

# Travis Primary Parent and Family Engagement Policy

## ESSA Section 1116

2023-2024

1. Travis Primary shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of ESSA Section 1116 subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. Travis Primary will seek input from parents during meetings and will seek input by distributing the policy and giving contact information as to where suggestions and input can be submitted. The policy will be posted on the campus website and distributed to parents through Skyward email.
2. Travis Primary shall convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved. Travis Primary will hold two meetings in the fall, one in August and one in September, on campus. Travis Principal and Academic Specialist shall conduct the meetings. Parents will be notified of the meetings by:
  - Sending parent invites through classroom teacher Reminds and newsletters as well as Travis Facebook page
  - Sending home paper flyer invitation to the meeting
  - Advertising the meeting via Skyward/Blackboard Connect email
3. Travis Primary shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement.
4. Travis Primary shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) (Campus Improvement Plan), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children. Travis Primary will involve parents in the planning, review and improvement of the Parental and Family Engagement Policy and the Campus Improvement Plan by

seeking input from parents during meetings and seeking input by distributing the policy and giving contact information as to where suggestions and input can be submitted. Parents of Travis Primary students will serve as members on the Campus Advisory Committee to assist in reviewing and revising both the Parental and Family Engagement Policy and the Campus Improvement Plan.

5. Travis Primary shall provide parents of participating children—

- (A) timely information about programs under this part;
- (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and
- (C) 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; Travis Primary will inform parents of meetings and programs through school marquee, written notes, classroom newsletters and Remind messages, school Facebook page, and Skyward emails. Mastery Statements for each grade level will be provided to parents for each nine-week period explaining the TEKS expectations for students. Results of assessments will be provided to parents in writing. Travis Primary will provide opportunities for parental involvement through the following activities:

Meet the Teacher Night	Field Day
PTO Meetings & Programs	School Carnival
Parent/Teacher Conferences	Open House
Math & Literacy Nights	Site-Based Committee
Social Media (Facebook, Twitter, Remind)	Marquee
Blackboard Connect/Skyward	Mailouts
Parent/Administrator Conferences	Title I Meetings

6. If the schoolwide program plan (Campus Improvement Plan, CIP) under section 1114(b) 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 local educational agency. Travis Primary shall provide access to the Campus Improvement Plan on the campus website and seek and respond accordingly to parental feedback. Parental feedback will also be provided by members of the Campus Advisory Committee.

7. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, Travis Primary shall:

- (i) provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to

monitor a child's progress and work with educators to improve the achievement of their children;

- Provide Mastery Statements of TEKS expectations for each grade level
- Provide results and explanations of local academic assessments
- Provide tips for monitoring student progress
- Provide tips for how to read with their student
- Provide tips for how to help their student with math

(ii) 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 (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;

- Literacy & Math Nights
- Campus Newsletter
- Technology Handbook
- Parent/Teacher Conferences

(iii) 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;

(iv) to the extent feasible and appropriate, coordinate and integrate parent involvement 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 parents in more fully participating in the education of their children;

(v) provide such other reasonable support for parental involvement activities as parents may request.

Although ESSA statute does not require the School Parent and Family Engagement Policy to be approved by the school board, the LEA may require Board adoption. Refer to your "policy on policies" and follow the more restrictive requirement.

If required... This policy was approved by Michelle Wallace on 08/24/2023.

Signed by Authorized Official: \_\_\_\_\_  
Date: \_\_\_\_\_