

School Parent and Family Engagement Policy

Plan and Procedures Template

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS

1. [Franklin Military Academy](#) will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.

Franklin will disseminate the developed PFEP to parents via email and Parent Square on November 21, 2025. The plan disseminated will be for the remainder of the 2025-26 school year, in addition to the upcoming school year 2026-2027.

2. 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.

Franklin will hold a meeting on . Parents will be informed and invited to be involved in the PFEP development process for the remainder of school year 2025-2026 and the upcoming school year 2025-26.

Franklin holds a Back to School Night annually in accordance with RPS guidelines and will be able to discuss and disseminate information there, forthcoming.

3. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, childcare, or home visits, as such services related to Parent and Family Engagement.

Parents will be afforded the opportunity to meet with teachers and administration flexibly during school hours by setting appointments with admin according to schedule, and with teachers during their planning periods, in addition to after-school hour appointments via scheduling.

4. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.

- The meetings held to develop and finalize the PFEP are as follows:

- Meeting 1 – February 25, 2026 –Drafting with building parents and staff (Parent Committee)

- Meeting 2 – March 1, 2026 – Drafting with building staff (Communities in Schools, School Counselor)
 - Meeting 2 – March 17, 2026– Drafting with building parents and admin
 - Meeting 3 – March 31, 2026– Presentation with building parents, staff, and admin.
5. Implement an effective means of outreach to parents of English learners, in a language the parents can understand, to inform them regarding how they can—
 - be involved in the education of their children; and
 - be active participants in assisting their children to—
 - attain English proficiency;
 - achieve at high levels within a well-rounded education; and
 - meet the challenging State academic standards expected of all students
 - Parents of ELL’s will be invited to planning meetings and translation will be provided by the school Spanish teacher to facilitate understanding for parents whose first language is not English.
 - Franklin will offer Basic English courses to ELL parents in efforts to assist them with communicating with school staff and admin
 - If there is a language that cannot be interpreted by Franklin staff, Franklin will use the RPS contracted vendor United Language Group to communicate in a language that parents can understand.
 6. Provide parents of participating children—
 - timely information about programs under this part;
 - 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;
 - 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 practically possible.
 - Teacher for Title I Math will present to parents information about the math enrichment course.
 - Teacher for Title I Reading will present to parents information about the reading enrichment course.
 - Core teachers (Department Heads) will present to parents information about the selected curriculum for their course.
 - All presentations will take place March 31, 2026.
 7. If schoolwide program 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.
 8. **Collect written or verbal comments** from parents during PFEP meetings, parent–teacher conferences, advisory council sessions, and any scheduled Title I events.

9. **Provide a Parent Comment Form** in both English and Spanish for families to submit concerns, questions, or recommendations regarding the schoolwide plan.
10. **Document all parent feedback** in meeting minutes, sign-in sheets, and the Title I Parent Input Log.
11. **Review concerns with the school administration and Title I team** within ten school days to determine necessary revisions or follow-up.
12. **Attach all parent comments**—including concerns, recommendations, and suggestions—to the finalized schoolwide program plan.
13. **Submit the collected comments to the Richmond Public Schools LEA Title I Office** at the time the schoolwide plan is submitted.
14. **Provide a written response to parents**, when appropriate, outlining how their concerns were addressed or the next steps the school will take.
15. **Share updates with families** via ParentSquare, school website, and printed notices to ensure transparency in the revision process.

PART II-BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and LEA must:**

- Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
- Pre-Pandemic, and in the future, Franklin hosts an SOL Night for parents where they are made abreast of information about SOL testing and how to assist in preparing students for the tests. They are also provided with academic resources to assist.
- During the annual Back to School Night program, parents are made aware of how to monitor students' progress using the Aspen interface, and also how to gain access to it.
- Parents are able to meet with school staff, including teachers and admin, via appointment during planning or after school hours to discuss students' progress.
- Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).

Parents have been/will be provided with a copy of a book which contains strategies to assist their students with learning with technology, in addition to resources that will help them plan with their students.

- The school Librarian and school ITRT staff are available by appointment to assist parents with utilizing technology.
- Parents of ELL students will be offered Basic English courses.
 - Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.
- Any staff training on parental engagements takes place during the weekly staff development meetings each Thursday of the calendar school year.
- The Title I staff at Franklin takes part in all parental engagement activities.
 - Coordinate and integrate parent 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 parent engagement.

When needed, Franklin Military Academy will work with the RPS Parent Resource Center to offer trainings, parent learning sessions, and resource materials on topics such as navigating middle and high school, understanding SOL requirements, and supporting students with disabilities.

- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents. of participating children in a format and, to the extent practicable, in a language the parents can understand.
- All school notifications are sent home via Parent Square in both English and Spanish.
- If there is another language to be considered, Franklin will use the RPS contracted vendor United Language Group

The following are allowable activities:

- 1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. Parents will be invited to participate in focus groups or complete surveys to identify areas where staff may benefit from additional training, such as family engagement, cultural responsiveness, or supporting students with diverse learning needs.
- 2) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training. (Franklin Military Academy may provide necessary literacy training for parents using Title I funds if all other reasonably available sources of funding have been exhausted. Actions include:

- **Parent Literacy Workshops:** Offer workshops focused on strategies to support reading and writing at home, including helping students with SOL preparation, reading comprehension, and writing skills.
- **Family Literacy Nights:** Host evening sessions where parents can practice literacy strategies

3) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions. Franklin will use Title I funds to assist with transportation within the Parents Resource Center on an as needed basis.

