**Guide to the Title I, Part A**

**Combined LEA | School Level Parent and Family Engagement**

School districts and Local Educational Agencies (LEAs) can use this guide to help with completing the addendum for the PFE components. The LEA must describe how it will implement the requirements of the Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA). This guide walks you through the components in a policy format. Includes examples of descriptions for each component. Things to consider:

1. LEAs, in meaningful consultation with parents, are encouraged to include other relevant and agreed-upon activities and actions, that will support effective parent and family engagement and strengthen student academic achievement.
2. Typically, the process to gather input from parents is done annually during the spring. At the end of this document you will find links to resources.Also, some LEAs delegate the implementation of components directly to the participating schools, if your LEA does that process make sure to document it.
3. Include a date in any documentation that requires you to get parent input.

| **Element** | **Does the LEA Parent and Family Engagement Policy:** | **Section of**  **Title IA Law** |
| --- | --- | --- |
| **Badge 1 outline**  **Jointly**  **Developed**  **&**  **Parent**  **Input** | Describe the purpose of the LEA and school parent and family engagement policy along with information about the Title I, Part A program. | 1116(a)(2)  1116(b)(1) |
| Describe how parents and family members will be involved in the development of the LEA and school parent and family engagement policy. This may include establishing a parent advisory board.  Describe how the school will provide parents with the opportunity for regular meetings to formulate suggestions and participate in decision-making regarding their child’s education. | 1116(a)(2)(F)  1116(c)(4)(C) |
| Describe how parents and family members will be involved in the development of the Title I, Part A section in the Consolidated Grant Application (CGA). | 1116(a)(2)(A) |
| Describe how parents and family members will be involved in developing school improvement plans (SIP), SWP Plan or Targeted Assistance Protocols. | 1116(a)(2)(A)  1116(c)(3) |
| Badge outline  **Communications** | Describe how the school will notify parents and family of the parent and family engagement policy in an understandable format, language the parents can understand and parent friendly.  Describe how the school will provide parents with timely information about Title I programs  Describe how the school will offer parents a flexible number of meetings and transportation, childcare, or home visits. | 1116(f)  1116(c)(4)(A)  1116(c)(2)  1116(e)(5) |
| Badge 3 outline  **Technical Assistance** | Describe how the LEA will provide the coordination, technical assistance, and other support to assist schools in planning and implementing effective parent and family engagement activities, which may include meaningful consultation with employers, business leaders, philanthropic organizations, or individuals. | 1116(a)(2)(B) |
| Badge 4 outline  **Integration** | Describe ways the LEA will coordinate and integrate parent and family engagement strategies with other relevant federal, state, and local laws and programs. | 1116(a)(2)(C) |
| Badge 5 outline  **Annual Evaluation** | Describe how the LEA will conduct, with meaningful engagement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under Title I, Part A and use the findings to design evidence-based strategies. | 1116(a)(2)(D)  1116(a)(2)(E) |
| **Badge 6 outline**  **Annual Title IA Meeting** | Describe how the school will convene an annual meeting to inform parents of the requirements of Title I and the school’s participation as well as the parents’ right to be involved. | 1116(c)(1) |
| **Badge 7 outline**  **School-Parent Compact** | Describe the process the schools will follow to jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved academic achievement. | 1116(d) |
| **Badge 8 outline**  **Building Capacity** | Describe how the school will build parent capacity for strong parent engagement. | 1116(e) |
| Describe how the school will help parents in understanding the achievement levels of the challenging State academic standards, state and local academic assessments and alternate assessments, Title I requirements, and how to monitor their child’s progress and work with educators. | 1116(e)(1) 1116(c)(4)(B) |
| Describe how the district will 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. | 1116(e)(2) |
| Describe how the school will 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. | 1116(e)(3) |
| Describe how the school will coordinate and integrate parent involvement programs 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. | 1116(e)(4) |

**​Resources**

* Website: [Title I, Part A Parent and Family Engagement | OSPI (www.k12.wa.us)](https://www.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/title-i-part-parent-and-family-engagement)
* [Title I, Part A Notification Newsletter Template: English](https://ospi.k12.wa.us/sites/default/files/2023-10/title-i-notification-newsletter-template-2023-final-eng.docx) | [Chinese](https://ospi.k12.wa.us/sites/default/files/2023-11/title-i-notification-newsletter-template-2023_chinese.docx) | [Khmer](https://ospi.k12.wa.us/sites/default/files/2023-10/title-i-notification-newsletter-template-2023_khmer_final.docx) | [Korean](https://ospi.k12.wa.us/sites/default/files/2023-10/title-i-notification-newsletter-template-2023_korean_final.docx) | [Punjabi](https://ospi.k12.wa.us/sites/default/files/2023-10/title-i-notification-newsletter-template-2023_punjabi_final_1.docx) | [Russian](https://ospi.k12.wa.us/sites/default/files/2023-10/title-i-notification-newsletter-template-2023_russian_final.docx) | [Somali](https://ospi.k12.wa.us/sites/default/files/2023-10/title-i-notification-newsletter-template-2023_somali_final.docx) | [Spanish](https://ospi.k12.wa.us/sites/default/files/2023-10/title-i-notification-newsletter-template-2023_spanish_final.docx) | [Tagalog](https://ospi.k12.wa.us/sites/default/files/2023-10/title-i-notification-newsletter-template-2023_tagalog_final.docx) | [Vietnamese](https://ospi.k12.wa.us/sites/default/files/2023-10/title-i-notification-newsletter-template-2023_vietnamese_final.docx)
* Sample surveys to solicit input about program services, family engagement activities and funding.
* ​Title I, Part A survey templates: [Parent and Family Engagement Annual Evalulation | OSPI (www.k12.wa.us)](https://www.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/parent-and-family-engagement-pfe/parent-and-family-engagement-annual-evaluation)
* ​Multilingual Program surveys at Family Feedback Surveys: [Multilingual Family Communication Templates | OSPI (www.k12.wa.us).](https://www.k12.wa.us/student-success/access-opportunity-education/migrant-and-multilingual-education/multilingual-education-program/multilingual-family-communication-templates)
* ​The [PFE Budget Survey sample](https://www.k12.wa.us/sites/default/files/public/titlei/parentfamilyengagement/pubdocs/parentfeedbackfundingsurvey.docx), may be used to solicit parent feedback about Parent and Family Engagement funding.

