and other evaluation tools</i> • <i>Maintain sign-in sheets and records of interviews</i> • <i>Sign-in Sheet for meetings</i> • <i>Agenda of meeting to discuss evaluation data</i> • <i>Minutes of meetings</i> 		
Does the PFE policy describe how to engage parents in the activities of the schools, which may include establishing a parent advisory council? <i>ESSA Section 1116 (a)(2)(F)</i>		

Local Education Agency Parent and Family Engagement Policy Compliance Documentation LEA Policy Development

A local educational agency may receive funds under this part only if such agency implements programs, activities, and procedures for the involvement of parents in programs assisted under this part consistent with this section. Such programs, activities, and procedures shall be **planned and implemented with meaningful consultation with parents and families of participating children**.

Each local educational agency that receives funds under this part shall **develop jointly** with, **agree** on with, and **distribute** to, parents and families of participating children a written parent and family engagement policy. The policy shall be incorporated into the local educational agency's plan developed under Section 1112, establish the agency's expectations for parent and family engagement, and describe how the agency will address Section 1116 (a)(2)(A-F).

Compliance Documentation

- ☐ Copy of LEA parent and family engagement policy with the revision date, month, year
- ☐ Meeting agendas and sign-in sheets from LEA policy meetings (or other input opportunities) with parents
- ☐ Proof LEA parent and family engagement policy was distributed in multiple ways (signature sheets, postage receipts, website screen shots, pictures of where the policy is located for pickup, distribution on meeting agendas, etc.)
- ☐ Parent feedback in the form of minutes from the LEA policy meetings (or other input opportunities)
- ☐ Flyers, Website announcements, message recordings, or other meeting advertisements letting all Title I parents know about their opportunities to be involved in the development and/or revision of the LEA policy
- ☐ LEA procedures for how parents are able to provide input on the LEA parental involvement policy

Meets Compliance	Innovative Implementation	Exceptional Implementation
<ul style="list-style-type: none"> • Conduct a meeting (offer other formal and informal opportunities) jointly with parents of Title I programs annually to develop, discuss, revise, and agree upon the LEA parent and family engagement policy. • Ensure all Title I parents have the opportunity to provide input on the LEA parent and family engagement policy by providing several attempts 	<ul style="list-style-type: none"> • Establish school improvement efforts and student performance goals as the foundation for developing and revising the LEA parent and family engagement policy. • Utilize parent leaders to co-facilitate the LEA parent and family engagement policy revision meetings each year and then use them throughout the year to summarize and promote successes in student 	<ul style="list-style-type: none"> • Develop a LEA Title I Parent Advisory Board with parent membership from each Title I school in the LEA to guide and coordinate parental involvement programs throughout the LEA as outlined in the LEA parent and family engagement policy. • Measure the impact of parent and family engagement on student achievement in the LEA

<p>and ways to gather parent feedback.</p> <ul style="list-style-type: none"> • Distribute and make available the revised LEA policy to all parents in multiple ways annually. 	<p>achievement as it relates to the LEA policy.</p> <ul style="list-style-type: none"> • Translate the LEA parent and family engagement policy into various languages based on family need. 	<p>policy by establishing a plan of work as well as a parent-school communications plan with measurable goals.</p>
<div> <input type="checkbox"/> Not Compliant <input type="checkbox"/> Meets Compliance <input type="checkbox"/> Innovative <input type="checkbox"/> Exceptional </div>		
<p>Notes:</p>		

Used by permission – Georgia Department of Education Office of School Improvement

Template for SCHOOL Parent and Family Engagement Policy

<Insert school logo or place document on letterhead>

<Name of School>

School Parent and Family Engagement Policy

ESSA Section 1116

<School Year>

NOTE: This is a sample template for developing the school parent and family engagement policy. Although schools are not required to follow this sample; this sample demonstrates the topics of information that must be included in order to meet the requirements in Section 1116 (b), (c), and (e). Schools are required to include parents in the process of developing, reviewing, revising, and agreeing upon the parent and family engagement policy.

NOTE: The statutory references do not need to be included in the policy, but the activities, examples, actions, etc. must meet the requirements of the statute.

1. *<Name of school>* shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of ESSA Section 1116 subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school; Section 1116 (b)(1) & (e)(5)

Describe when the PFE policy is typically reviewed and revised, the role of parents in this process, when the revised policy is usually distributed and explained to parents. Identify the various formats used to distribute the policy. You may want to include a vision statement or mission statement about your PFE program. Also, list some of the documents that will be provided in Spanish or other languages as needed.

