

## 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 school's 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 CIP. 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; and
  - (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, CIP) 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 CIP 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... This policy was approved by <Name of LEA> on <mm/dd/yy>.

Signed by Authorized Official: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT NOTE:** This template will assist a school when developing a school 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.

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