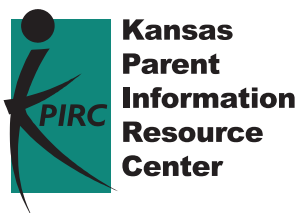


# Writing a Parent and Family Engagement Policy



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# Parent and Family Engagement Policy: District and School

To ensure that schools meet federal and state requirements for Title I, Part A Parent and Family Engagement, the Kansas Parent Information Resource Center (KPIRC) has developed this Title I Part A Parent and Family Engagement Policy resource. This resource is designed to assist in the planning of all components required for the Title I, Part A Parent and Family Engagement Policy.

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Public Law 114-95 Section 1116 (a) *Local Educational Agency Policy*

Public Law 114-95 Section 1116 (b) *School Parental Involvement Policy*

Public Law 114-95 Section 1116 (c) *Policy Involvement*

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“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.”

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## Developing a written parental involvement policy

The district policy should address, at a 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, an 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

# District 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 ESSA Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities.

Please use the checklist below as a support tool in helping you create and assess your District Parental Involvement Policy:

YES	NO	
		Does the LEA have a current year district parent and family engagement policy ESSA Section 1116 (a)(2)
		Is the district parent and family engagement policy presented in a format and written in a language parents/families can understand? (is it user friendly?) ESSA Section 1116 (b)(1)
		Was the district parent and family engagement policy jointly developed with and agreed on with parents? ESSA Section 1116 (a)(2)
		Invitation to parents/families
		Sign-in sheet for meetings including name and title/position?
		Minutes of meeting?
		Was the district parent and family engagement policy distributed to parents/families? (Not all listed below are required but identify and document how the district policy was distributed) SESSA Section 1116 (a)(2)
		Student handbook?
		District website?
		Direct mail?
		E-mail?
		Placed in newspaper?
		Provided at student registration?
		Provided and explained at beginning of school year event?
		Discussed at parent-teacher conference?
		Other?

YES	NO	
		Does the district 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? ESSA Section 1116 (a)(2)(A)
		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 involvement activities to improve student academic achievement and school performance? ESSA Section 1116(a)(2)(B)
		<b>Building Capacity Requirements</b>
		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. 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 and 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 involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities such as parent resource centers. ESSA Section 1118 (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)

YES	NO	
		6. Shall provide such other reasonable support for parental involvement activities under this section as parents may request. ESSA Section 1116 (e)(14)
		For all the building capacity requirements maintain documentation ...
		Publicity and invitation to parents about events
		Agendas for meetings and programs
		Sign-in sheets at meetings and training events including name and position/title
		Minutes of meetings or record of training event
		Letters and newsletters and other print info
		E-mails and electronic files
		Telephone log
		Record of home visits
		Does the district policy describe how the LEA will build the schools' capacity for parent involvement in the following ways ... <b>(Building Capacity Options)</b>
		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) <b>Optional</b>
		2. May provide necessary literacy training from funds received under this if the LEA has exhausted all other reasonably available sources of funding for such training. ESSA Section 1116 (e)(7) <b>Optional</b>
		3. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents/families to participate in school-related meetings and trainings. ESSA Section 1116 (e)(8) <b>Optional</b>  4. May train parents to enhance the involvement of other parents. ESSA Section 1116 (e)(9) <b>Optional</b>
		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 involvement and participation. ESSA Section 1116 (e)(10) <b>Optional</b>
		6. May adopt and implement model approaches to improving parental involvement. ESSA Section 1116 (e)(11) <b>Optional</b>
		7. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section. ESSA Section 1116 (e)(12) <b>Optional</b>

YES	NO	
		8. May develop appropriate roles for community-based organizations and businesses in parental involvement activities. ESSA Section 1116 (e)(13) <b>Optional</b>
		For all the building capacity options maintain documentation...
		Publicity and invitation to parents about events
		Agendas for meetings and programs
		Sign-in sheets at meetings and training events including name and position/title
		Minutes of meetings or record of training event
		Letters and newsletters and other print info
		E-mails and electronic files
		Telephone log
		Record of home visits
		Does the district policy describe how the LEA will coordinate and integrate parental involvement strategies, to the extent feasible and appropriate, with relevant Federal, State, and local laws and programs? ESSA Section 1118 (a)(2)(C)
		Does the district 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? ESSA Section 1116 (a)(2)(D)
		Does the district 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? ESSA Section 1116 (a)(2)(D)(i - iii)