**Name of School District**

20XX-20XX

Revised Month Day, Year

555 Main Street

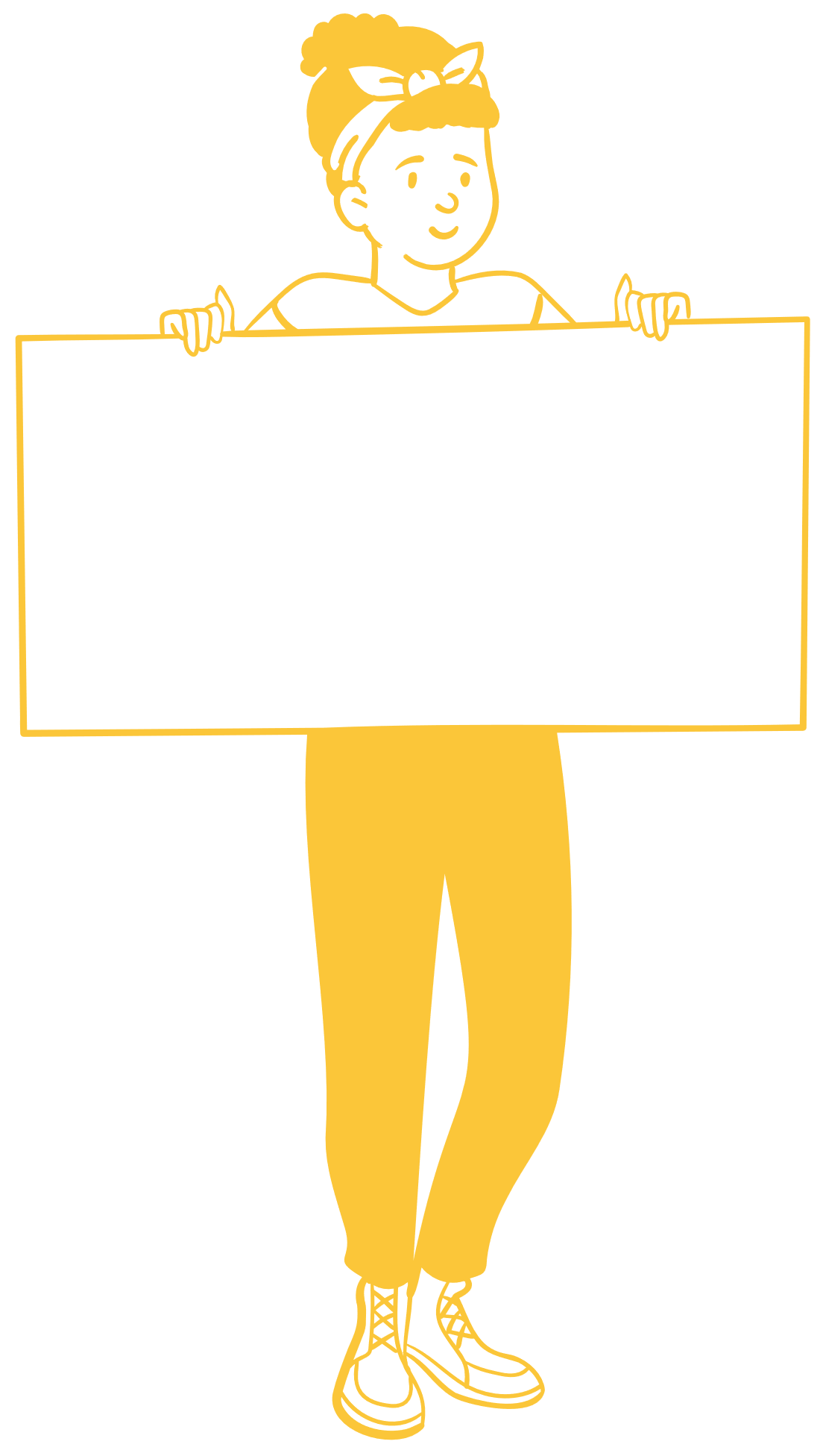
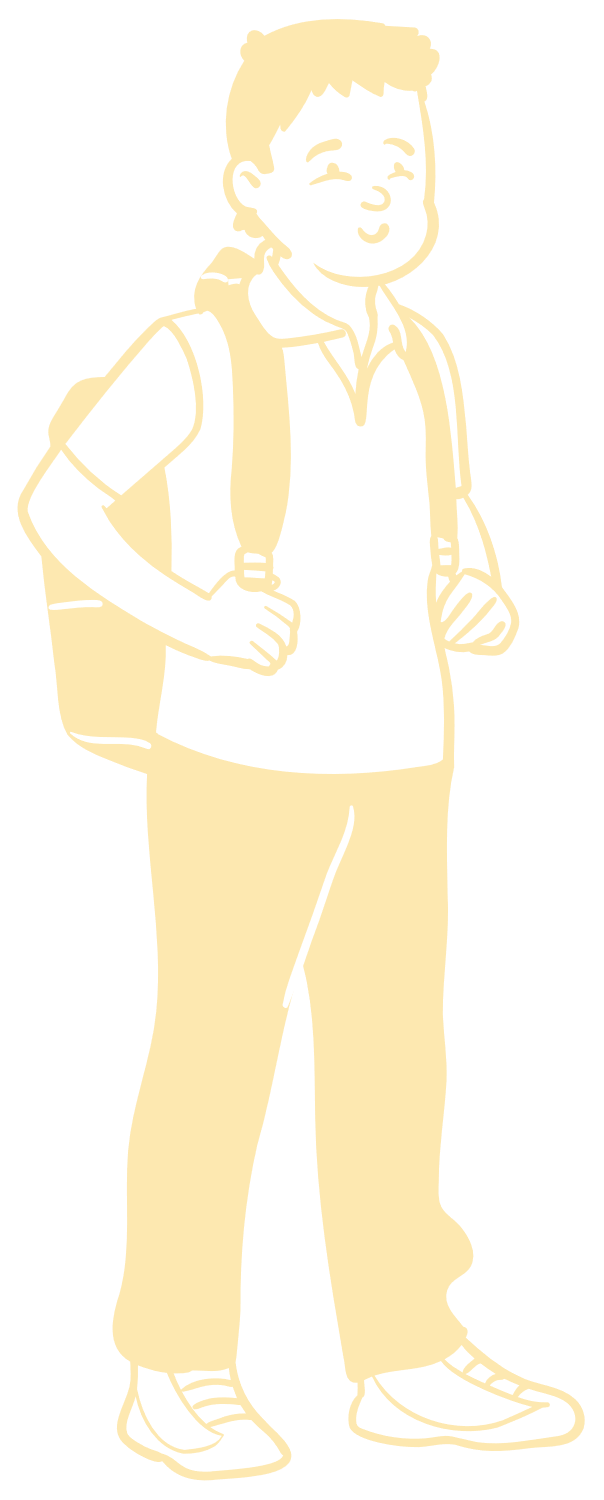
