

TITLE ONE TIP OF THE WEEK

SCHOOL FAMILY & PARENT ENGAGEMENT POLICY

Tip 6, DECEMBER 7 2018

Week Six Title I Tip provides detailed information regarding parent and family engagement policy and what good family and parent communication looks like. A good school parent and family engagement would be built around the policy and guidance in this tip of the week.

SCHOOL – PARENT - FAMILY ENGAGEMENT

School Level Requirements

School Parent and Family Engagement Policy

Each school receiving Title I, Part A funds must develop a written parent and family engagement policy. The policy is developed jointly, agreed upon, and distributed to parents of participating children. The policy should be reviewed (and revised as needed) by parents of participating children at the school's annual Title I meeting. Documentation of the review and revisions should be on file in the school as well as at the district Title I coordinator's office.

A school's written parent and family engagement policy must establish expectations for parent and family engagement and describe how the school will:

1. Hold a meeting, at a convenient time, for the families of participating children. All parents and family members of participating children should be invited and encouraged to attend. The purpose of the meeting is to inform families of their school's participation in the Title I, Part A program and explain the requirements associated with the program as well as the right of the families to be involved.
2. Offer a flexible number of meetings (such as before or after school and evenings), and consider providing transportation, child care, or home visits;
3. Involve parents in an organized, ongoing and timely way, in the planning, review, and improvement of the Title I, Part A program including the planning, review and improvement of the school parent and family engagement policy and the joint development of the SWP plan under ESSA Section 1114(b)(2). Families must be notified of the written policy in a format that is easy to understand and in a language the parents can understand. The policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
4. Provide parents of participating children —
 - a. Timely information about Title I, Part A programs;
 - b. School performance reports; including a description and explanation of the school's curriculum, common core state standards, forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet;
 - c. Their student's assessment results;
 - d. Additional opportunities for parents to offer suggestions and participate in decisions relating to the education of their children; and
5. If the SWP plan 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 LEA.

See [Appendix F](#) for a school parent and family engagement policy checklist.

No two schools should have identical parent and family engagement policies as no two schools are identical. Although there may be similarities, the document should reflect the unique population of the individual school and the contributions made by the families of that school. Similarly the school policy should not be identical to the district policy.

Appendix F — Effective School Parent and Family Engagement Policy Checklist

Effective School Parent and Family Engagement Policy Checklist	
<ul style="list-style-type: none"> The policy must be reviewed annually by the school to determine that it meets parent and family engagement requirements outlined in Section 1114(b)(2) of the Every Student Succeeds Act (ESSA). 	<input type="checkbox"/>
<ul style="list-style-type: none"> The policy must be reviewed by parents and revised as needed on an annual basis with documentation of the review on file in the Title I coordinator's office and in the school. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The school's written policy must describe specifically how the school will complete the requirements listed below. 	<input type="checkbox"/>
Hold an annual meeting to explain the Title I program to parents	
<ul style="list-style-type: none"> The policy states that an annual meeting will be held to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved. 	<input type="checkbox"/>
Encourage parent and family engagement by offering a flexible number of meetings	
<ul style="list-style-type: none"> The policy states that parent meetings, including parent conferences, will be held at different times during the day. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The policy states that Title I funds may be used to pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions. 	<input type="checkbox"/>
Involve parents in the planning, review, and improvement of the parent and family engagement programs	
<ul style="list-style-type: none"> The policy describes how parents will be involved in the printing, review, and improvement of the school's Parent and Family Engagement Policy. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The policy describes how parents will be involved in the planning, review, and improvement of the school's Title I program. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The policy describes how the school involves parents in the joint development of the Schoolwide Program Plan under ESSA Section 1114. <i>Applies only to Title I schools operating a Schoolwide Program.</i> <ul style="list-style-type: none"> If the Schoolwide Program Plan is not satisfactory to the parents of children in the school, submit any parent comments on the plan when the school makes the plan available to the district. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The policy states that the school will provide, 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. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The policy states that a school-family compact was jointly developed with parents and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student achievement. 	<input type="checkbox"/>
Provide parents of participating Title I children	
<ul style="list-style-type: none"> The policy describes how the school will provide parents of participating children with timely information about the Title I program. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The policy describes how the school will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The policy describes how the school will provide assistance to parents in understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The policy describes how the school provides materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement. 	<input type="checkbox"/>
<ul style="list-style-type: none"> The policy describes how the school provides additional opportunities for parents to offer suggestions and to participate in decisions relating to the education of their children. 	<input type="checkbox"/>

Parent and Family Engagement

- Parent input and feedback in developing the program is key.
- All parents of Title I students must be provided the opportunity to participate in creating the program.
- Parent and family engagement requirements span both the district and school levels.



Parent & Family Engagement Requirements

- **District-level**
 - Parent and Family Engagement Policy [ESSA 1116(a)(2)]
 - Parents' Right to Know [ESSA 1112(e)(1)(A)]
- **School-level**
 - Parent and Family Engagement Policy [ESSA 1116(b)]
 - Annual Parent Meeting [ESSA 1116(c)]
 - School-Parent Compact [ESSA 1116(d)]



Parent and Family Engagement Policies

- ❑ A written policy developed jointly with, agreed on with, and distributed to parents and family members of participating children.
- ❑ Establish the expectations and objectives for meaningful parent and family involvement.
- ❑ Presented to parents in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.
- ❑ Reviewed and updated regularly to meet the changing needs of the parents and the district or school.



Policy Requirements

- ❑ The requirements for district and school-level parent and family engagement policies are in the [Title I, Part A Handbook](#).
 - ❑ District policy requirements: page 26
 - ❑ School policy requirements: pages 28-29
- ❑ While the district and school policies may have many similarities, they should not be completely identical as the approach to meeting requirements will differ at each level.



