Guide to Title I, Part A LEA Level

Parent and Family Engagement (PFE) Policy

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 parent and family engagement policy along with information about the Title I, Part A program. | 1116(a)(2) |
| Describe how parents and family members will be involved in the development of the LEA parent and family engagement policy. This may include establishing a parent advisory board. | 1116(a)(2)(F) |
| 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). | 1116(a)(2)(A) |
| Badge 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 3 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 4 outline  **Annual Evaluation** | Describe how the LEA will conduct, with meaningful involvement 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) |

**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)
* [Parent and Family Engagement Best Practices | OSPI](https://ospi.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/parent-and-family-engagement-pfe/parent-and-family-engagement-best-practices)
* [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 PFE funding.

20XX-20XX

Revised Month Day, Year

555 Main Street

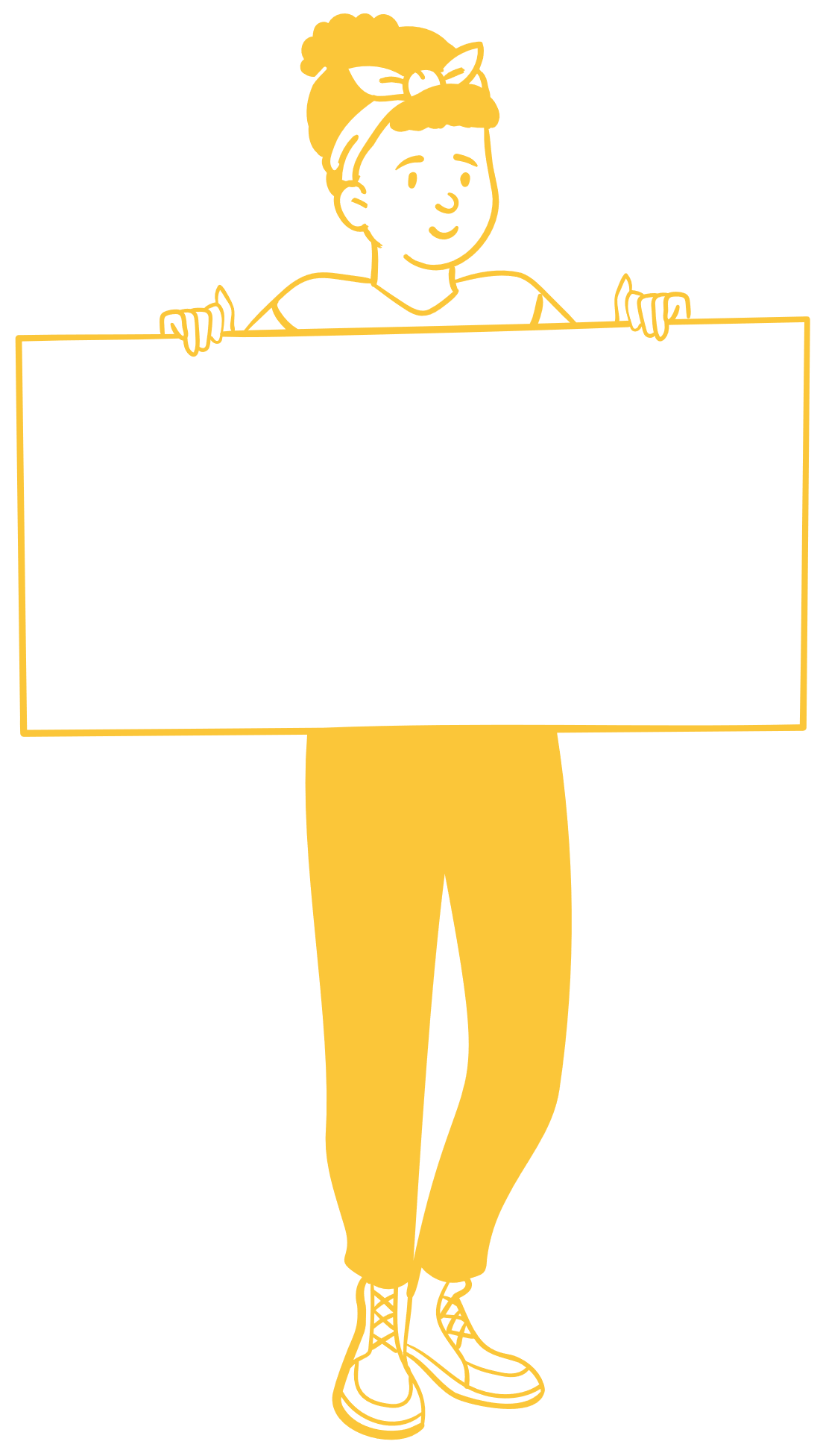
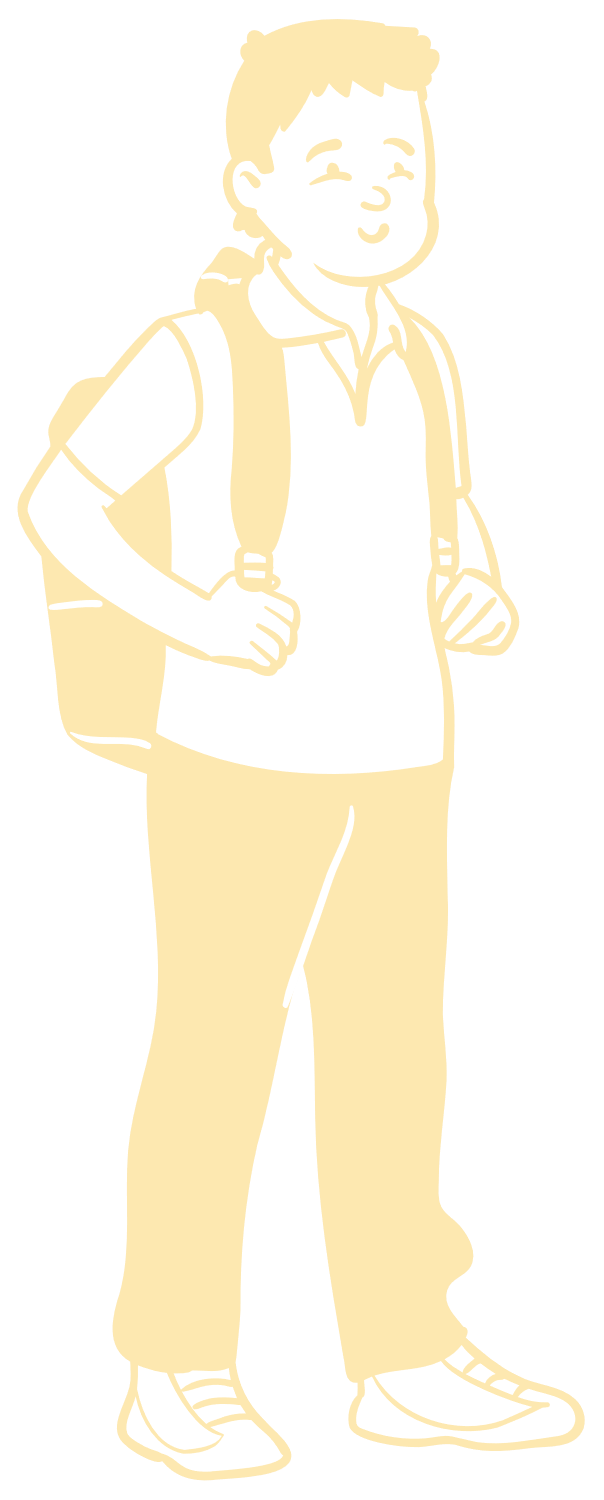
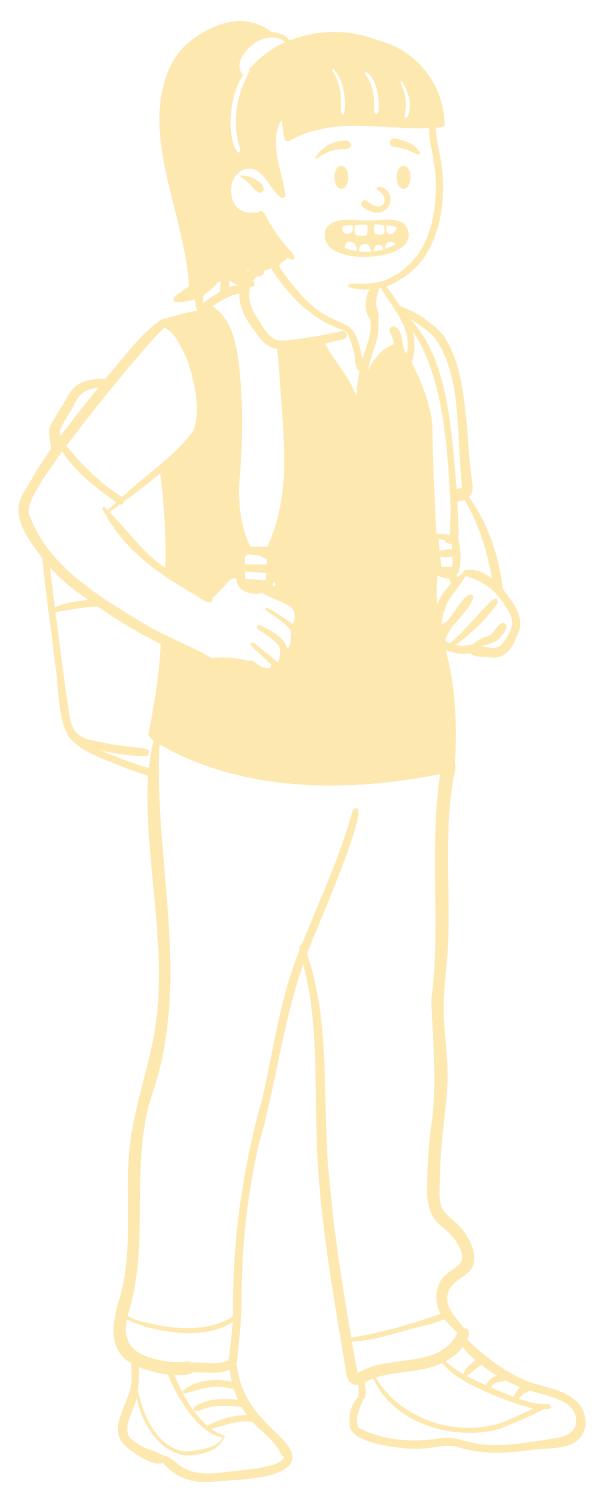
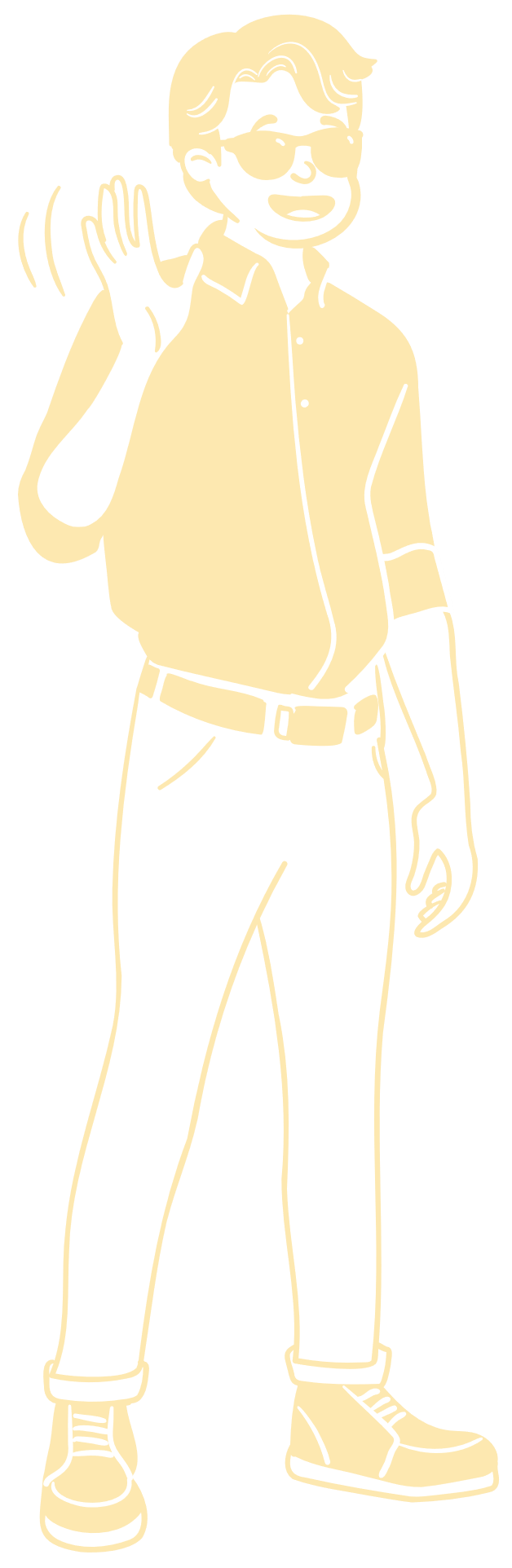
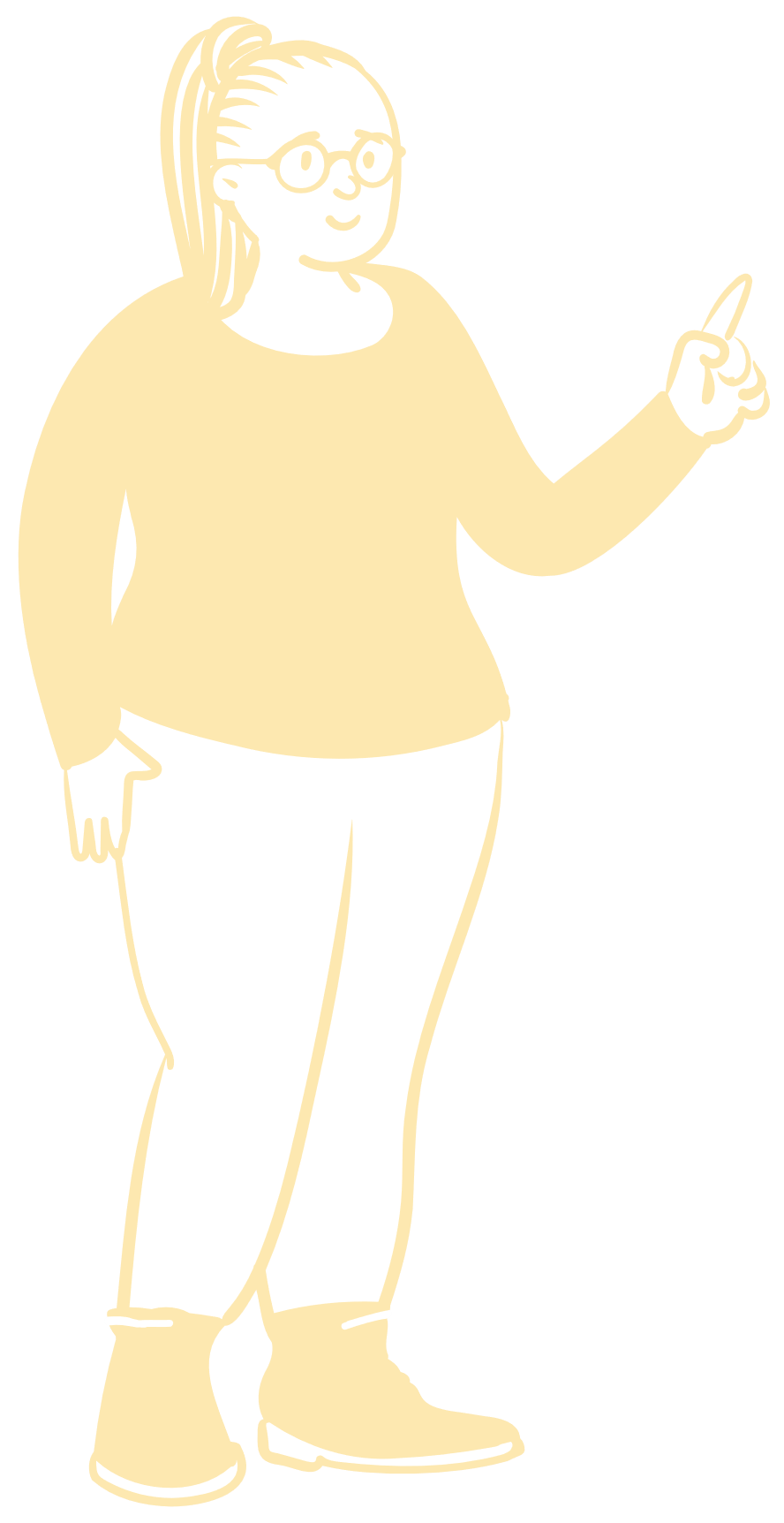
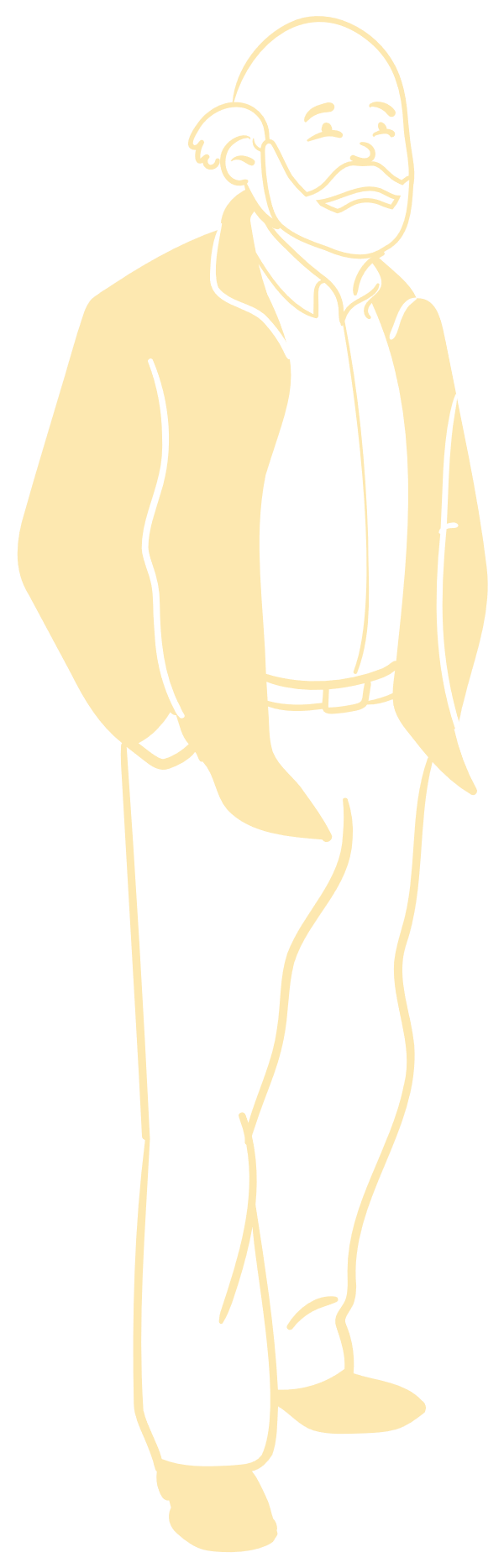
Yourtown, WA 12345