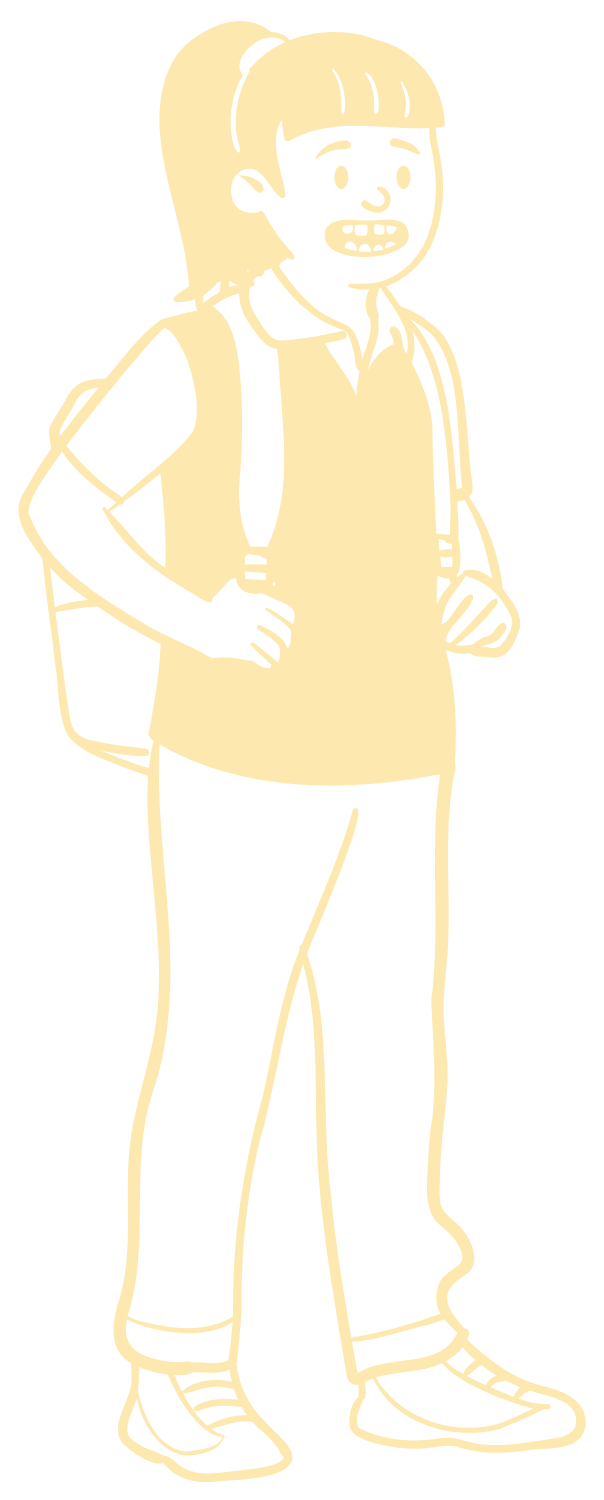
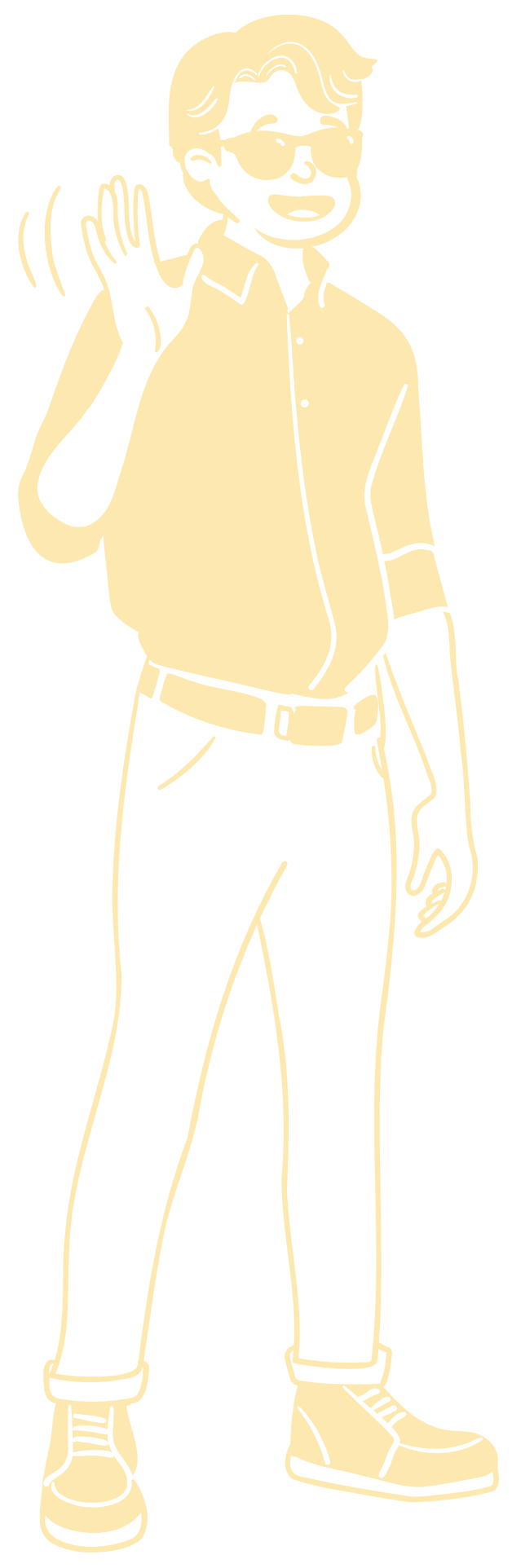
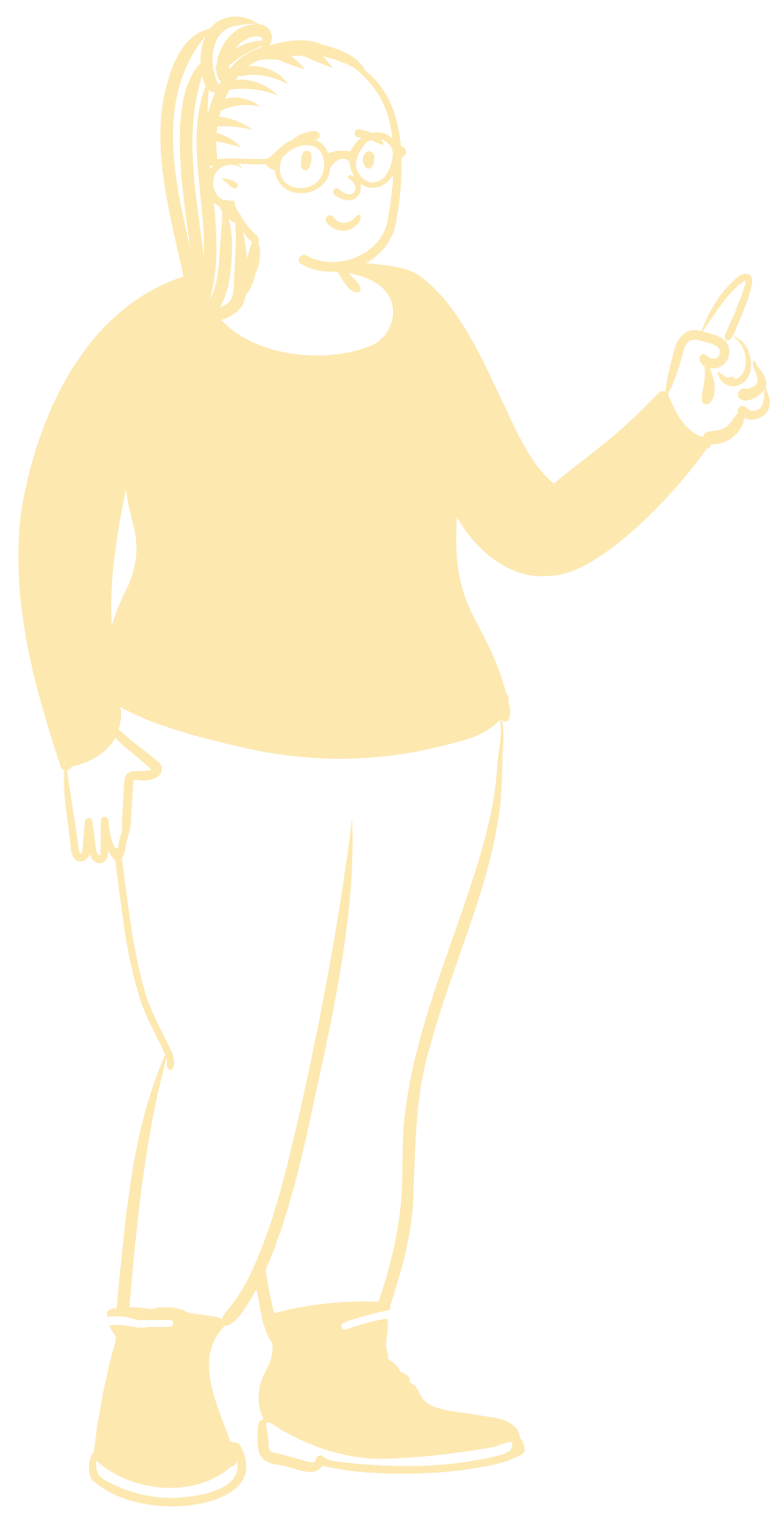
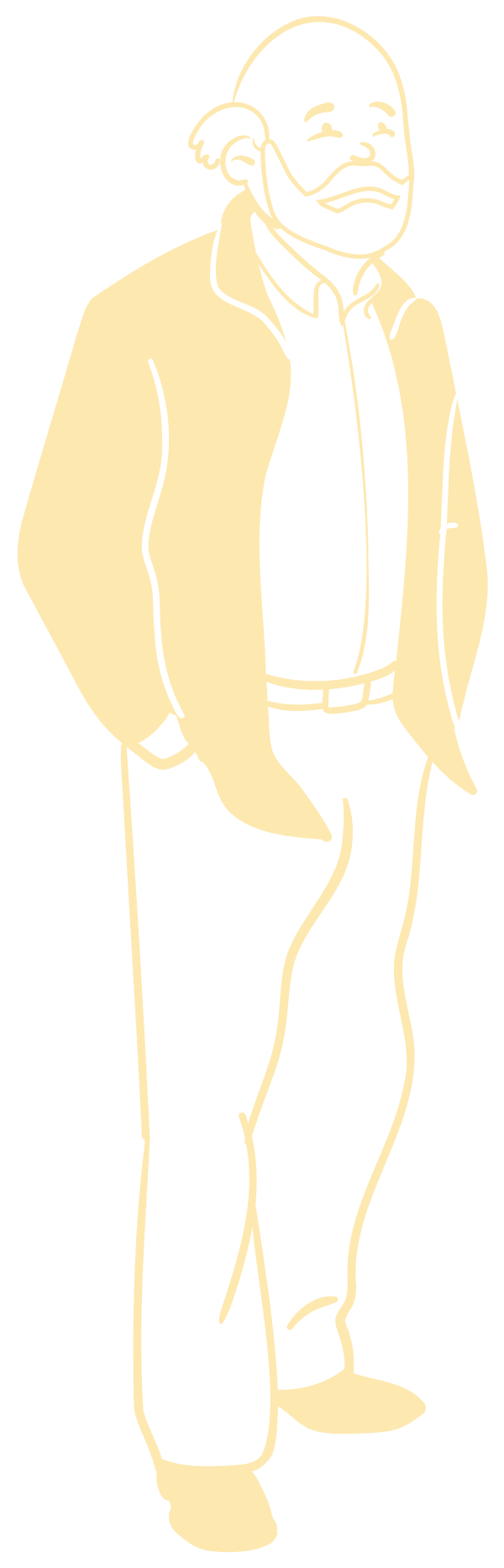
Yourtown, WA 12345

