

School Parent and Family Engagement Policy Innovative Template

Guide to Quality: Title I, Part A School Parent and Family Engagement Policy

School districts may use the guide below to identify the requirements for the school parent and family engagement policy and match these requirements with the sample policy provided by the Georgia Department of Education. Title I, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each school receiving Title I, Part A funds jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy. Therefore, schools are encouraged to use this guide with the sample policies, in meaningful consultation with parents, to develop, revise, and review annually a school parent and family engagement policy that will establish the expectations for family engagement and strengthen student academic achievement.

	Does the School Parent and Family Engagement Policy:	Section of Title I Law	To make the policy more effective:
Jointly Developed	1A Describe the purpose of the parent and family engagement policy along with information about the Title I program.	1116(b)(1)	<ul style="list-style-type: none"> Provide a brief overview of Title I and its purpose as well as what is included in the school parent and family engagement policy.
	1B Describe how parents and family members will be involved in the development of the school parent and family engagement policy.	1116(b)(1)	<ul style="list-style-type: none"> Ensure all parents have the opportunity to provide input on the school parent and family engagement policy by providing several attempts and ways for parents to provide feedback.
Parent Input	2A Describe how parents will be involved in the planning, review, and improvement of parent and family engagement programs.	1116(c)(3)	<ul style="list-style-type: none"> Develop multiple opportunities throughout the year for parents to provide feedback and suggestions.
	2B Describe how the school will provide parents with the opportunity for regular meetings to formulate suggestions and participate in decision-making regarding their child's education.	1116(c)(3) 1116(c)(4)(C)	<ul style="list-style-type: none"> Provide parents with multiple opportunities to provide suggestions and participate in decision-making.
	2C Describe how parents will be involved in the development of the schoolwide plan.	1116(c)(3)	<ul style="list-style-type: none"> List the specific opportunities that exist for parents to provide input on the schoolwide plan.
Annual Title I Meeting	3 Describe how the school will convene an annual meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' right to be involved.	1116(c)(1)	<ul style="list-style-type: none"> Describe how the school will offer a flexible number of Title I Annual Parent Meetings at various times and in varying formats.
Communications	4A Describe how the school will notify parents and family of the parent and family engagement policy in an understandable format.	1116(b)(1)	<ul style="list-style-type: none"> Ensure that necessary information is received by parents and family members by providing updates in multiple ways.
	4B Describe how the school will provide parents with timely information about Title I programs.	1116(c)(4)(A)	<ul style="list-style-type: none"> Describe the various methods the school will use to communicate information with parents
	4C Describe how the school will offer parents a flexible number of meetings and transportation, child care, or home visits.	1116(c)(2)	<ul style="list-style-type: none"> Describe how the school will offer multiple meetings at convenient times for parents to increase participation
School-Parent Compact	5 Describe the process the schools will follow to jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved academic achievement.	1116(d)	<ul style="list-style-type: none"> Work with parents to evaluate commitments and determine how successful each party was throughout the school year in honoring the compact.

	Does the School Parent and Family Engagement Policy:	Section of Title I Law	To make the policy more effective:
Family Friendly	6 Ensure that the format and language of the policy are family-friendly.	1116(f) 1116(b)(1)	<ul style="list-style-type: none"> Describe how district reports, letters, information, and materials will be available in a format and language that all parents can understand.
Building Capacity	7 Describe how the school will build parent capacity for strong parental involvement.	1116(e)	<ul style="list-style-type: none"> Describe the various ways the district will implement procedures to build the schools' and parents' capacity.
	7A Describe how the school will provide assistance to parents in understanding the achievement levels of the challenging State academic standards, state and local academic assessments and alternate assessments, Title I requirements, and how to monitor their child's progress and work with educators.	1116(e)(1) 1116(c)(4)(B)	<ul style="list-style-type: none"> Provide grade-level educational workshops designed to help parents understand the corresponding subjects, assessments, and requirements.
	7B Describe how the district will 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.	1116(e)(2)	<ul style="list-style-type: none"> Develop parent guides and resources that align with the classroom instruction to bridge student learning with parent support at home.
	7C Describe how the school will 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.	1116(e)(3)	<ul style="list-style-type: none"> Create regularly scheduled, at least quarterly, staff development classes highlighting different ways that the school, families, and students can work together to obtain goals.
	7D Describe how the school will coordinate and integrate parent involvement programs 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.	1116(e)(4)	<ul style="list-style-type: none"> Coordinate with the corresponding organizations to strengthen communication and enhance potential opportunities for parental involvement, including providing information and resources to support school orientation for parents and students to assist in successful student transitions to school.
	7E Describe how the school will 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.	1116(e)(5)	<ul style="list-style-type: none"> Provide all parents with materials, correspondence, and information in appropriate languages, according to the school population, and a format that is family-friendly. (Including the School Parent and Family Engagement Policy)
	7F Describe how the school will provide other reasonable support for parental involvement activities under this section as parents may request.	1116(e)(14)	<ul style="list-style-type: none"> Utilize the discretionary items described in Section 1116 to develop strategies to improve parent and family engagement. Provide opportunities for parents to request additional support and offer input on the improvement of parent and family engagement programs.
Measures of Effectiveness	8 Describe the strategies, activities, and information that the school will provide to support a strong partnership between the school, parents, and the community to improve student academic achievement.	This is a best practice and not required.	<ul style="list-style-type: none"> Provide parents with resources and assistance based on the school's needs assessment and parent input. Develop multiple opportunities for parents to receive information and to be engaged in the child's education.

