

## High-Quality PreK and Title I Family Engagement Guide

### Requirements of High-Quality Prekindergarten Family Engagement Plans and Title I, Part A Parent and Family Engagement Policies

Both High-Quality Prekindergarten (HQPK) **and** Title I, Part A programs require a written engagement plan for participating local educational agencies (LEAs). LEAs may choose to create one document that meets the requirements of both programs or may develop two separate documents to address each program’s requirements respectively.

This resource is designed to address common questions regarding the two required family engagement plans. The questions and answers in this document are intended to help LEAs understand the specific components that must be included to comply with both HQPK and Title I, Part A family engagement plan requirements and policies. Additional information, resources, and sample plans are linked at the end of this document.

Question	High Quality PreK Family Engagement Plan	Title I, Part A Parent and Family Engagement (PFE) Policy
Is a written engagement plan required at the <b>district</b> level?	<b>Yes.</b> A school district or an open-enrollment charter school shall develop, implement, and make available on the LEA website by November 1 of each school year, a family engagement plan to assist the district in achieving and maintaining high levels of family involvement and positive family attitudes toward education.	<b>Yes.</b> Each local educational agency that receives funds under this part shall develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy.
Is a written engagement plan required at the <b>campus</b> level?	<b>No.</b>	<b>Yes.</b> Each school served under this part 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 engagement requirements.

Question	High Quality PreK Family Engagement Plan	Title I, Part A Parent and Family Engagement (PFE) Policy
<p>What are the requirements of the written plan?</p>	<p>The family engagement plan must contain the following <b>components</b>:</p> <ul style="list-style-type: none"> <li>• Facilitate family-to-family support</li> <li>• Establish a network of community resources</li> <li>• Increase family participation in decision making</li> <li>• Equip families with tools to enhance and extend learning</li> <li>• Develop staff skills in evidence-based practices that support families in meeting their children's learning benchmarks</li> <li>• Evaluate family engagement efforts and use evaluations for continuous improvement</li> </ul> <p>According to the <a href="#">TEA HQPK Family Engagement Plan Rubric</a>, accomplished and exemplar plans will contain some or all of the following <b>TEA-recommended components</b>:</p> <ul style="list-style-type: none"> <li>• One or more strategic activities are included for each required component</li> <li>• LEA's philosophy or mission statement for family engagement</li> <li>• A Texas Home Visiting program is included in the plan</li> <li>• Transition to Kindergarten activities are included</li> <li>• Current academic year is reflected</li> </ul>	<p>The <b>LEA/District Policy</b> will:</p> <ul style="list-style-type: none"> <li>• Explain the LEA's participation in the Title I program</li> <li>• Establish expectations and objectives for meaningful PFE</li> <li>• Describe how the LEA will:             <ul style="list-style-type: none"> <li>○ Involve parents in developing a plan and development of support and school improvement plans</li> <li>○ Distribute the PFE Policy to parents</li> <li>○ Provide coordination, technical assistance, and other support necessary to assist and build capacity of all schools</li> <li>○ Coordinate &amp; integrate PFE strategies</li> <li>○ Conduct, with involvement of parents, an annual evaluation of the PFE program &amp; policy (barriers, needs, strategies used)</li> <li>○ Use the findings of the evaluation to revise the program &amp; policy</li> <li>○ Involve parents in the activities</li> </ul> </li> <li>• Include a translation statement stating where/how the policy can be accessed in other languages based on their translation policy.</li> </ul> <p>The <b>Campus/School Policy</b> will include:</p> <ul style="list-style-type: none"> <li>• Information about the PFE program, funding and possible review by TEA</li> <li>• Information about family activities and meetings (including the Annual Title I Meeting) which must be offered at flexible times</li> <li>• Information on how to be involved in the planning, review, and improvement of PFE programs and the policy</li> <li>• A description and explanation of the school's curriculum</li> <li>• Forms of academic assessment</li> <li>• Expected achievement levels on academic assessments</li> <li>• Ways to request regular meetings</li> <li>• A translation statement stating where/how the policy can be accessed in other languages based on their translation policy.</li> </ul>

Question	High Quality PreK Family Engagement Plan	Title I, Part A Parent and Family Engagement (PFE) Policy
When is the plan/policy due each year?	Per TAC §102.1003: A school district or an open-enrollment charter school shall develop, implement, and make available on the district, charter, or campus website by <b>November 1 of each school year</b> a family engagement plan to assist the district in achieving and maintaining high levels of family involvement and positive family attitudes toward education.	Section (c)(4)(A) of ESSA 1116 states, "Each school served under this part shall provide parents of participating children timely information about programs under this part." Additionally, the policy must be included in the local educational agency plan under section 1112 as well as the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d) as well (ESSA 1116 (a)(2)). Therefore, the policy must be completed in order to complete the ESSA Consolidated Federal Grant Application that is due in <b>September of each year</b> .
How do we submit our plan to TEA?	A direct link to the HQPK family engagement plan must be provided annually as part of the LEA's Early Childhood Data System submission.	If randomly selected, an LEA and/or campus will be emailed directly and requested to send the plan in response.
Where does statute reference this plan/policy?	<a href="#">TAC §102.1003(e)</a> <a href="#">TEC §29.168</a>	<a href="#">Section 1116 Every School Succeeds Act</a>
Where can I find more information on the plan/policy?	<a href="#">TEA High Quality PreK Family Engagement Resources</a>	<a href="#">Title I, Part A Parent and Family Engagement Policy Toolkit</a>

## Additional Family Engagement Information & Resources

**Title III, Part A** does not require a *written* parent and family engagement plan but does require that LEAs and ESCs provide supplemental parent outreach training and activities, family outreach and training and family literacy services, and community participation programs to English learners (ELs), immigrant students, and their families. Title III engagement resources can be found at <https://www.txel.org/titleiii/>

**Title I, Part C Migrant Education Program (MEP)** also offers resources and tools for Texas migratory parents and families: [TEA Migratory Education Program Resources](#)

**Special Education Programs** are required to establish family engagement policies for students receiving special education services under the guidance of the [Family Engagement Framework](#). A *written* policy is not required, but LEAs must complete a [Special Education Self-Assessment](#), including family engagement practices (sections 22 and 23), as part of State Performance Plan Indicator 8 (SPPI8) annually