Achievecountyschools.org

(123) 456-7890

**Combined****Parent and Family**

**Engagement Policy | Plan**



Everyone wins when families participate!

What is Family Engagement?

Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

(A) That parents play an integral role in assisting their child’s learning.

(B) That parents are encouraged to be actively involved in their child’s education.

(C) That parents 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.

(D) The carrying out of other activities, such as those described in Section 1116 of the Every Student Succeeds Act (ESSA).

In support of strengthening student academic achievement, the LEA’s School District has developed this parent and family engagement policy that establishes the district’s expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district’s Title I, Part A schools. This plan will describe the Local Educational Agency’s (LEA) commitment to engage families in the education of their children and to build the capacity in its Title I, Part A schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

**About the Parent and Family Engagement Policy**

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of ESSA contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children’s education. The LEA will work with its Title I, Part A schools to ensure that the required school-level parent and family engagement policies meet the requirements of federal law and each include, as a component, a school-parent compact.

During the annual LEA’s meeting in May 20XX, all parents were invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the 20XX-20XX school year. The district sent an email to all parents informing them about this meeting and posted an announcement on the school district website. During this meeting, parents also reviewed and discussed the Consolidated Grant Application (CGA), the School Improvement Plan | Schoolwide Plan, or Targeted Assistance Protocols. Additionally, each Title I, Part A school can use a Parent Advisory Council to review the district parent and family engagement policy before the end of the 20XX-20XX school year.

Upon final revision, the district parent and family engagement policy was incorporated into the CGA which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the school district website or by submitting written comments to your child’s school. All feedback received by May 20XX was considered for revisions to this policy.

The district’s plan to distribute this policy is to post it on district and school websites and in parent resource centers, disseminate it during the annual Title I, Part A school meetings in the fall, and email the link to all parents in a format and language they can understand.

**Communications**

The LEA will communicate with all families and the community on a regular basis regarding school wide events and activities, through phone and text messages, emails, social media, school newsletters, and flyers. The district and school will share information in English and other languages to the extent possible through written communications, meetings, conferences, and family engagement events in order for families to understand the school’s academic standards and assessments as well as ways parents can monitor their child’s progress.

