

# Parent and Family Engagement Policy: LEA and School One Page Document

ESSA Section 1116 (a) *Local Educational Agency Policy*

ESSA Section 1116 (b) *School Parental Involvement Policy*

ESSA Section 1116 (c) *Policy Involvement*

*“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.”*



## The LEA policy will:

- Explain the LEA’s participation in the Title I program
- Establish expectations and objectives for meaningful PFE
- Describe how the LEA will:
  - Involve parents in developing a plan and development of support a school improvement plans
  - Distribute the PFE Policy to parents
  - Provide coordination, technical assistance, and other support necessary to assist and build capacity of all schools
  - Coordinate & integrate PFE Strategies
  - Conduct, with involvement of parents, an annual evaluation of the PFE program & policy
  - Involve parent in the activities
- A translation statement stating where/how the policy can be accessed in other languages based on their translation policy. (Be sure to put this in the other language.)

## The school policy should address, at a minimum:

- Information about the PFE program, funding, & possible review by TEA
- Information about family activities & meetings (including the Annual Title I Meeting) which must be offered at **flexible times**,
- Information on how to be involved in the planning, review, and improvement of PFE programs and the policy
- A description and explanation of the school’s curriculum,
- Forms of academic assessment,
- Expected achievement levels on academic assessments,
- Ways to request regular meetings
- Parent Compact (optional).
- **\*\*A translation statement stating where/how the policy can be accessed in other languages. \*\*** (be sure to put this in the other language(s)).

**Policy Distribution:** There are a variety of ways that a school can distribute the policy to all parents and family members of participating students. The documentation referenced below are considered acceptable forms of documentation.

- Student Handbook: Pages of the Student Handbook that include the school written PFE policy
- Parent Information Meeting: Can be handed out at the Annual Title I Meeting
- School/LEA website: The most current policy is posted and the link to access the document
- Social Media Pages: Link to the school or LEA website
- Direct Mail: Copy of the policy distributed to parents via direct mail accompanied with an explanatory letter
- E-mail: Explanatory email with the policy attached
- Newspaper Publication: Newspaper clipping/print out referencing the policy being published
- Student Registration Distribution: Documentation that is required to be maintained
- Parent-Teacher Conference Distribution: Documentation that is required to be maintained

## Resources:

- Region 16 ESC. Title I Statewide Initiative, Compliance Parent and Family Engagement Policy Resources: <https://bit.ly/3NQiJdc>
- ESSA 1116 Training Google Site: <https://bit.ly/3lkqKpN>