SAMPLE TEMPLATE

Schools, in meaningful consultation with parents, may use the sample template on the following pages as a framework for the information to be included in their parent and family engagement 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, then they will have incorporated the information that Section 1116(b)(1) of the Every Student Succeeds Act (ESSA) requires for the school-level parent and family engagement policy.]

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 and family members of participating children a written parent and family engagement policy, that contains information required by Section 1116(b)(1) 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).

[NOTE: 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. If schools choose to use the following template, this document provides additional space for schools to include these actions and additional activities in their school parent and family engagement policy. Additionally, schools are not required to use the parent comment form that is provided; however, this is provided as one method that schools can use to submit parent comments with the plan to the LEA as required by Section 1116(c)(5).]

The school-level parental involvement policy template two begins on the next page.



Oak Elementary School

Parent and Family Engagement Policy and Plan for Shared Student Success

6

2018–2019 School Year

Oak Elementary School
Dr. John Smiley, Principal
123 Tree Street
(123) 456-7890

www.sampleschoolwebsite.com

Plan Revised May 31, 2018

What is Title I?

Oak Elementary is identified as a Title I school as part of the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support family

engagement. All Title I schools must jointly develop with parents and family members a written parent and family engagement policy.

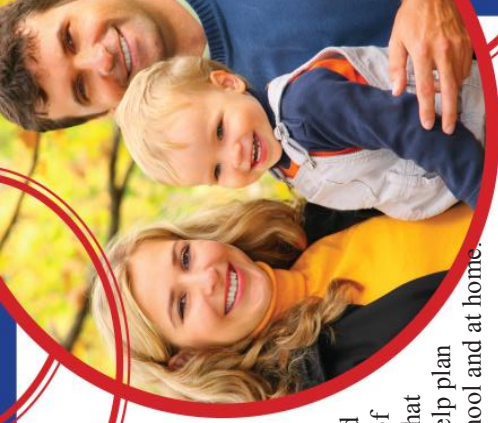


School Plan for Shared Student Achievement

1A

What is it?

This is a plan that describes how Oak Elementary will provide opportunities to improve family engagement to support student learning. Oak Elementary values the contributions and involvement of parents and family members to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that Oak Elementary will support family engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.



How is it revised?

Oak Elementary School invited all parents to attend our annual School Forum last spring to review and revise this parent and family engagement policy, as well as the schoolwide plan, our school-parent compact, and the family engagement budget. Additionally, parent input and comments regarding this plan are welcome during the school year through an online form. The plan is posted on our school website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and by mail to ask parents for their suggestions on the plan and the use of funds for family engagement. Parents and family members can also give feedback during several parent meetings and activities during the school year including our annual Community Cares event.

1B

2C

2B

Who is it for?

All students participating in the Title I, Part A program, and their families are encouraged and invited to fully participate in the opportunities described in this plan. Oak Elementary will provide full opportunity for the participation of parents and family members with limited English, with disabilities, and of migratory children.

1A

Where is it available?

At the beginning of the year, the plan is included in the student handbook that is given to all students. As a reminder, we will email the plan to all parents in August before the scheduled Open House event. The plan will also be posted on the school website and social media. Parents can also retrieve a copy of the plan in the Parent Resource Center.

4A

2018–19 District Goals

All schools in the district will score in the 90th percentile or above as measured by the College and Career Readiness Performance Index (CCRPI).

7A

2018–19 School Goals

On the 2018 CCRPI report, increase the CCRPI performance indicator in reading and mathematics by 5 percent.

The focus for reading is:

K–1: Beginning sounds and sight words

K–4: Vocabulary development

The focus for math is:

K–6: Place value and estimation

School-Parent Compacts

As part of this plan, Oak Elementary and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students, and teachers during the

Community Cares event and the School Forum. The school-parent compacts also are shared with parents during parent-teacher conferences and kept with each child's teacher if parents need another copy.

5

Let's Get Together!

4C

Oak Elementary will host the following events to build the capacity for strong family engagement to support a partnership among the school, parents, and the community to improve student academic achievement. All meetings for parents and family members will be held twice during the day in the morning before school and in the evening at 7:00 pm.

3

Annual Title I Meeting – September 5, 2017 & September 6, 2018

We invite you to an evening of learning and sharing about our Title I program, including our parent and family engagement policy, the schoolwide plan, the school-parent compacts, and parents' requirements. Invitations will be emailed and posted in the school newsletter, social media, and local media.

Open House – September 13, 2018

Meet your child's teacher and our friendly and helpful school staff for the year.

New Parent Breakfast – September 14, 2018

Learn helpful information to prepare for the school year.