2. *<Name of school>* shall convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their schools participation under this part and to explain the requirements of this part, and the right of the parents to be involved; Section 1116 (c)(1)

Describe where and when the two annual meetings in the fall – the meeting is repeated (two per TEA – a new requirement for schools, training or guidance is needed) will convene, how parents will be notified, and what person(s) is responsible for conducting those meetings.

3. <Name of school> shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement; Section 1116 (c)(2)

Describe the kinds of meetings and flexible meeting schedule the school will offer parents, and how the school may assist with transportation, childcare, or home visits when requested.

4. <Name of school> shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) (Campus Improvement Plan), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children; Section 1116 (c)(3)

Describe how parents participate in developing the PFE program and activities, when the PFE policy is usually reviewed and revised, and the role of parents when developing the Campus Improvement Plan. Adequate representation means the parents represent the demographic of the school community, as well as including parents of migrant students and/or parents of special education students.

5. <Name of school> shall provide parents of participating children—

(A) timely information about programs under this part;

(B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards;

(C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; Section 1116 (c)(4)

Describe the various ways parents are informed about the PFE program and activities and list some of the program activities. Explain how the curriculum and assessment information is provided to parents and families.

6. ____ If the schoolwide program plan (Campus Improvement Plan) under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. Section 1116 (c)(5)

NOTE: Briefly describe how and when the Campus Improvement Plan is explained to parents. If the parents have negative comments, give the comments to the principal who will present them to the LEA office.

7. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, <Name of school> shall: Section 1116 (e)

(i) provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children; Section 1116 (e)(1)

List resources and actions provided to assist parents.

(ii) provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; Section 1116 (e)(2)

List resources and actions provided to assist parents.

(iii) educate teachers, specialized instructional support personnel, principals, and other school leaders, 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 the school; Section 1116 (e)(3)

List activities such as book studies and PLCs focusing on parent and family engagement, professional development opportunities on-site or at other training venues. Describe the role of parents when developing training sessions.

(iv) to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; Section 1116 (e)(4)

List examples where parent and family engagement were coordinated and integrated with other programs.

(v) provide such other reasonable support for parental involvement activities as parents may request. Section 1116 (e)(14)

Describe other types of PFE programs or services provided by the school or frequently requested by parents and families, such as: high school equivalency programs, English classes, access to computers.

****Although ESSA statute does not require the School Parent and Family Engagement Policy to be approved by the school board, the LEA may require Board adoption. Refer to your “policy on policies” and follow the more restrictive requirement.***

If required by local School Board...

This policy was approved by <Name of LEA> on <mm/dd/yyyy>.

Signed by Authorized Official: _____

Date: _____

IMPORTANT NOTE: This template will assist a school when developing a parent and family engagement policy. For purposes of TEA validation, the school policy validation will review the items in this template as well as items that are a part of the school-parent compact. For more details contact your Title I, Part A ESC contact.

School Parent and Family Engagement Policy Checklist

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parent and family engagement policy that contains information required by Section 1116 (b) & (c) of the Every Student Succeeds Act (ESSA). The policy establishes the expectations for parental engagement and describes how the school will implement a number of specific parental engagement activities.

Please use the checklist below as a support tool in helping create and assess the School Parental Engagement Policy:

	Yes	No
Does the school have a current year parent and family engagement policy? <i>ESSA Section 1116 (b)(1)</i>		
Is the school parent and family engagement policy presented in a format and written in a language parents and families can understand? (is it user friendly) <i>ESSA Section 1116(b)(1)</i>		
Was the school parent and family engagement policy jointly developed with and agreed on with parents? <i>ESSA Section 1116(b)(1)</i> <ul style="list-style-type: none"> ● <i>Invitation to parents/families to attend meeting?</i> ● <i>Agendas for meetings?</i> ● <i>Sign-in sheet for meetings including name and title/position?</i> ● <i>Minutes of meeting?</i> 		
Was the school parent and family engagement policy distributed to parents/families? (Not all listed below are required but identify and document how the LEA policy was distributed) <i>ESSA Section 1116 (b)(1)</i> <ul style="list-style-type: none"> ● <i>Student handbook?</i> ● <i>LEA website and/or social media?</i> ● <i>Direct mail?</i> ● <i>E-mail?</i> ● <i>Placed in newspaper?</i> ● <i>Provided at student registration or beginning of school event?</i> ● <i>Discussed at parent-teacher conference?</i> ● <i>Other?</i> 		
Was the school parent and family engagement policy made available to the local community? <i>ESSA Section 1116 (b)(1)</i> <ul style="list-style-type: none"> ● <i>Document how the school policy was made available to the community: newspaper announcement, presented at public school board meeting, provided to places of worship, civic organizations, businesses, etc.</i> 		