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Communication with Parents

- ❑ An underlying theme of the parent and family engagement requirements is communication.
 - ❑ *Develop jointly with parents*
 - ❑ *Agree on with parents*
 - ❑ *Review and discuss with parents*
- ❑ Regular, meaningful, two-way communication is essential to an effective parent and family engagement program.



Two-way Communication

- ❑ ESSA 1116(a)(2)(D) requires the compact address the importance of communication between teachers and parents on an ongoing basis through **ensuring regular two-way, meaningful communication between family members and school staff**, and, to the extent practicable, in a language that family members can understand.



One-way v. Two-way Communication

One-way Communication



Two-way Communication



Communication Examples

One-way Communication

- ▶ Advertising events in the local paper
- ▶ Automated notification systems (OneCall, Remind101, etc.)
- ▶ Letters
- ▶ Newsletters
- ▶ Notes written in agenda books
- ▶ Posters
- ▶ Publications (pamphlets, booklets, etc.)
- ▶ Website or social media posts

Two-way Communication

- ▶ Email exchange
- ▶ Face-to-face interaction
- ▶ Parent advisory council
- ▶ Parent-teacher conference
- ▶ Phone conversations



Making Communication Regular and Meaningful

Communication	Two-way	Regular	Meaningful
Daily/Weekly notification or reminder (email, newsletter, OneCall, etc.) of classroom news (upcoming field trips, due dates, etc.)	✗	✓	✗
Dialogue (email exchange, parent-teacher conference, phone conversation) about student success, progress, etc. held every grading period.	✓	✓	✓
Monthly parent advisory council meetings with school representatives to discuss school issues and make plans	✓	✓	✓
Daily/Weekly behavior notes written in student agenda book	?	✓	✗
Parent event, such as a literacy night, in which teachers help parents understand the achievement standards and provide strategies parents can use at home to help their children.	✓	✓	✓
Blog or social media post with comment feature enabled for parents to provide feedback	?	?	?



Parent and Family Engagement Events

- ☐ Take place throughout the school year
- ☐ Variety of topics and activities
 - ☐ Social (Muffins with Moms, Donuts with Dads)
 - ☐ Academic (Literacy Night, Math Night)
 - ☐ Tie it to your needs assessment and academic achievement
- ☐ Get regular feedback from parents



SAMPLE PARENT-FAMILY ENGAGEMENT POLICY

Remember No Two Policies should look the same

ABC Elementary Parent and Family Engagement Policy

Legal Requirement of Title I, Part A

PURPOSE

Parents serve as a key shareholder in the educational processes of the students attending ABC Elementary. The *Parent and Family Engagement Policy* of ABC Elementary ensures equitable participation in the planning, reviewing, and implementing of all parent programs and activities.

PARENT DEFINITION

A parent is legally defined as a *biological parent, step-parent, or a foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides.* For the purpose of this policy, *parent* encompasses all family situations.

PARENT ENGAGEMENT DEFINITION

Parent involvement is best defined as *any time a parent commits to assisting his/her child in learning and achieving academically to a higher level with greater interest and motivation.*

Parent involvement can be accomplished in a variety of ways, which include the following:

- ┆ reading together at home with your children,
- ┆ developing your expectations for your child and communicating these expectations to your child, as well as communicating your support in helping your child achieve these expectations,
- ┆ communicating positive values such as respect, hard work, and responsibility,
- ┆ providing your child with positive encouragement when he/she achieves certain goals,
- ┆ speaking with your child's teacher on a regular basis and offering any assistance that the teacher may suggest,
- ┆ becoming involved in the school's PTO/SBDM council and/or committees, and
- ┆ discussing your child's assessment scores after receiving the scores and an explanation of them from the school.

PROCEDURES

ABC Elementary, along with the district Federal Programs' Coordinator, shall convene an annual meeting at a time that is convenient for parents. All parents are invited and encouraged to attend. At this meeting, parents will be informed of the school's participation in a Title I Schoolwide Program, the purpose and requirements of Title I, and their right to be involved. Particular attention shall be given to reaching those parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

ABC Elementary shall engage parents in an organized, ongoing, and timely manner in the Title I planning, review, and improvement of programs; this includes the joint development of the school parent and family engagement policy.

SCHOOL-FAMILY COMPACT

ABC Elementary and the parents of the students participating in the activities, services, and programs agree that improved student achievement is a shared responsibility. ABC Elementary and its parents will build and develop a partnership that will assist students in achieving proficiency.

ABC Elementary will...

- o provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet Kentucky's student academic achievement standards,
- o communicate clear expectations,
- o utilize research-based materials and methods,
- o provide a safe, positive, and healthy learning environment for each student, and
- o address the individual needs of each student.

Parents will...

- o ensure their child attends school regularly, is punctual, and prepared to learn,
- o create an atmosphere that supports learning,
- o encourage their child to demonstrate respect for school personnel, classmates, and school property,
- o remain informed about their child's education,
- o model respect by going to the teacher first regarding concerns, and
- o guarantee that any homework assignments are neat and complete.

Students will...

- o come to school on time and be prepared to learn,
- o obey all school and classroom rules,
- o pay attention to their teachers, tutors, and family members and ask for help when needed, and
- o commit to learning and do their best work each day.

BACKGROUND CHECKS

Any parent wishing to serve as a parent volunteer in the school must complete a criminal background check and attend confidentiality training.

CONCERNS

Any comments or concerns regarding ABC Elementary's *Parent and Family Engagement Policy* shall be submitted to the Kentucky School District's Federal Programs' Coordinator, Mr. Kevin Stein. He can be reached at (859) 555-5555.

POLICY EVALUATION

The effectiveness of this policy shall be evaluated through the school improvement planning process.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____