- Franklin will use Title I funds to pay a stipend to the school Spanish teacher for conducting the Basic English course during the summer months.
- Franklin will use Title I funds to provide resources for school based parent engagement activities.
- Franklin will use Title I funds to fund its annual Summer Academy for incoming 6th and 9th grade students.
- Franklin will use Title I funds to provide the school counselor with resources for parent meetings to assist parents with entering (middle school transition) and exiting students (graduating).

4) May train parents to enhance the involvement of other parents. (Offer training sessions for interested parents on effective communication, outreach strategies, and ways to support peer engagement in school programs.

5) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation. **(In-Home Conferences:** When parents are unable to attend meetings at school, teachers or other educational staff will arrange in-home conferences to discuss student progress, goals, and strategies for support.

Virtual Meeting Options: Provide virtual meetings via video conferencing platforms for parents who cannot attend in person.

Parent Appointment System: Implement a scheduling system allowing parents to request appointments with teachers, administrators, counselors, and Title I staff at times that best fit their availability.

6) May adopt and implement model approaches to improving Parent and Family Engagement. (Implement structured events, such as Family Literacy Nights, Math Nights, and SOL Prep sessions, using model approaches that encourage active parent participation.

7) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section. Franklin has

established a Parental Advisory Council who is partnering with us in the development of the PFEP. The council is composed of 2 middle school parents, 2 high school parents, the Title I staff, and Franklin Admin.

8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities. (Coordinate with local businesses and community organizations to host workshops, job shadowing, and informational sessions for parents and students.

Event Collaboration: Engage community partners in Back to School Night, Family Literacy Nights, SOL preparation events, and other school-based activities to enhance parent participation.

PART III-SCHOOL-PARENT COMPACT

NOTE: Each school receiving funds under Title I, Part A of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent compact jointly with parents for all children participating in Title I, Part A activities, services, and programs. That compact is part of the school's written parent and family engagement policy developed by the school and parents under section 1116(b) of the ESEA. The compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

Schools and parents may use the sample template below as a framework for the information to be included in their school-parent compact. Schools and parents are not required to follow this sample template or framework, but if they include all of the bolded items listed under "Required School-Parent Compact Provisions" below, they will have incorporated all of the information required by section 1116(d) to be in the school-parent compact. Schools and parents, in consultation with students, are encouraged to include other relevant 2025 - 2026 and agreed upon activities and actions that will support effective parent and family engagement and strengthen student academic achievement.

- Franklin Military Academy, in accordance with ESSA informs all parents of their right to open enrollment.
- Franklin is not in school improvement, but will not prohibit parents from enrolling their children in higher performing schools in the district.
- Notices of open enrollment are sent out by the school principal via the Remind App. Notices are sent out in a language that parents can understand in a timely manner.
- Parents also have access to open enrollment information via the school website

SCHOOL-PARENT COMPACT

The Franklin Military Academy , and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during ____.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

(provisions bolded in this section are required to be in the Title I, Part A school-parent compact)

School Responsibilities

The Franklin Military Academy will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's challenging State academic standards as follows:

[Describe how the school will provide high-quality curriculum and instruction and do so in a supportive and effective learning environment.]

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

[Describe when the parent-teacher conferences will be held.]

Parent Teacher Conferences are held twice a year in coordination with the district's calendar.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

[Describe when and how the school will provide reports to parents.]

Students receive progress reports from individual teachers on biweekly data. Parents receive interim reports each 4 weeks and report cards every 9 weeks.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

[Describe when, where, and how staff will be available for consultation with parents.]

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

[Describe when and how parents may volunteer, participate, and observe classroom activities.]

6. Ensure regular two-way, meaningful communication between family members and school staff that is, to the extent practicable, in a language that family members can understand, as follows:

[Describe how the school will ensure two-way, meaningful communication is happening regularly between parents and families and school staff, including how such communication is presented in a language that parents and families can understand.]

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

[Describe the ways in which parents will support their children's learning, such as]:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring the amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team, or other school advisory or policy groups.

PART IV-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. **(Language Access: Provide translated materials, notifications, and school reports in English and Spanish. For languages not covered by school staff, Franklin will use the RPS-contracted vendor, United Language Group, to ensure parents receive information in a language they understand.**

Accessible Formats: Ensure that documents and communications are clear, readable, and available in accessible formats, such as large print, digital copies, or other accommodations for parents with disabilities.

Inclusive Communication: Provide interpretation services for parent meetings, conferences, workshops, and school events when requested.

PART IV-ADOPTION

This [Franklin Military Academy](#) Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by [Franklin Military Academy](#) on 11/16/2025 and will be in effect for the period of school year. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before mm/dd/yr.

Signature of Title I Authorized Representative

Date:

Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process:

Name: Click or tap here to enter text.

Role or Title:

Signature:

Name: Click or tap here to enter text.

Role or Title:

Signature:

Name: Click or tap here to enter text.

Role or Title:

Signature:

Name: Click or tap here to enter text.

Role or Title:

Signature:

Add lines as needed.