

School Parent and Family Engagement Policy Template

NOTE TO SCHOOLS: Schools, in meaningful consultation with families, may use the sample template below as a framework for the information to be included in their school parent and family engagement plan/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 under "Description of How The School Will Implement Required School Parent and Family Engagement Policy Components," they will have incorporated the information that Section 1116(b) and (c) of the Every Student Succeeds Act (ESSA) requires to be in the school parent and family engagement plan/policy. Schools, in meaningful consultation with families, are encouraged to include other relevant and agreed upon activities and actions, as well, that will support effective parent and family engagement and strengthen student academic achievement.



School Parent and Family Engagement Policy

Ingleside School

2018/2019

August 16, 2018

In support of strengthening student academic achievement, **Ingleside School** receives Title I, Part A funds and therefore must jointly develop 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) 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 local educational agency (LEA).

The **Ingleside School** agrees to implement the following requirements as outlined by Section 1116:

- Involve families, 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 school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families 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 families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family 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 will carry out programs, activities, and procedures in accordance with this definition:
 - Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child’s learning;
 - (B) families are encouraged to be actively involved in their child’s education at school;
 - (C) families 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; and
 - (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

Description of how the school will implement required school parent and family engagement policy components:

NOTE TO SCHOOLS: The school parent and family engagement policy must include a description of how the school will implement or accomplish each of the following components [Section 1116(b)(1) of ESSA]. This is a sample template, as there is no required format for these descriptions. 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.

JOINTLY DEVELOPED

Ingleside School will take the following actions to involve families 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 families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Ingleside school will convene an annual meeting at the beginning of the school year to plan, review and update the Parent/Family Engagement programs. All parents of participating students shall be invited and encouraged to attend school Family Engagement meetings. Parents are notified in writing and are asked to attend specific dates that are set throughout the school year.

ANNUAL TITLE I MEETING

Ingleside School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

Ingleside holds an annual Open House at the beginning of each school year to inform families that we are a Title I school-wide school. Parents are informed of their rights to be involved in their child's educational progress, including assessment results and overall district and building performances. Ingleside stresses to parents the importance of educating the children in our community. Parents are informed of any major changes affecting their children, classroom instruction, and the school. Parents are also informed of their rights to transfer if our school ever becomes unsafe or if their child is a victim of a violent crime at school. Board policies are discussed concerning the conduct code, student discrimination, harassment and bullying. If parents have questions they are encouraged to contact the school for more information.

COMMUNICATIONS

Ingleside School will take the following actions to provide families 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.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand.

Ingleside School will make the parent and family engagement policy available on the system web-site and the school website. Family engagement meeting are posted on social media, including Face Book and School Cast. Teachers also send home a weekly newsletter with upcoming events for parental involvement. Information sent to parents are printed in three different languages so that parents understand what it going on at school. Ingleside will have Family Engagement activities/meeting at different times during the day so that ALL parents will have an opportunity to participate.

SCHOOL-PARENT COMPACT

Ingleside School will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state’s high standards.

When Ingleside has Open House the school/parent compact is discussed with parents and parents and students are asked to sign the compact stating they will assume the responsibility for the education of the child along with the classroom teacher.

RESERVATION OF FUNDS

If applicable, Ingleside School will take the following actions to involve the families 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:

During our initial and subsequent Family Engagement meetings, we will involve the families of Ingleside students by sharing and opening the floor to new ideas that parents may have. Before making a decision about how the funds are spent, we will consider all stakeholder ideas and suggestions.

COORDINATION OF SERVICES

Ingleside 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 families in more fully participating in the education of their children by:

System-wide family engagement events are planned, coordinated, and scheduled for all parents to attend for all grades pre-K through 8. The topics that are addressed may include ADHD, Autism, Healthy Living, Environmental Recycling, Holiday and Summer Survival Tips. Ingleside school will work with Kids Connection to plan and implement two Family Nights this school year.

BUILDING CAPACITY OF SCHOOL STAFF

Ingleside School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school by:

Ingleside staff members have many opportunities to participate in training events including but not limited to the annual Title 1 Conference in Gatlinburg, TN each December along with the TN DOE Family Engagement Conference in Nashville which occurs during the summer months.

Ingleside School will provide other reasonable support for parent and family engagement activities under Section 1116 as families may request by:

During Family Engagement meetings, parents are encouraged to brainstorm ideas for helping their students experience academic success. Ingleside school will work to offer all reasonable support desired by parents.

DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENT

NOTE TO SCHOOLS: 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 families, chooses to undertake to build families' 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 the ESSA. Please indicate which of the following discretionary (optional) school parent and family engagement policy components the school will implement to improve family-school partnerships:

- Involve families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for families 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 families to participate in school-related meetings and training sessions.
- Train families to enhance the engagement of other families.
- To maximize parent and family engagement and participation in their child'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 families 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.

NOTE TO SCHOOLS: Describe how each discretionary item checked above will be implemented.