<p>Does the school policy describe there will be an annual meeting, (two annual meetings per TEA) at a convenient time, to which all parents will be invited and encouraged to attend, to inform parents of the school's participation under this part and to explain the requirements under this part, and the right of parents to be involved?</p> <p>ESSA Section 1116 (c)(1)</p> <p><i>Provide documentation for the annual meeting...</i></p> <ul style="list-style-type: none"> • How the meeting was announced, and parents invited - website, social media, email, newspaper, notice sent home with students, etc. • Agenda for the meeting including handouts that may be provided • Sign-in sheets including name and title/position • Minutes of meeting 		
<p>Does the school policy affirm that the school will offer a flexible number of meetings, such as morning and evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement?</p> <p>ESSA Section 1116 (c)(2)</p>		
<p>Does the school policy describe how parents will be involved in an organized, ongoing, and timely way in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy?</p> <p>ESSA Section 1116 (c)(3)</p>		
<p>Does the school policy describe how parents will be involved in an organized, ongoing, and timely way in the planning, review, and improvement of programs under this part, including the planning, review, and joint development of the schoolwide program plan (campus improvement plan)?</p> <p>ESSA Section 1116 (c)(3)</p>		
<p>Does the school policy address how parents/families will be provided timely information about school programs under this part?</p> <p>ESSA Section 1116 (c)(4)(A)</p>		
<p>Does the school policy address how parents/families will be provided a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards?</p> <p>ESSA Section 1116 (c)(4)(B)</p>		
<p>Does the school policy address how parents/families, when requested, will have opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible?</p> <p>ESSA Section 1116 (c)(4)(C)</p>		
<p>Does the school policy advise if the schoolwide program plan (campus improvement plan) is not satisfactory to parents that the school will submit any parent comments on the plan when the school makes the plan available to the LEA? ESSA Section 1116 (c)(5)</p>		

<i>Does the school policy describe how the school will build the schools' (and parents') capacity for parental engagement in the following ways... (Building Capacity Requirements)</i>		
1. Shall provide assistance to parents/families in understanding such topics as the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress, and how to work with educators to improve the achievement of their children. ESSA Section 1116 (e)(1)		
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology. ESSA Section 1116 (e)(2)		
3. Shall educate teachers, specialized instruction support personnel, principals and other school leaders and other staff, with the assistance of parents, in the value and utility of contributions of parents/families, 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 the parents and the school. ESSA Section 1116 (e)(3)		
4. Shall, to the extent feasible and appropriate, coordinate and integrate parental engagement programs and activities with other Federal, State, and local programs, including public preschool programs, , and conduct other programs such as parent resource centers. ESSA Section 1116 (a)(2)(C) and (e)(4)		
5. Shall ensure that information related to school and parent/family programs, meetings, and other activities is sent to the parents/families in a format and, to the extent practicable, in a language the parents can understand. ESSA Section 1116 (e)(5)		
6. Shall provide such other reasonable support for parental engagement activities under this section as parents may request. ESSA Section 1116 (e)(14)		
<i>Does the PFE policy describe how the school will build the schools' and parents' capacity for parental engagement the following ways... (Building Capacity Options)</i>		
1. May involve parents/families in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. ESSA Section 1116 (e)(6) <i>Optional</i>		
2. May provide necessary literacy training from funds received under this if the school has exhausted all other reasonably available source of funding for such training. ESSA Section 1116 (e)(7) <i>Optional</i>		
3. May pay reasonable and necessary expenses associated with local parental engagement activities, including transportation and childcare costs, to enable parents/families to participate in school-related meetings and trainings. ESSA Section 1116 (e)(8) <i>Optional</i>		
4. May train parents to enhance the engagement of other parents. ESSA Section 1116 (e)(9) <i>Optional</i>		
5. May arrange school meetings at a variety of times or conduct in-home conferences between teachers and other educators with parents/families who		

are unable to attend such conferences at school in order to maximize parental engagement and participation. <i>ESSA Section 1116 (e)(10) Optional</i>		
6. May adopt and implement model approaches to improving parental engagement. <i>ESSA Section 1116 (e)(11) Optional</i>		
7. May develop appropriate roles for community-based organizations and businesses in parental engagement activities. <i>ESSA Section 1116 (e)(13) Optional</i>		
<i>For all the building capacity requirements and options maintain documentation...</i> <ul style="list-style-type: none"> • <i>Publicity and invitation to parents about events</i> • <i>Agendas for meetings and programs</i> • <i>Sign-in sheets at meetings and training events including name and position/title</i> • <i>Minutes of meetings or record of training events</i> • <i>Letters, newsletters, and other print info</i> • <i>E-Mails and electronic files</i> • <i>Telephone logs</i> • <i>Records of home visits</i> 		