YES	NO	
		Does the district policy describe that the findings from the evaluation will be used to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement (district and school) policies? ESSA Section 1116 (a)(2)(E)
		Retain documentation of surveys and other evaluation tools
		Maintain sign-in sheets and records of interviews
		Sign-in sheet for meetings
		Agenda of meeting to discuss evaluation data
		Minutes of meetings
		Does the district policy describe how to involve parents in the activities of the schools, which may include establishing a parent advisory board? ESSA Section 1116 (a)(2)(F)



# 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 involvement 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, DIP),
  - 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. <NameofLEA> will: involve parents and family members in jointly developing the local educational agency plan (DIP) 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 DIP 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; and
- 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 district 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 involvement activities under this section as parents may request.  
Section 1116 (a)(2)(F) and Section 1116 (e)(14)

***If a district has a parent advisory board (PAB), describe when and how the PAB 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 involvement 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:** This policy was adopted by <Name of LEA> on <mm/dd/yy>.

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

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

# 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 ESSA Section 1116 (b) & (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities.

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

YES	NO	
		Does the school have a current year school parent and family engagement policy? ESSA Section 1116 (b)(1)
		Is the school parent and family engagement policy presented in a format and written in a language parents/families can understand? (is it user friendly?) ESSA Section 1116 (b)(1)
		Was the school parent and family engagement policy jointly developed with and agreed on with parents? ESSA Section 1116 (b)(1)
		Invitation to parents/families to attend meeting?
		Agendas for meetings?
		Sign-in sheet for meetings including name and title/position?
		Minutes of meeting?
		Was the school parental involvement policy distributed to parents/families? (Not all listed below are required but identify and document how the district policy was distributed) ESSA Section 1116 (b)(1)
		Student handbook?
		District website?
		Direct mail?
		E-mail?
		Placed in newspaper?
		Provided at student registration?
		Provided and explained at beginning of school year event?
		Discussed at parent-teacher conference?
		Other?

YES	NO	
		Was the school parent and family engagement policy made available to the local community? ESSA Section 1116 (b)(1)
		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.
		Does the school policy describe there will be an annual meeting, 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? ESSA Section 1116 (c)(1)
		Provide documentation for the annual meeting...
		How the meeting was announced and parents invited - website, email blast, newspaper, notice sent home with students, telephone "tree", etc.
		Agenda for the meeting including handouts that may be provided
		Sign-in sheets including name and title/position
		Minutes of meeting
		Does the school policy affirm that the school will consider a flexible number of meetings, such as morning and evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement? ESSA Section 1116 (c)(2)
		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? ESSA Section 1116 (c)(3)
		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 (school improvement plan)? ESSA Section 1116 (c)(3)
		Does the school policy address how parents/families will be provided timely information about school programs under this part? ESSA Section 1116 (c)(4)(A)
		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? ESSA Section 1116 (c)(4)(B)

YES	NO	
		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? ESSA Section 1116 (c)(4)(C)
		Does the school policy advise if the schoolwide program plan (school 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)
		Does the school policy describe how the school will build the schools' (and parents') capacity for parental involvement in the following ways ... <b>(Building Capacity Requirements)</b>
		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 involvement 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)

YES	NO	
		6. Shall provide such other reasonable support for parental involvement activities under this section as parents may request. ESSA Section 1116 (e)(14)
		For all the building capacity requirements maintain documentation...
		Publicity and invitation to parents about events
		Agendas for meetings and programs
		Sign-in sheets at meetings and training events including name and position/title
		Minutes of meetings or record of training event
		Letters and newsletters and other print info
		E-mails and electronic files
		Telephone log
		Record of home visits
		Does the school policy describe how the school will build the schools' and parents' capacity for parental involvement in the following ways... <b>(Building Capacity Options)</b>
		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) <b>Optional</b>
		2. May provide necessary literacy training from funds received under this if the LEA has exhausted all other reasonably available sources of funding for such training. ESSA Section 1116 (e)(7) <b>Optional</b>
		3. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents/families to participate in school-related meetings and trainings. ESSA Section 1116 (e)(8) <b>Optional</b>
		4. May train parents to enhance the involvement of other parents. ESSA Section 1116 (e)(9) <b>Optional</b>
		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 involvement and participation. ESSA Section 1116 (e)(10) <b>Optional</b>  6. May adopt and implement model approaches to improving parental involvement. ESSA Section 1116 (e)(11) <b>Optional</b>



YES	NO	
		7. May develop appropriate roles for community-based organizations and businesses in parental involvement activities. ESSA Section 1116 (e)(13) <b>Optional</b>
		For all the building capacity options maintain documentation...
		Publicity and invitation to parents about events
		Agendas for meetings and programs
		Sign-in sheets at meetings and training events including name and position/title
		Minutes of meetings or record of training event
		Letters and newsletters and other print info
		E-mails and electronic files
		Telephone log
		Record of home visits

# 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 annual meeting will be held. Also describe how parents will be notified and what person(s) is responsible for conducting the meeting.*

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, on going, 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) School Improvement Plan (SIP), 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 SIP. 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 (School Improvement Plan, SIP) 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 SIP 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 adopted by <Name of LEA> on <mm/dd/yy>.

