Section 1116 Parent and Family Engagement Planning Document

ESSA Section 1116 describes this as “Policy”. In Michigan, policy is put in place by school boards. As such, this has been interpreted as a “Plan”. The section references will refer to the Policy, while the Layman’s Description box will always refer to the Plan.

The Parent and Family Engagement Plan is broken into four sections: POLICY INVOLVEMENT, SHARED RESPONSIBILITIES, BUILDING CAPACITY, and ACCESSIBILITY.

Policy #	Policy	Layperson’s Description	What is your School Doing?	Notes
1116(c)	POLICY INVOLVEMENT	This section explains how parents must be involved in creating and updating the Title I Parent and Family Engagement Plan.		
1116(c)(1)	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 school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved;	Hold an Annual Title I Parent Meeting to review and solicit input on the Parent and Family Engagement Plan.	6th grade only Open House (8/14) Open House Session (8/19)	Title I Plan Required
1116(c)(2)	offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;	Make sure the meeting is accessible to parents. You can spend Title I $ to make it accessible.	Title room (multiple sessions during both Open Houses)	Title I Plan Required
1116(c)(3)	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	Parents should also be involved in the Title I Targeted Assistance or Schoolwide Plan. You can use the Annual Title I Parent Meeting to do this, or you can do it in other ways, such as having parents on your School Improvement Team.	Title Teacher will recruit parents for SIT/BLT	Title I Plan Required

	1114(b), 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;			
1116(c)(4)(A)	provide parents of participating children timely information about programs under this part;	When are the times (Annual Title I meeting and other times as appropriate) that you let parents know about your Title I Program?	Newsletter, Remind, Emails, paper letter to go home	
1116(c)(4)(B)	provide parents of participating children 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;	At the meeting, explain the curriculum, what assessments are used, and an overview of how the students are doing with the assessments.	Subject specific syllabi ● Open House ● Conferences	Title I Plan Required
1116(c)(4)(C)	provide parents of participating children, 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	If requested, meet with parents outside of the annual meeting to take their suggestions on the Title I Program, Parent Involvement Plan, or curriculum and assessment. Respond to the suggestions promptly.	● Mrs. Bair available upon request ● 3-day communication turn around rule will be used to respond to parents	Title I Plan Required
1116(c)(5)	if the schoolwide program 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.	Document any parent comments from the Annual Title I Parent Meeting.	Parent Surveys through Swis	Title I Plan Required
1116(d)	SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT.—As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for	This section is about the school-parent compact. Every Title I school must have a school-parent compact that describes what the school, parents, and students will do to share responsibility for student achievement. For Schoolwide schools, the compact must be provided to all families. For Targeted Assistance schools, it is best practice (and maybe easier) to give the compact to all families, but it is only required to be provided to families of students served by the Title I program.		

	improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.			
1116(d)(1)	describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time;	The compact must describe what the school and parent responsibilities are to promote student achievement. See examples in the policy description.	Parent/ Student Behavior and academic contract	Compact Required
1116(d)(2)	address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:	The compact must address ongoing communication between teachers and parents.	See link above	Compact Required
1116(d)(2)(A)	parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;	The compact must be discussed at parent teacher conferences at least annually.	Signed copy stays with school and duplicate copy goes home for reference.	Compact Required
1116(d)(2)(B)	frequent reports to parents on their children's progress;	The school must "frequently" report to parents on progress.	• Report cards • Reminds/Emails/Phone calls about attendance, progress reports • NWEA reports	Compact Required
1116(d)(2)(C)	reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities;	Parents should be able to volunteer, observe, and have access to school staff.	• Parents can: email, Remind, phone call, set up meetings individually • Parent opportunity list for parents along with signups	Compact Required
1116(d)(2)(D)	ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.	Ensure meaningful, two-way communication in a language that parents can understand.	• Remind	Compact Required

1116(e)	BUILDING CAPACITY FOR INVOLVEMENT.—To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part	This section talks about building the capacity of the school, parents, and the community to improve student achievement.		
1116(e)(1)	shall provide assistance to parents of children served by the school or local educational agency, 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;	The school will help parents understand the state standards, state and local assessments, the Title I Plan, and how parents can check on how their kids are doing.	• Infinite Campus • Parent friendly state standards for each grade level • Various grade level progress reports	Title I Plan Required
1116(e)(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 (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;	The school will train parents on how to work with their kids at home to support achievement.	• IEPs • Be Nice Night • Parent/teacher conferences • Newsletter • Training parents on how to use IC and Remind • Summer Resource Day	Title I Plan Required
1116(e)(3)	shall 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;	The school will train its staff on how to work with parents as equal partners.	• PLC and staff meetings	Title I Plan Required
1116(e)(4)	shall, 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;	The school will coordinate all of these requirements with other programs that may also involve parents. Try to work it into other programs, rather than seeing "Title I Parental Involvement" as its own activity to perform.	• IEPs • Be Nice Night • Parent/teacher conferences • Newsletter • Training parents on how to use IC and Remind • Summer Resource Day	Title I Plan Required

1116(e)(5)	shall ensure 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;	All communications with parents should be in a language they can understand.	Propio Translation Service, Remind, Google Translate, in-person interpreters	Title I Plan Required
1116(e)(6)	may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;	Schools can involve parents when training teachers about parental involvement.	Parent surveys about academic instruction	Title I Plan Optional
1116(e)(7)	may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;	All family engagement activities need to be linked to learning, so family engagement activities like family nights should be teaching families how to reinforce literacy skills at home.	• Be Nice Night • Parent/teacher conferences • Summer Resource Day	Title I Plan Optional
1116(e)(8)	may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;	Schools can use Title I funds to pay for reasonable expenses so parents can participate in meetings and trainings.	Snacks, dinner, teaching/training materials, family take home activity	Title I Plan Optional
1116(e)(9)	may train parents to enhance the involvement of other parents;	Schools can use parents in a train-the-trainer model for parental involvement.	Remind and Infinite Campus support	Title I Plan Optional
1116(e)(10)	may 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 such conferences at school, in order to maximize parental involvement and participation;	Schools can set up a variety of types of meetings at school or at homes for parental involvement.	PTO meetings, Academic nights	Title I Plan Optional
1116(e)(11)	may adopt and implement model approaches to improving parental involvement;	Schools can use Title I funds to purchase resources or programs to implement in order to address any parental involvement weaknesses identified in the CNA	Support for internet safety, special education supports, Be NICE- mental health supports	Title I Plan Optional
1116(e)(12)	may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;	Districts can form a parent advisory council to advise the district on parental involvement.	EL parent committee district wide, Parent Safety Committee (Officer Soto)	Title I Plan Optional

1116(e)(13)	may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and	Schools can involve other organizations and businesses in parental involvement activities.	Be NICE- mental health supports HPD- digital safety Community Partners- Summer Resource Day	Title I Plan Optional
1116(e)(14)	shall provide such other reasonable support for parental involvement activities under this section as parents may request.	Schools will provide any other reasonable supports that parents request not described elsewhere in Section 1116.	Be NICE- mental health supports HPD- digital safety Community Partners- Summer Resource Day	Title I Plan Required
1116(f)	ACCESSIBILITY.—In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.	The school will make every effort to provide all required information in Section 1116 and other federally required reports in a format and language parents can understand.	Propio Translation Service, Remind, Google Translate, in-person interpreter	Title I Plan Required