

# School-Level Parent and Family Engagement Policy Template

## **NOTE TO SCHOOLS:**

- Schools, in meaningful consultation with parents, are welcome to use the template below as a framework for the information to be included in their parent and family engagement policies. If schools choose to use their own formats, they must establish their policies outlining the expectations for parent and family engagement and include all the components listed under “Required School Parent and Family Engagement Policy Components” to incorporate the information that Section 1116(b) and (c) of the Every Student Succeeds Act (ESSA) requires. Schools, in meaningful consultation with parents, are encouraged to include other relevant and agreed-upon activities and actions that will support effective parent and family engagement and strengthen student academic achievement.

INSERT  
SCHOOL LOGO  
HERE

**School Parent and Family Engagement Policy**  
**[Insert School Name]**  
**[School Year YYYY - YYYY]**  
**[Insert Revision Date MM/DD/YYYY]**

In support of strengthening student academic achievement, **[name of school]** receives Title I, Part A funds and must jointly develop with, agree upon 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 district.

**[Name of school] 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 targeted assistance or schoolwide program plan.
- 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 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 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 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:*
    - *Parents play an integral role in assisting their children's learning;*
    - *Parents are encouraged to be actively involved in their children's education at school;*
    - *Parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children; and*
    - *Other activities are carried out, such as those described in Section 1116 of ESSA.*

## Required School Parent and Family Engagement Policy Components

### NOTE TO SCHOOLS:

- This is a sample template, as there is no required format for these components. 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.

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

- **Jointly Developed**

**[Name of school]** 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 children 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**

**[Name of school]** 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, parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

*Describe/list when 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 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**

**[Name of school]** 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; and
- 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 information related to school and parent programs, meetings and other activities in a uniform format, including alternative formats upon request and, to the extent practicable, in a language that parents can understand.*

- **School-Parent Compact**

**[Name of school]** 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 how the school and parents will build and develop a partnership to help children achieve the state's high standards.

*Describe/list the process the school will follow to jointly develop with parents a school-parent compact.*

- **Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)**

If applicable, **[name of school]** 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 \$500,000 or more in Title I allocations, the district 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**

**[Name of school]** 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 school will coordinate with other organizations, businesses and community partners to provide additional supports and resources to families.*

- **Building Capacity of Parents**

**[Name of school]** 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:

- Provide 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;
- Provide materials and training to help parents 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 parent and family engagement; and
- Provide 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 children's progress; and
  - How to work with educators to improve the achievement of their children.

*Describe/list activities, such as workshops, conferences, classes, online resources, parent-teacher meetings, and any equipment or other materials that may be necessary to support parents in helping their students achieve academic success.*

- **Building Capacity of School Staff**

**[Name of school]** 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 parent-teacher 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.*

**[Name of school]** 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.*

## Building Capacity for Involvement

*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 ESSA. Indicate which of the following discretionary (optional) 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;
- Maximize parent and family engagement and the participation in their children'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.

*Describe how each discretionary item chosen by your school and parents will be implemented.*

### NOTE TO SCHOOLS:

- This template is not an official U.S. Department of Education document; it is provided only as an example.