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

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

# Sample Parent/Family Engagement Policy

**<Name of District/School> will involve parents in the development of the District Improvement Plan, Title I Program Plan, the Parent Involvement Policy, and the school review and improvement process.**

<Name of District/School> jointly develops and approves the district improvement plan with parents through the District Education Improvement Committee.

The district Parent Advisory Committee will be involved in the development and approval of the Title I Program Plan and the District Title I Parental Involvement Policy.

School Improvement Plans are jointly developed with parents through the School Improvement Team, which is composed of school staff, parents, and community members.

**<Name of District/School> will support Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.**

<Name of District/School> provides support to departments and schools in their family engagement efforts as requested (training and consultation).

<Name of District/School> provides assistance with the evaluation of the school parental involvement plan through an annual survey.

<Name of District/School> provides training for staff and parents in the development of the school parent involvement plan, assists schools in identifying effective parental involvement practices, and provides community presentations.

<Name of District/School> provides professional development and ongoing support to designated school staff to ensure that schools can implement research-based family engagement initiatives.

**<Name of District/School> will build the schools' and parents' ability to create strong parental involvement.**

Parents may be assisted in understanding state standards, district and school assessments, and how to monitor a child's progress in the following ways:

- <Name of District/School> will provide the Testing Calendar online so parents can stay informed of the testing schedule.
- <Name of District/School> provides parent workshops to inform parents of national assessments students take, how results are used, and how parents can support their children. Parents are informed through their child's school of these events.
- <Name of District/School> assists parents in monitoring their child's progress through the School Information System and frequent reports of student progress. Training in School Information System (SIS) is available through the local school.

- The district provides an assessment page on the district website to assist parents in understanding the assessments given, what they measure, and how the schools and families will use these to measure student academic progress and placement.
- Each Title I School conducts activities designed to assist parents in understanding state and district assessments and achievement standards.
- Each school sends information to parents regarding standardized assessments to help them understand their child's test results.
- <Name of District/School> will provide parent programs that cover diverse topics such as supporting students, parenting, and partnering with schools.
- <Name of District/School> provides professional development to schools in order to create a welcoming school environment for parents and families.

<Name of District/School> will provide materials and training to help parents work with their child, such as literacy training and using technology.

- The Summer Reading program will provide books for all students in Pre-K through First Grade to support shared reading at home.
- <Name of District/School> provides resources to schools and facilitates parent workshops that comply with state and federal requirements for family engagement.
- <Name of District/School> conducts district-wide parent technology events to highlight tools and resources that families can access to support learning at home.
- <Name of District/School> provides family literacy training, family outreach, and other training to assist parents and families of English Language Learners to become active participants in their child's education.

<Name of District/School> will, with the assistance of parents, educate principals, teachers, and other staff in the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the schools.

- Training is provided to schools on developing their parental involvement plan.
- Each local school provides training, with the assistance of parents, to its staff regarding parent involvement.
- <Name of District/School> provides professional development sessions for school staff to support best practices for family engagement.

<Name of District/School> will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and language the parents can understand whenever reasonably possible.

- Information and documents important to parents and families are located on the district website in appropriate languages.
- Each Title I school is required to document the manner in which it notifies parents in a language and format that is easily understood.

**<Name of District/School> will coordinate and integrate parental involvement strategies with other local parent involvement programs.**

**<Name of District/School> will provide reasonable support for parental involvement activities.**

- Each Title I school has a PTA/PTSA board or other parent/student advocacy organization which meets regularly to support the parent and school relationship.

**<Name of District/School> will develop appropriate roles for community-based organizations and businesses to participate in parent involvement activities.**

**<Name of District/School> will develop a volunteer website to improve communication between schools and community partners in order to link resources to needs.**

**<Name of District/School> will conduct an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of Title I schools. This evaluation, the Title I Family Engagement survey, is distributed to parents and seeks to identify barriers that inhibit greater participation by parents. The findings will be used to design strategies for more effective parental involvement, and the parental involvement policy will be revised as necessary.**



# Sample Parent/Family Engagement Policy

<Name of District/School> believes that **family engagement** is essential to a student's academic success. We believe that parent/family engagement is the participation of parents and schools in two-way meaningful communication regarding their student's academic learning and other school activities. Meaningful two-way communication ensures that:

- Parents are encouraged to be actively engaged in their child's education
- Parents have the opportunity to serve on committees and assist in the education decisions for the school or district

We acknowledge that parents/families have the primary role in supporting their child's education and that good communication is essential to academic success.