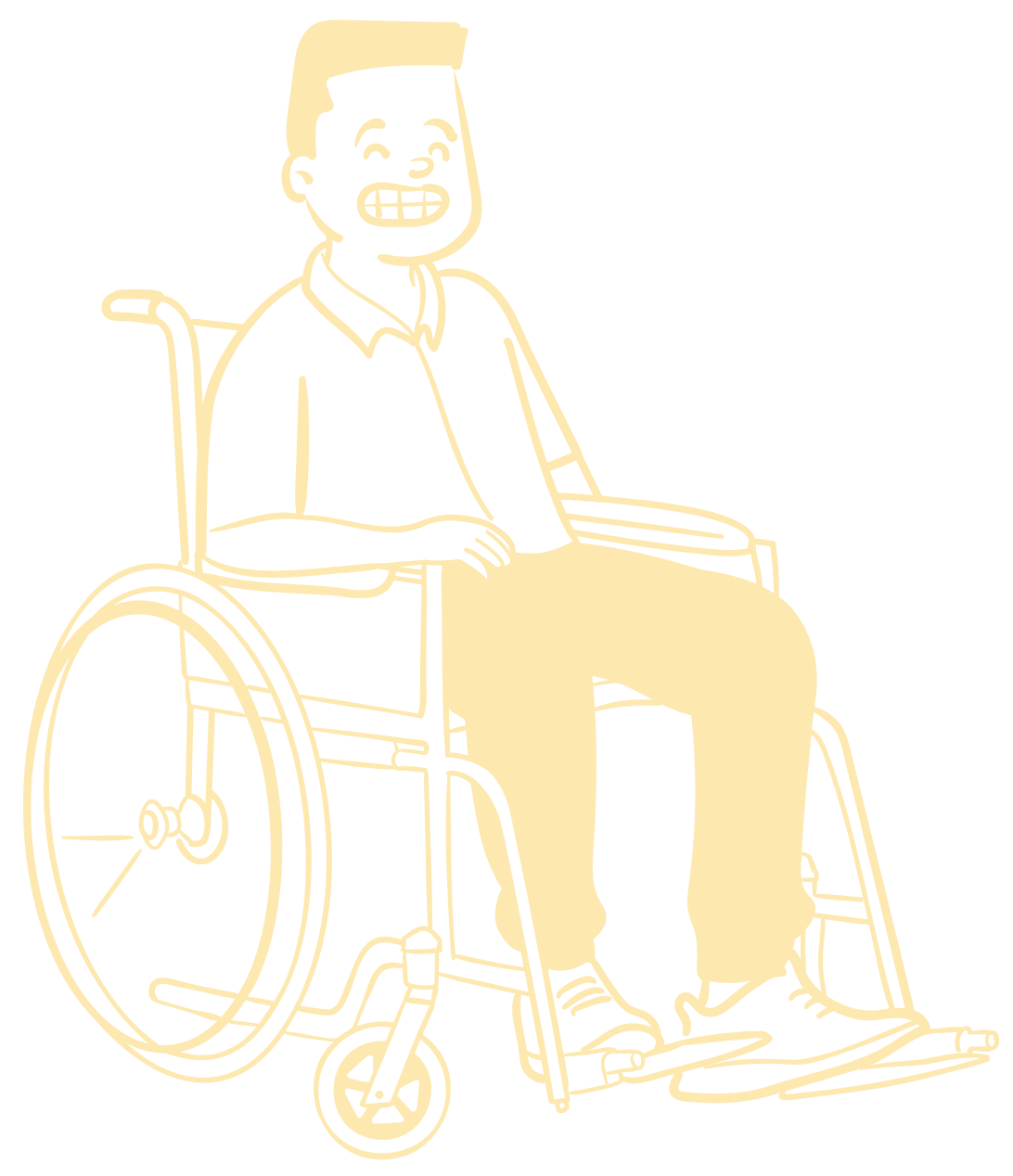
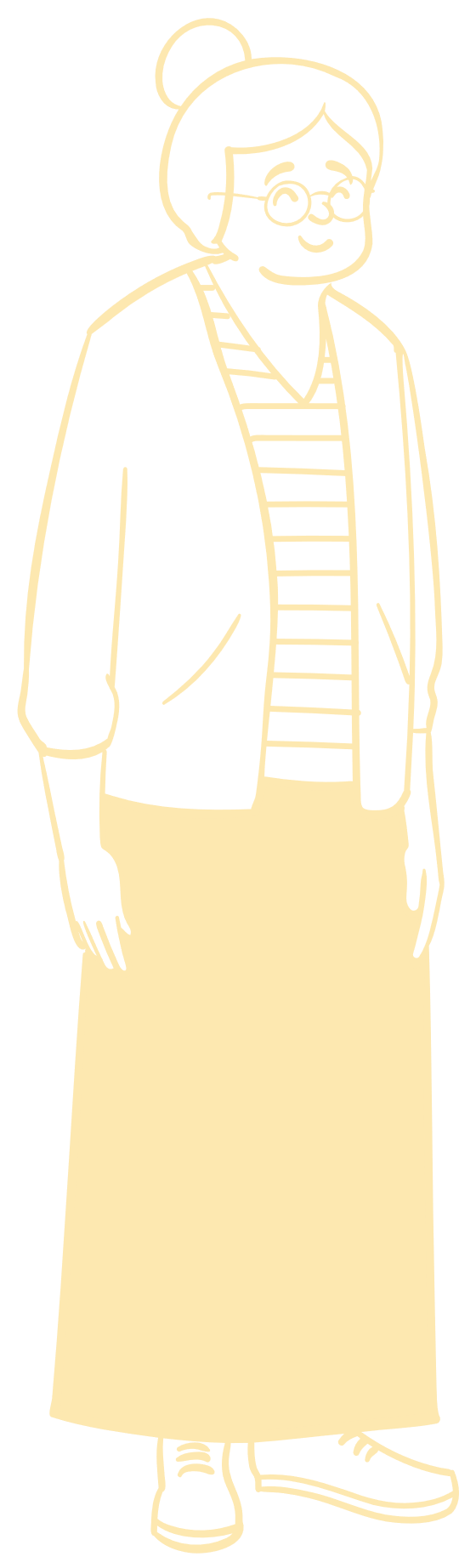
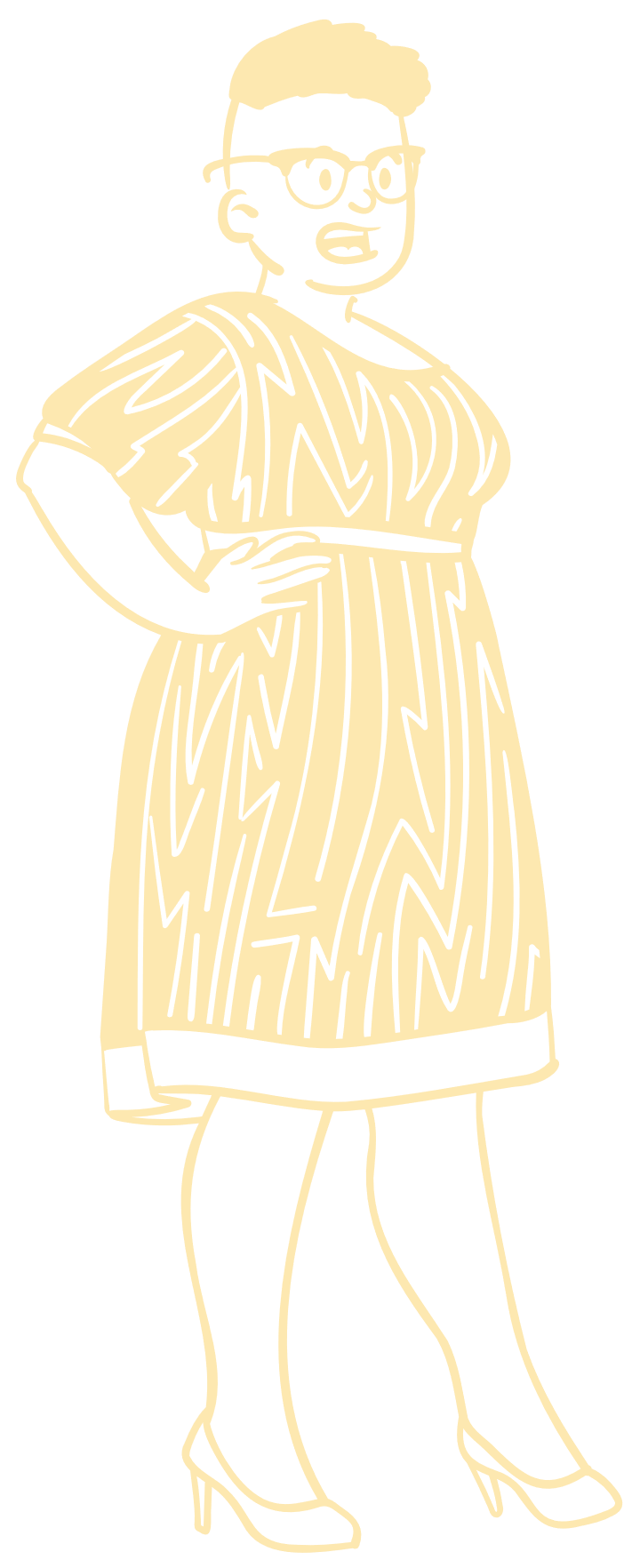