School Parent and Family Engagement Policy Compliance Documentation School Level Policy Development

Each school that receives Title I funds shall develop jointly with and distribute to parents of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of Subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Compliance Documentation

- ☐ Copy of school-level parent and family engagement policy with the revision month, date, and year.
- ☐ Meeting agendas and sign-in sheets from school policy meetings or other opportunities provided to collect parent input and feedback on the school-level parent and family engagement policy.
- ☐ Proof that the school-level parent and family engagement policy was distributed in multiple ways;
 - There are a variety of ways that a campus can distribute the policy to all parents and family members of participating students. The documentation referenced below are considered acceptable forms of documentation.
 - Student Handbook: Relevant pages of the Student Handbook that include the campus written PFE policy.
 - Campus/LEA website: Print out of the Campus/LEA website where the most current policy is posted and the link to access the document.
 - Direct Mail: Copy of the letter accompanying the policy distributed to parents via direct mail or the documentation that is required to be maintained as per local policies and procedures.
 - E-mail: Copy of email that was sent out that includes the email header (To, From, CC, Subject, Attachments) or the documentation that is required to be maintained as per local policies and procedures
 - Newspaper Publication: Newspaper clipping/print out referencing the policy being published in a newspaper.
 - Student Registration Distribution, Beginning of School Year Distribution, Parent-Teacher Conference Distribution: Documentation that is required to be maintained as per local policies and procedures.
- ☐ Parent feedback in the form of minutes from the school policy meetings θ Invitations, flyers, website announcements, message recordings, or other meeting advertisements informing parents of the opportunity to participate in the development, review, and approval of the school policy.
- ☐ School procedures for parents to provide input on the school parent and family engagement policy.

Meets Compliance	Innovative Implementation	Exceptional Implementation
<ul style="list-style-type: none"> • Conduct a meeting (or offer other formal and informal opportunities) for parents of children in Title I programs to develop, discuss, revise, and agree upon the school parent and family engagement policy on an annual basis. • Ensure all Title I parents have the opportunity to provide input on the school parent and family engagement policy by offering several attempts and ways to gather parent feedback. • Distribute and make available the revised school parent and family engagement policy to all parents in multiple ways annually. 	<ul style="list-style-type: none"> • Hold smaller parent and community meetings, gatherings, or retreats, and invite the whole family to discuss academic progress at the school level in relation to school goals and the school parent and family engagement policy. • Bridge the parental involvement gap in the school by strategically reaching out to underrepresented families to obtain their feedback and suggestions on the school parent and family engagement policy and plan. 	<ul style="list-style-type: none"> • Assemble a school community team comprised of parent, community, and school leaders to guide and coordinate parental involvement programs as outlined in the school parent and family engagement policy. • Measure the impact of parental involvement on student achievement in the school parent and family engagement policy by connecting the planned activities and goals of the program with the intended schoolwide change.

☐ Not Compliant

☐ Meets Compliance

☐ Innovative

☐ Exceptional

Notes:

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Written Parents and Family Engagement Policy FAQ

**The questions and answers below are taken from the Title I, Part A – Improving Basic Programs, Program Guide published by the Federal Program Compliance Division at TEA. The questions pertaining specifically to the Written PFE Policy have been selected for this document.*

Q.1. Is a school required to convene the Title I, Part A annual meeting and the parent policy development meetings at *different times of the day*?

A.1. Yes. Parents should be offered multiple opportunities to receive the information. Each Title I, Part A school shall offer at least two attendance options for its annual Title I meeting (at different times of the day and at different days of the week) to ensure maximum participation by parents and family members of participating students. Likewise, parents must have more than one meeting opportunity to provide input on the development, review, and evaluation of the PFE policy. (Reference: Title I, Part A- Improving Basic Programs, Program Guide, pg. 64)

Q.2. Does the LEA PFE Policy need to be approved by the board of trustees?

A.2. It depends. Federal statute does not require the PFE policy to be approved by the board unless the LEA's local policies and procedures require that all policies be approved by the board. The LEA should note, however, that federal statute does require the LEA's PFE policy to be incorporated into the LEA plan. [Section 1116(a)(2)] If the LEA is required by either its LEA and school decision-making process or by state law to obtain board approval of its improvement plan, the PFE policy would be subject to local board approval. (Reference: Title I, Part A- Improving Basic Programs, Program Guide, pg. 61)

Q.3. How often does the school written PFE policy need to be updated?

