**School-Level**

# **Parent and Family Engagement Plan/Policy**

**Traditional Template**

***NOTE TO SCHOOLS:*** *Schools, in meaningful consultation with parents, may use the sample template below as a framework for the information to be included in their school parent and family engagement plan/policy. Schools are not required to follow this sample template or framework, but if they establish the school’s expectations for parent and family engagement and include all of the components listed under “Description of How The School Will Implement Required School Parent and Family Engagement Policy Components,” they will have incorporated the information that Section 1116(b) and (c) of the Every Student Succeeds Act (ESSA) requires to be in the school parent and family engagement plan/policy. Schools, in meaningful consultation with parents, are encouraged to include other relevant and agreed upon activities and actions, as well, that will support effective parent and family engagement and strengthen student academic achievement. (This template is available as a downloadable Word document at* [*http://partnerships.gadoe.org*](http://partnerships.gadoe.org)*.)*

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**School Parent and Family Engagement Policy**

***[Insert School Name]***

***[School Year XXXX - XXXX]***

***[Insert Revision Date MM/DD/YYYY]***

In support of strengthening student academic achievement, **[Insert name of school]** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school’s expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school’s plan submitted to the local educational agency (LEA).

**[Insert school name]** agrees to implement the following requirements as outlined by Section 1116:

* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, 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) of the Every Student Succeeds Act (ESSA).
* Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
* Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
* If the schoolwide program plan under Section 1114(b) of the ESSA 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.
* Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

(A) Parents play an integral role in assisting their child’s learning

(B) Parents are encouraged to be actively involved in their child’s education at school

(C) 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

(D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

***NOTE TO SCHOOLS:*** *The school parent and family engagement policy must include a description of how the school will implement or accomplish each of the following components [Section 1116(b)(1) of ESSA]. This is a sample template, as there is no required format for these descriptions. However, regardless of the format the school chooses to use, a description of each of the following components below must be included to satisfy statutory requirements.*

**JOINTLY DEVELOPED**

**[Insert school name]** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*(Describe/List how parents will be involved in the development of the school parent and family engagement policy and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)*

**ANNUAL TITLE I MEETING**

**[Insert school name]** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the parents’ requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

*(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school’s participation as well as the parents’ rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)*

**COMMUNICATIONS**

**[Insert school name]** will take the following actions to provide parents of participating children the following:

* Timely information about the Title I programs
* Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
* Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

*(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)*

**SCHOOL-PARENT COMPACT**

**[Insert school name]** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for 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.

*(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)*

**RESERVATION OF FUNDS**

If applicable, **[Insert school name]** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

*(If the district receives more than $500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)*

**COORDINATION OF SERVICES**

**[Insert school name]** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement 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 by:

*(Describe/List how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)*

**BUILDING CAPACITY OF PARENTS**

**[Insert school name]** will build the parents’ capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

* Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
* Materials and training to help parents to work with their child to improve their child’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
* Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  + The challenging State’s academic standards
  + The State and local academic assessments including alternate assessments
  + The requirements of Title I, Part A
  + How to monitor their child’s progress
  + How to work with educators to improve the achievement of their child

*(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student’s academic success.)*

**BUILDING CAPACITY OF SCHOOL STAFF**

**[Insert school name]** will provide training to 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 by:

*(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents’ assistance for building staff capacity. )*

**[Insert school name]** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

*(Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)*

**DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT**

**POLICY COMPONENTS**

***NOTE TO SCHOOLS:*** *The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school to support their children’s academic achievement, such as the following discretionary activities listed under Section 1116(e) of the ESSA.*

*Indicate which of the following discretionary (optional) school parent and family engagement policy components the school will implement to improve family-school partnerships:*

* Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
* Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
* Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
* Train parents to enhance the engagement of other parents.
* To maximize parent and family engagement and participation in their child’s education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
* Adopt and implement model approaches to improving parent and family engagement
* Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
* Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

***NOTE TO THE SCHOOLS****: Describe how each discretionary item checked above will be implemented.*