

## **FAQ for PFE Policies**

### **How is the LEA PFE policy incorporated into the Title I Plan/District Improvement Plan (DIP)?**

Per USDE, “An LEA must incorporate its written parental involvement policy into its local plan.” The policy could be attached as an addendum, but staff, resources, and/or activities that require funding must be addressed in the DIP.

### **Is an LEA required to have a parent advisory board? What is meant by “adequate representation?”**

No, an LEA is not required to have a parent advisory board, but it is a best practice. When an LEA chooses to establish a parent advisory board it is important that the persons serving on the board represent the demographic of the school community.

USDE does not define the number of parents or the percentage of parents to serve on a parent advisory board or other committees developed by an LEA. The members need to represent the ethnic diversity of the school community. Also, the committee representatives may include a parent of a child with special needs, or a parent of a child in a military family.

### **What information needs to be provided to parents and families in a format and language they can understand?**

At a minimum, the LEA PFE Policy, the School PFE Policy, the School-Parent Compact, the “Parent’s Right to Know” Letter, a description and explanation of the school’s curriculum, information on the forms of academic assessment used to measure student progress, promotional information about training and activities inviting parents to attend and participate, and IEPs all need to be provided in Spanish. Those items need to be provided in written or oral translation to languages other than Spanish.

### **How many Title I, Part A annual meetings are required? Annual evaluation?**

TEA requires schools receiving Title I, Part A funds to provide two annual meetings in the fall, different days of the week and different times during the day, to inform parents of their school’s participation in Title I, Part A programs and to explain the Title I, Part A requirements and the right of parents to be involved, so that as many parents as possible are able to attend.

The LEA is required to conduct an annual evaluation, usually in the spring, “of the content and effectiveness of the parent and family engagement policy in improving the

academic quality of the schools receiving Title I, Part A funds. Meaningful involvement of parents and family members is required.” Therefore, many LEAs or schools have a spring annual meeting for this purpose. The PFE policy, its implementation, and its outcomes are being reviewed and evaluated. At a minimum the evaluation must address:

- barriers to greater parent participation, particularly those parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or parents from racial or ethnic minority backgrounds;
- the needs of parents to assist their children in academic achievement which includes engaging with school personnel and teachers; and
- strategies for successful home-school interactions.

### **Who reviews the evaluation feedback? SBDM or other?**

That is a local decision. It would be a best practice to include parents when the data is reviewed, and findings are developed. Furthermore, it is recommended that the key findings be presented to parents and family members.

### **How specific does the date need to be in the LEA and School PFE Policies for the Title I, Part A annual meeting and other meetings?**

A specific date does not need to be identified. Nevertheless, do not leave information about annual meetings or other meetings totally open-ended. For example: Two Title I annual meetings will be provided – both will meet not later than September 30 with one meeting in the early evening (7:00 – 7:30 pm) and the other meeting in the morning (7:00 – 7:30 am). Or, two Reading Nights will be provided, one during the second six weeks, and one during the fourth six weeks; etc.

### **How is the policy distributed to parents and families?**

The PFE policies for both the LEA and school need to be distributed to parents and families through multiple methods: place on the district or school websites, provide a paper copy at student registration, at the Title I, Part A annual meeting, during a parent-teacher conference, send an email or text or blog with a link to the policies, have it posted in public areas where parents access (by the offices or by the gymnasium).

### **Staff training at LEA and schools**

The building capacity requirements instruct LEAs and schools to “educate teachers, specialized instructional support personnel, principals, other school leaders, and other

staff in the value and utility of contribution of parents...and work with parents as equal partners...” A LEA is required to provide such training to all its staff which includes custodial staff, bus drivers, food service personnel, etc., as well as nurses, librarians, counselors, administrative and teaching staff. A LEA may determine it is more effective for each school to provide the required training, but the LEA shall support and assist the school to provide appropriate professional development.

### **How to coordinate and integrate parental involvement activities with other Federal, state, and local programs?**

The LEA should strive to coordinate and integrate Title I, Part A PFE strategies with other Federal, state, and local programs. Title I, Part A needs to communicate with migrant, EL, special education, homeless, etc. about PFE events and strategies. Where feasible and appropriate these programs need to collaborate rather than duplicate services. Whether it is a literacy night or technology training, LEAs need to encourage program areas to work together. At the conclusion of the Title I, Part A annual meeting, dismiss to other program area presentations. This will be one overall event, rather than expecting the parents to travel to school for multiple meetings.

### **PNP participation in Title I, Part A**

If an LEA provides services to a PNP, including PFE services and activities, those equitable services should be identified in the LEA PFE policy.