Title I, Part A (Title I) of the Every Student Succeed Act (ESSA) provides financial assistance to schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. <Name of District/School> has \_\_\_\_\_ schools that receive Title I funds.

Title I funded schools are required to provide a written parent engagement policy that describes how parents can be engaged in their child's education and what parents can expect from the district and schools. With the help of parents from Title I schools, the following are three areas of assurances that the district and Title I schools will support family engagement:

## Right to Notifications

The schools shall send information to parents in a language and format they can understand regarding their student's progress, teacher qualifications and benefits of Title I funding.

- Each Title I school will conduct an Annual Title I Meeting to explain the requirements of Every Student Succeed Act and how the program will benefit the students.
- Ensure that teachers communicate regularly with parents about their child's progress by:
  - Providing parent-teacher conferences
    - At least once a year, a face-to-face conference at the elementary level
    - As appropriate at the junior and high school level
  - Sending progress and report cards on a regular schedule
  - Communicating through other medias, such as apps, phone calls, or newsletters
- Ensure each Title I school provides appropriate and timely notification about teacher qualifications and intervention programs:
  - Parents have the right to request certificate information for their child's teacher
  - Parents will be notified if their child is not being taught by a state certified at content and grade level teacher for four consecutive weeks or longer
  - Identifying their child's participation in intervention programs such as tutoring

## Engagement Opportunities

The schools will assist parents in understanding state's academic content and achievement standards and requirements of the Title I program.

- The district provides personnel dedicated to planning and implementing family engagement activities at the school and district level.
  - Each Title I school has a Family Engagement Liaison (FEL)
  - Each Title I school has a Family Engagement Team (FET) which is made up of parents, teachers, the liaison and an administrator. The committee plans activities based on the school' academic needs stated in the School Improvement Plan (SIP). FET is a sub-committee to each school Site-Based Decision Making Committee (SBDM).
  - District-level Family Engagement Specialist support the Title I schools.
- The district and school will provide opportunities for the parents to increase their understanding of the following:
  - Academic Standards
    - Grade level orientation meetings on curriculum, grading, and academic expectations
    - Academic family nights that support different approaches for reading, math, or science
    - Exam preparation, understanding test scores and passing state and end-of-course exams
  - Parenting information on topics that increase family communication skills, dealing with social issues and keeping children safe
  - Provide Family Literacy programs for parents who wish to further their own language skills or work toward a GED
- The district will provide professional development for Title I teachers and staff on collaborating with parents as equal partners.

## Decision-Making Opportunities

The district and school will engage parents and encourage participation in decision making through the following:

- Establish a Title I Parent Advisory Committee to:
  - Review and update the Family Engagement Policy as needed
  - Review results of the annual Parent Satisfaction Survey
  - Review district and school Family Engagement event documents to identify and eliminate barriers to effective family engagement
  - Gather information from parents on how to improve the parent engagement activities
- Conduct an annual evaluation of the family engagement program
  - Survey will be made available in English, Spanish, Vietnamese, and other languages as determined by need based <Name of District/School>
- Create a school-parent compact
  - Outlines the agreed responsibilities of the school staff, parent, and student for academic success

- Involve parents in the process of school review and improvement by:
  - Provide opportunities for parents to participate in school decision making through Site-based Decision Making Committee (SBDM)
  - Family Engagement Team(FET)
  - District Improvement and Decision Making Committee (DIDC)

### **Family Engagement Commitment**

The Parent and Community Engagement Department, along with the Title I schools, are committed to the following:

*Each Title I school creates a Parent-Student-Teacher compact. This document may be requested from the office or the Family Engagement Liaison at your child's Title I school.*

*<Name of District/School> does not discriminate on the basis of race, color, age, gender, national origin, religion, or disability in education programs, admissions/enrollment decisions or activities which it operates, as required by Title VI, Title IX and Section 5.*

**This publication is available from the:**  
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A Project of the KSDE Technical Assistance Systems Network (TASN)

Special thanks to the Title 1 Part A Parent and Family Engagement Statewide Initiative  
and the Texas Education Agency in the development of this resource.



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