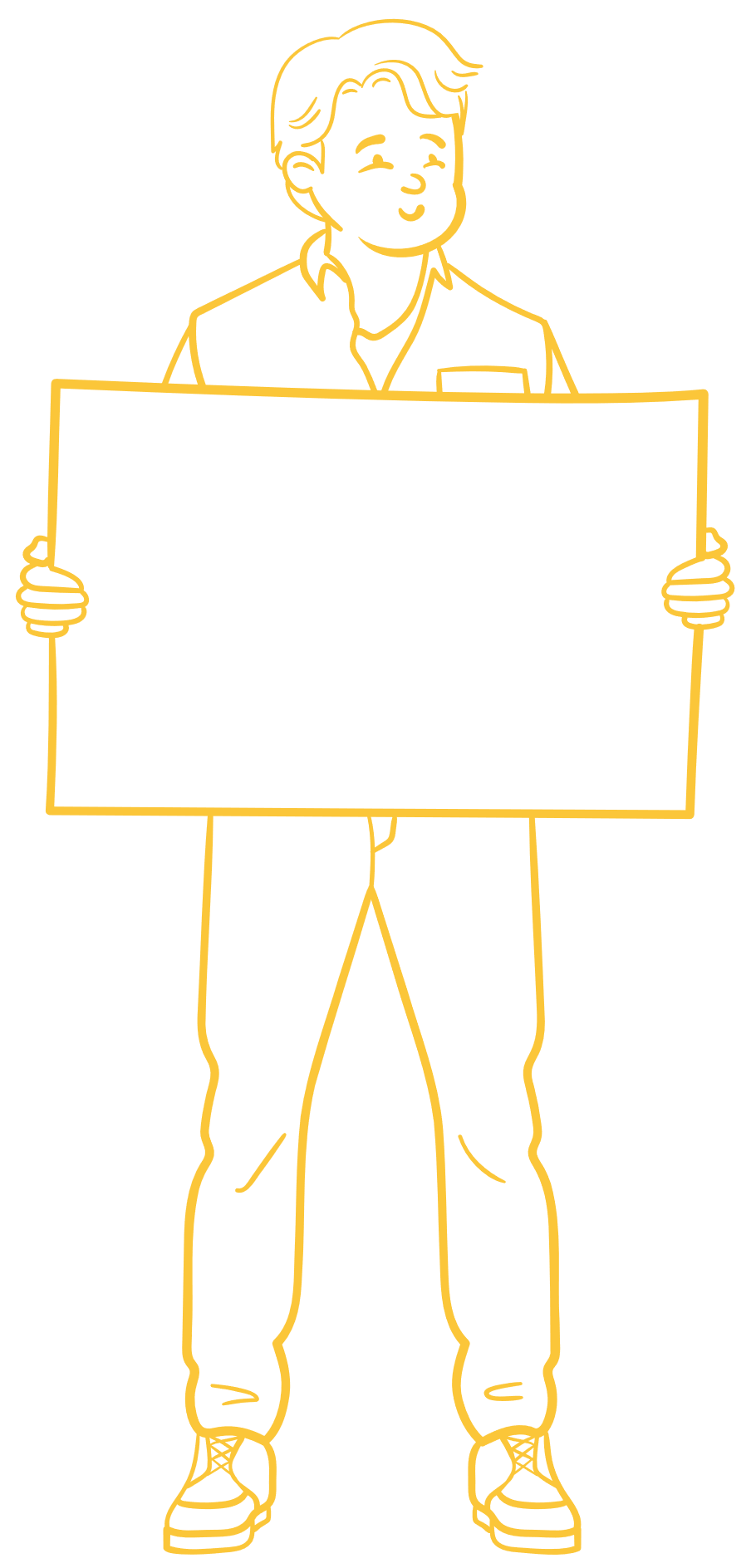
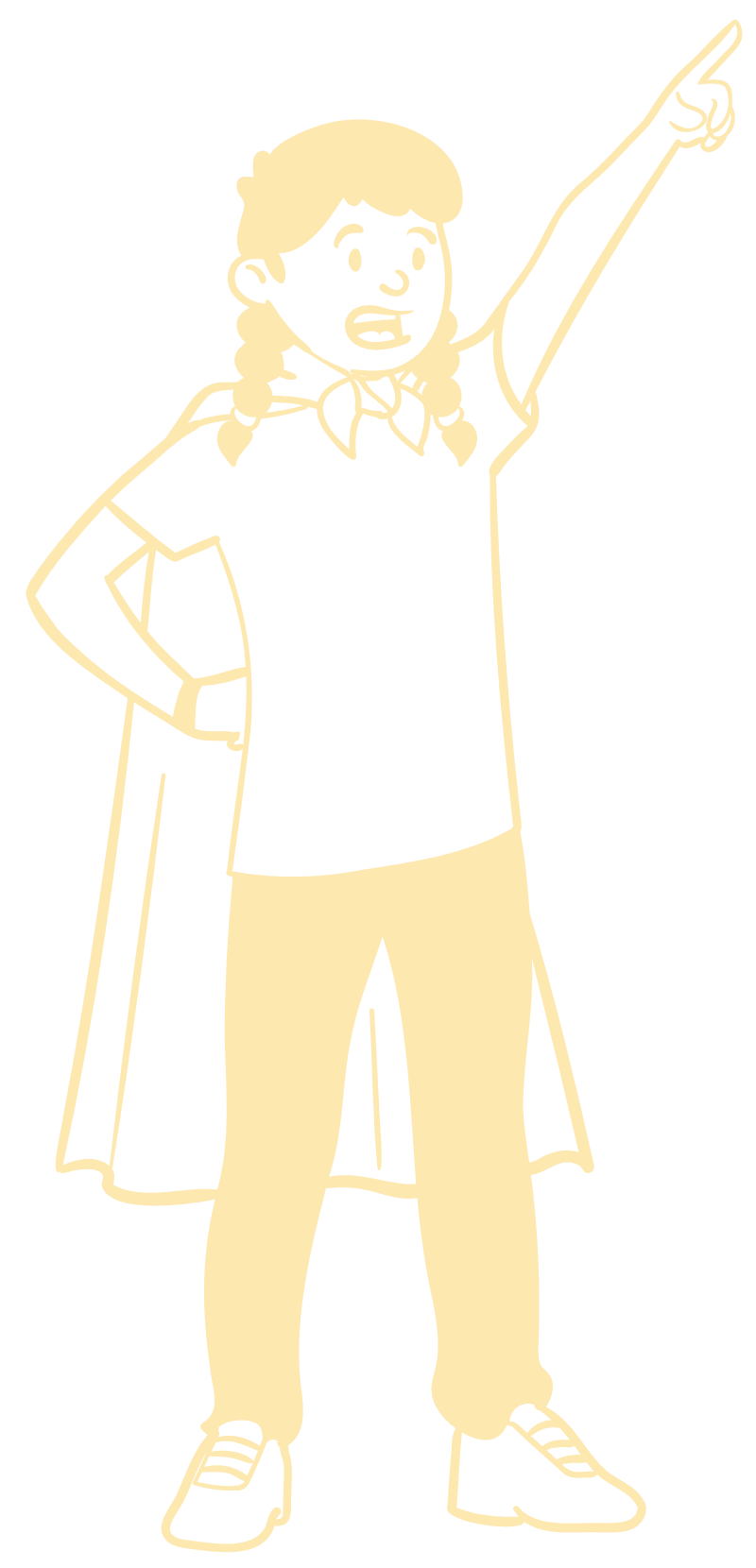
**Jointly Developed**