A.3. The school written PFE policy shall be evaluated at least annually to ensure that it meets the changing needs of parents and the school. However, it should be updated as the needs change for the parents and the school which may be more frequently than annually. (Reference: Title I, Part A- Improving Basic Programs, Program Guide, pg. 62)

Q.4. Does the school PFE policy need to be translated into other languages?

A.4. LEAs operating at least one schoolwide or targeted assistance program must establish translation procedures related to ensuring that the school PFE Policy is, to the extent practicable, provided in a language that parents can understand. USDE has not provided guidance or defined the term to the extent practicable. However, it is a requirement that schools follow their LEA's translation procedures in determining whether the policy needs to be translated into other languages. (Reference: Title I, Part A- Improving Basic Programs, Program Guide, pg. 62)

Q.5. How does a school make their PFE policy available to the local community?

A.5. There are a variety of ways that a school can make their PFE policy available to the local community. Schools can post direct links to the PFE policy on its web site, make hard copies available to individuals in the local community upon request, make hard copies

available for viewing in public locations and/or have the policy available at the front office of the school. (Reference: Title I, Part A- Improving Basic Programs, Program Guide, pg. 63)

Q.6. Can the LEA and school PFE policies be included in the Student Handbook/Code of Conduct publication provided to parents yearly to meet the requirements for distribution?

A.6. It depends. The following requirements related to the distribution of the PFE policies would need to be met for the Student Handbook/Code of Conduct (SH/COC) to be an acceptable distribution method for the PFE policies. The LEA and schools must ensure that the most current PFE policies are published in the SH/COC document. If the PFE policies are revised at any time before a new SH/COC is distributed, an addendum to the SH/COC providing the revised PFE policy must be distributed to all parents of participating students. The SH/COC meets the translation requirements as set out in the LEAs translation procedure. The PFE policy is noted separately in the table of contents and easily accessible and written in an understandable and uniform format within the SH/COC document. Parents may request a hard copy. (Reference: Title I, Part A- Improving Basic Programs Handbook, pg. 63-64)

Q.7: Can schools and LEAs use Title I, Part A funds to provide transportation and childcare for PFE related activities?

A.7: It depends. Although funds to provide transportation and childcare are allowable under Title I, Part A, there are several steps and requirements for using Title I, Part A funds. Determining allowability under Title I, Part A is only one part of the required steps. Such activities must also be identified as a need in the Comprehensive Needs Assessment and be included in the District and/or Campus Improvement Plans, as appropriate. (Reference: Title I, Part A- Improving Basic Programs Handbook, pg. 65)

Q.8: How is the policy distributed to parents and families?

A.8: Federal statute does not specify how the policy will be distributed to parents and families. Statute gives the following information regarding policy distribution.

- Each LEA **shall** develop with, agree on with, and distribute to, parents and family members of participating children a written PFE policy. ESSA (a)(2)
- Parents **shall** be notified of the policy and in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. ESSA, (b)(1)(f).

Q.9: Is the LEA Parent and Family Engagement Policy and the School Policy the same?

A.9: No. Federal Statute specifies that each LEA that receives funds will have a written PFE policy that is incorporated into the LEAs plan developed under ESSA section 1112. [ESSA (a)(2). Statute goes on to specify that each school served under this part **shall** have a written PFE policy. [ESSA (b)(1)]

- An exception to this is allowed for one-campus LEAs; in such cases a single policy document is allowed, but the requirements for both the LEA and the school policies

must be addressed. (Reference: Title I, Part A- Improving Basic Programs Handbook, pg. 50)

Q.10: Is an LEA required to have a parent advisory board? What is meant by “adequate representation?”

A.10: No. Federal Statute **requires** LEAs to involve parents in the activities of the school served under this part, ESSA (a)(2)(F). The statute clearly states that LEAs **may** include (*NOT required*) establish a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population served by such agency. USDE does not define the number of parents or the percentage of parents to serve on a parent advisory board or other committees developed by an LEA. The members need to represent the ethnic diversity of the school community.

Q.11: Are there resources available to assist schools with the development of the Written Parent and Family Policy?

A.11: Yes. Please visit the Region 16 Parents and Family Engagement Statewide Initiative website at the link below for specific information regarding the Written Parent and Family Engagement Policy. https://www.esc16.net/page/title1swi.compliance_policy

Questions?

**We would love to hear from you! Please contact one of our consultants
for assistance.**

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