Parent Math Night – October 10, 2018

Learn how to make math fun at home.

Kindergarten Coffee House – November 8, 2018

Parents will enjoy hearing the latest writing samples and curriculum updates.

Parent-Teacher and Student Conferences – October 4, 2018 & February 15, 2019

Scheduled updates on your child's progress.

Taste of Curriculum Night – October 19, 2018

Sample a little bite from the different areas of your child's academics.

Technology Talk – January 17, 2019

Catch up with the latest resources to help support your child's learning.

Lunch n Learn – Monthly

Gain knowledge about topics relevant to your child's education.

Community Cares Fair – March 15, 2019

Connect with the school and community to build a better school and review school plans.

Parent Appreciation – April 4, 2019

A celebration of family engagement and the recognition of its impact on school and student success.

School Forum – May 2, 2019

A forum for parents and family members to participate in roundtable discussions with the principal and staff regarding the schoolwide plan, parent and family engagement policy, school-parent compacts, and the family engagement budget.

2A

2C

7A

7B

7A

7A

7B

7A



7D

Parent Resource Center

Come visit the Parent Resource Center to check out books, study materials, and activities to use at home with your child. Computers are available for parents to explore the Parent Portal and educational resources.

Monday – Friday, 7:30 am – 5:30 pm

Parent and Family Engagement

Oak Elementary believes that family engagement means the participation of parents and family members in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- That parents play an integral role in assisting their child's learning.
- That parents are encouraged to be actively involved in their child's education at school.
- That 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.

4C

Oak Elementary is committed to helping our parents and families attend the family activities listed in this policy. Please call or email us if you need assistance with child care or transportation in order to participate in our programs.

Joe Smith
(123) 456-7890 or
email@address.com

Oak Elementary is Branching Out!

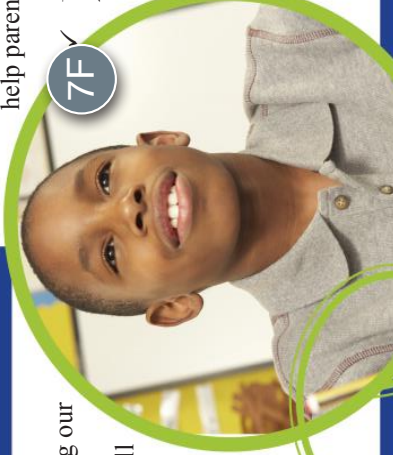
Oak Elementary will take the following measures to promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

- ✓ 7E Ensure that all information related to school and parent programs, meetings, and other activities is published in both English and Spanish, posted on the school website, and included in the monthly school newsletter for all families. 4B
- ✓ 7C Provide monthly trainings for staff during their planning periods on strategies to improve communication with parents and ideas to increase family engagement with reading and math activities for our students outside of the classroom. Staff will also share best practices during regularly scheduled faculty meetings.
- ✓ 7D Partner with early childhood programs, middle and high schools, college and career ready resources or organizations, parent resource centers, or other programs (as applicable) to help prepare parents and their children for successful school transitioning.
- ✓ 7A Share information in English and Spanish on the school blog and in the school newsletter for parents to understand the school's academic standards and assessments as well as the ways parents can monitor their child's progress and work with educators. 7B
- ✓ 2B Communicate with all families and the community on a regular basis regarding schoolwide events and activities, through phone messages, social media, and flyers. 4A
- ✓ 7F Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent and family engagement and how to support student learning. 7B
- ✓ 7B Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement. 7B

7F

- ✓ Use our Partners in Education and School-Community Team to improve awareness of the activities and events listed in the school parent and family engagement policy.
- ✓ Offer literacy and computer classes for parents and family members to help further enhance their various educational levels.

- ✓ 7F Collect feedback from parents and family members at all events, place input cards around the building and post a suggestion form on the school website in order to respond to parents' requests for additional support for parent and family engagement activities.



7F Parent and Family Engagement Standards

Oak Elementary and our parents have adopted the National PTA Standards for Family-School Partnerships as the school's model in engaging parents, students, and the community. These standards are:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community

2A School Community Team

Oak Elementary invites all parents to join the School Community Team to share ideas and ways to involve other parents and family members to build partnerships with school, families, and the community. The team will meet four times during the school year, but parents and family members can also submit their ideas or suggestions at any school activities and meetings, as well as through our parent surveys and website. If you would like to learn more about the School Community Team, please contact the principal at (123) 456-7890 or complete the

interest form and leave it in the Main Office.



8 School Community Team

- Yes, I am interested and wish to join the School Community Team.
- Please contact me so I can learn more in joining the School Community Team.
- Please send me notifications about future meetings and updates.

Name: _____

Child's Name and Grade: _____

Address: _____

Phone Number: _____

Email address: _____

2A Share Your Thoughts

We want to hear from you. If you have any suggestions or if there is any part of this policy that you feel is not satisfactory with the students' and the school's goals for academic achievement, please provide us with your comments in the space provided and leave this form in the Main Office:

Name: (optional) _____

Telephone Number: (optional) _____