This year, the LEA will provide technical assistance and support to all Title I, Part A schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Title I, Part A schools will receive notifications and resources from the district to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district will hold monthly meetings and trainings with its Title I, Part A schools’ principals to review family engagement plans and activities.

Additionally, the district will convene a meeting in month for principals to review parent and family engagement requirements and plan opportunities for family engagement activities and meetings for the remainder of the school year.

**Strengthening Our School**



**School-Parent Compacts**

As part of this plan, all Title I, Part A schools, along with our families will jointly develop school-parent compacts in order to build and develop a partnership to help our students the challenging state academic standards. These compacts serve as agreements that parents, teachers, and students will work together to make sure all students reach grade level standards by following and accomplishing goals set forth by parents, teachers, and students. The compacts will be revised annually, distributed to all families, reviewed at parent/teacher conferences.

**Annual Title I, Part A Meeting~ Month Year**

At the beginning of the school year, all Title I, Part A schools will host a meeting to inform all parents of the Title I, Part A requirements and the school’s participation in and parent’s rights under Title I, Part A.

**Communicate clearly and continuously!**

Input and suggestions from parents, family members, and community partners are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I, Part A services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

**Annual Meeting ~ *Month Day, Year***

All parents are welcome to hear the latest updates from the LEA’s name as well as review and provide input into the district parent and family engagement policy and the LEA School Improvement Plan for the 20XX-20XX school year. Notices regarding this meeting will be emailed to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school district website.

**School Improvement Forums ~ *Month Day, Year***

During this week, each Title I, Part A school will host a forum for parents and family members to participate in roundtable discussions to review the schoolwide plan, the school’s parent and family engagement policies as well as provide input on the family engagement budget and topics for school staff training. Each Title I, Part A school will send invitations home as well as email and text parents to notify them about the date and time of the forum. Information regarding the School Improvement Forum will also be made available on the school websites.

Input on the use of Title I, Part A funds to support family engagement programs may also be provided through the annual district survey. The survey will contain questions related to the family engagement budget and school staff training for parents to provide their comments.

**Unable to attend these meetings? Please visit**

***LEAs website* to review the meeting documents and minutes and leave your input.**

|  |  |
| --- | --- |
| **Qr Code with solid fill** | *Scan the code with your smartphone or tablet to access family engagement information from the LEA’s website.* |

**Opportunities for Meaningful**

**Parent Consultation**

**Building Capacity**

The LEA will build partnerships between its Title I, Part A Schools, families, and community with the goal of developing mutual support for student achievement. To develop capacity for this support, the LEA will implement a variety of family and community engagement initiatives.

***Of Parents*** - The LEA will provide families with information about the overall Title I, Part A program and its requirements.  The district works with its Title I, Part A schools to help families understand academic expectations for student learning and progress. Specific information related to the State’s challenging academic standards, and local and state assessments—including alternative assessments, will also be provided. The district also helps parents in understanding use of its online student information system and other digital resources, including the harms of copyright piracy, through its technology specialists.  Notifications about these opportunities will be posted on the district website and shared through school messaging systems, newsletters, and social media postings.

In addition, the district and school websites contain resources and materials such as parent guides, study guides, practice assessments, and materials for at-home learning.  Hard copies of these materials are also available at all Title I, Part A schools, including copies in other languages.

The LEA’s Parent Advisory Council, made up of parent representatives from each Title I, Part A school, advises the district and schools on all matters related to family engagement. Community leaders and business partners are also invited to serve on the council.  The participation of all our partners is encouraged through video conferencing and recording options to accommodate varying schedules.

The LEA will coordinate and integrate the district’s family engagement programs under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs such as, the local preschool program and other federal and state funded preschool programs in the district. The district will invite faculty and staff from those programs to attend planning meetings focused on family engagement activities. In the spring, schools will host Kindergarten Ready days, Middle and High School Transition Nights, and College and Career Fair so parents may receive information to help prepare them and their children for the next life stage.

***Of School Staff*** - The LEA will conduct number of trainings during the school year for principals to learn and discuss strategies to increase family engagement, improve school-family communication, and build ties with parents and the community. These trainings will be redelivered to the faculty and staff of Title I, Part A schools. The LEA will also host a training for appropriate school staff and faculty that will focus on creating welcoming environments.

To ensure that information related to district, school, parent programs and activities is available to all parents, each Title I, Part A school is required to send home and post online information for parents and family members in an understandable language and uniform format. At the beginning of the year, school staff will be trained on parent notifications and resources to be sent home in parents’ preferred language, where applicable, and providing interpreters at parent events and meetings. Information posted on the district website will be translated to the extent practicable. The district will also utilize school phone call systems, district and school websites, local news media, and social media to post information for parents.

***For Parents***

Annual Parent Survey

Month Day(s), Year

School Improvement Meeting

Month Day(s), Year –   
Name local site

Annual District Meeting

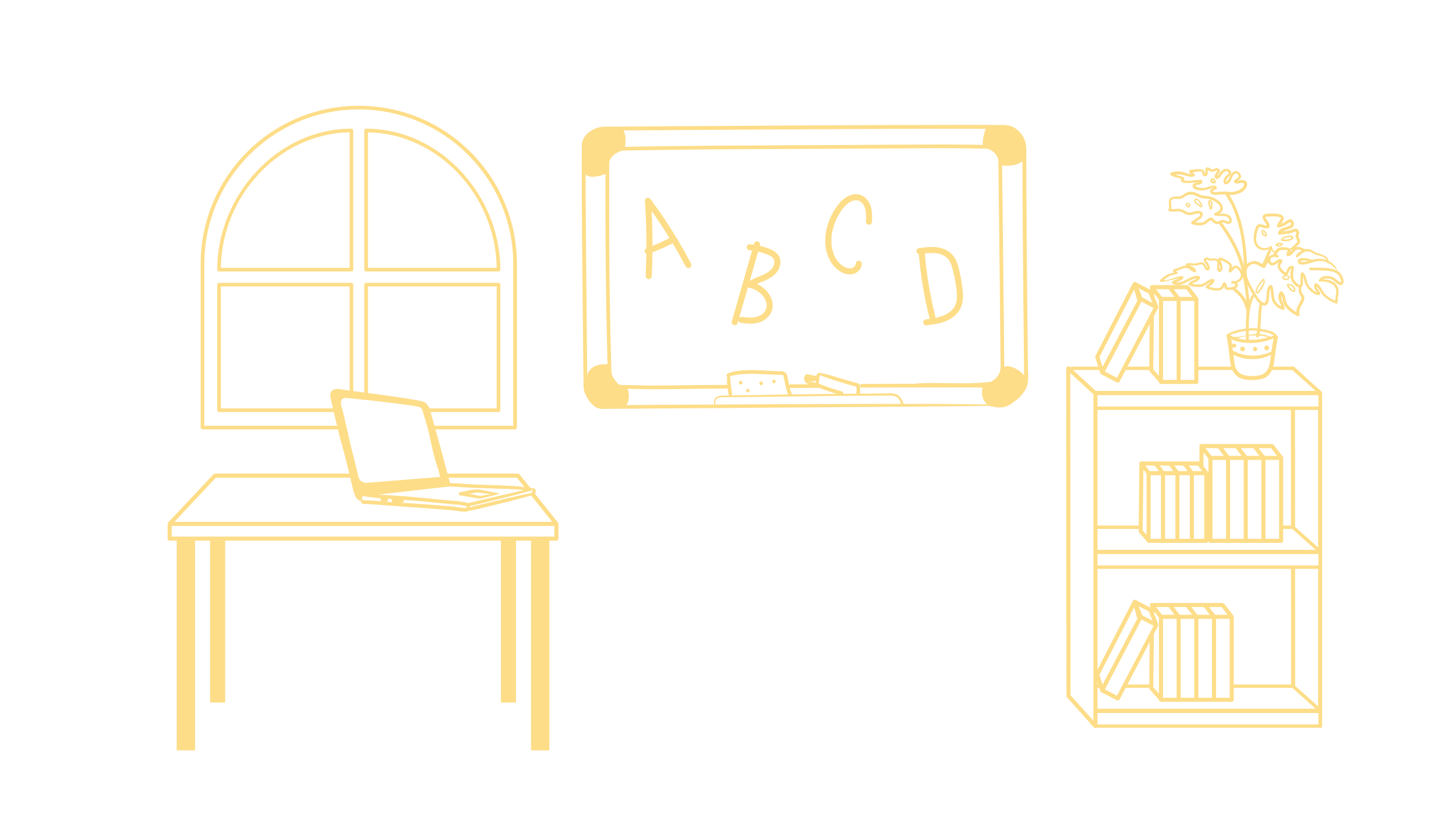
Month Day, Year –   
Name of location

**Accessibility**

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district family engagement coordinator will communicate and collaborate with the Department | Program to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.

Each year, the LEA will conduct an evaluation of the content and effectiveness of this parent and family engagement policy and the family engagement activities to improve the academic quality of the Title I, Part A schools through an annual parent survey and the School Improvement Forums.

Beginning in month, each Title I, Part A school will send home a survey and email a link to the survey for parents to provide valuable feedback regarding the parent and family engagement activities and programs. These surveys will also be posted on the district and school



websites for parents to complete. In addition to the annual survey, each Title I, Part A school will also use the School Improvement Meeting to facilitate group discussions to discuss the needs parents of children eligible to receive Title I, Part A services to design strategies for more effective family engagement.

The LEA will use the findings from the school meetings and the survey results to design strategies to improve effective family engagement, to remove possible barriers to parent participation, and to revise its parent and family engagement policies.

**Parent and Family Engagement Evaluation**

**Adoption**

This districtwide parent and family engagement policy has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A, Part A programs as evidenced by the collaboration of parents, school, and district personnel at the annual LEA’s name meeting.

This policy was adopted by the LEA’s school board name on Month Day, Year and will be in effect for the 20XX-20XX academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A, Part A children before or during the first week of fall semester.

**Mark Your Calendars**

***For Schools***

Welcoming Schools Training

Month Day, Year –

Name of location

Principal’s Meetings

First Wednesday of every month