LEAswebsite.org

(123) 456-7890

**LEA’s Name School District**

**Parent and Family Engagement Policy**



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.

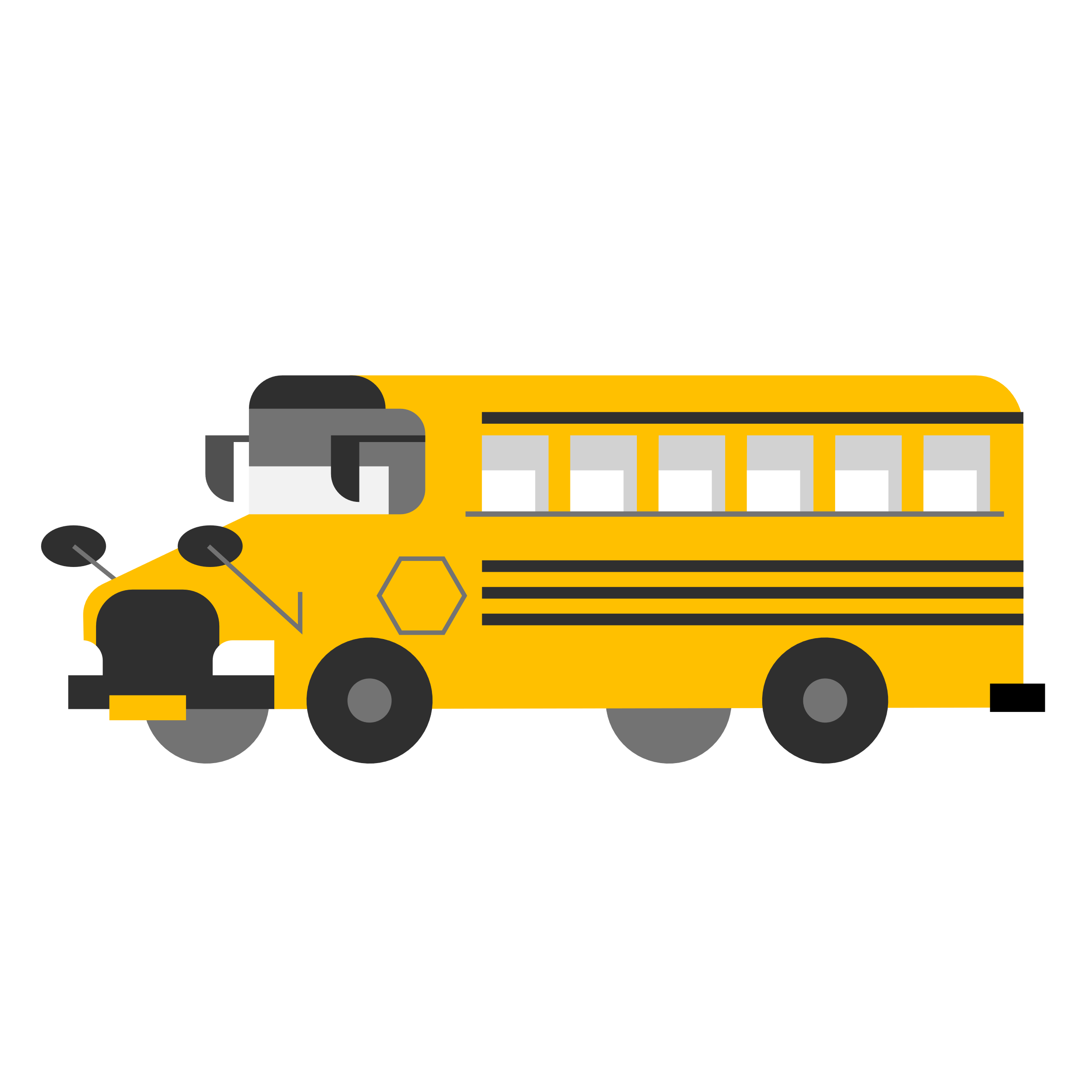
(C) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

(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 name 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 LEA’s name 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.

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’s name 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.

**About the Parent and Family Engagement Policy**



**Jointly Developed**

During the annual district meeting in Month Year, 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 Consolidated School Improvement Plan (SIP) | Schoolwide Plan (SWP) or Targeted Assistance Protocols (TAS). Additionally, each Title I, Part A school used the Parent Advisory Council to review the district parent and family engagement policy before the end of the 20XX-20XX school year.

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 Month Year 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.

**Strengthening Our Schools**

This year, the district Title I, Part A staff 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 summit in March 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.

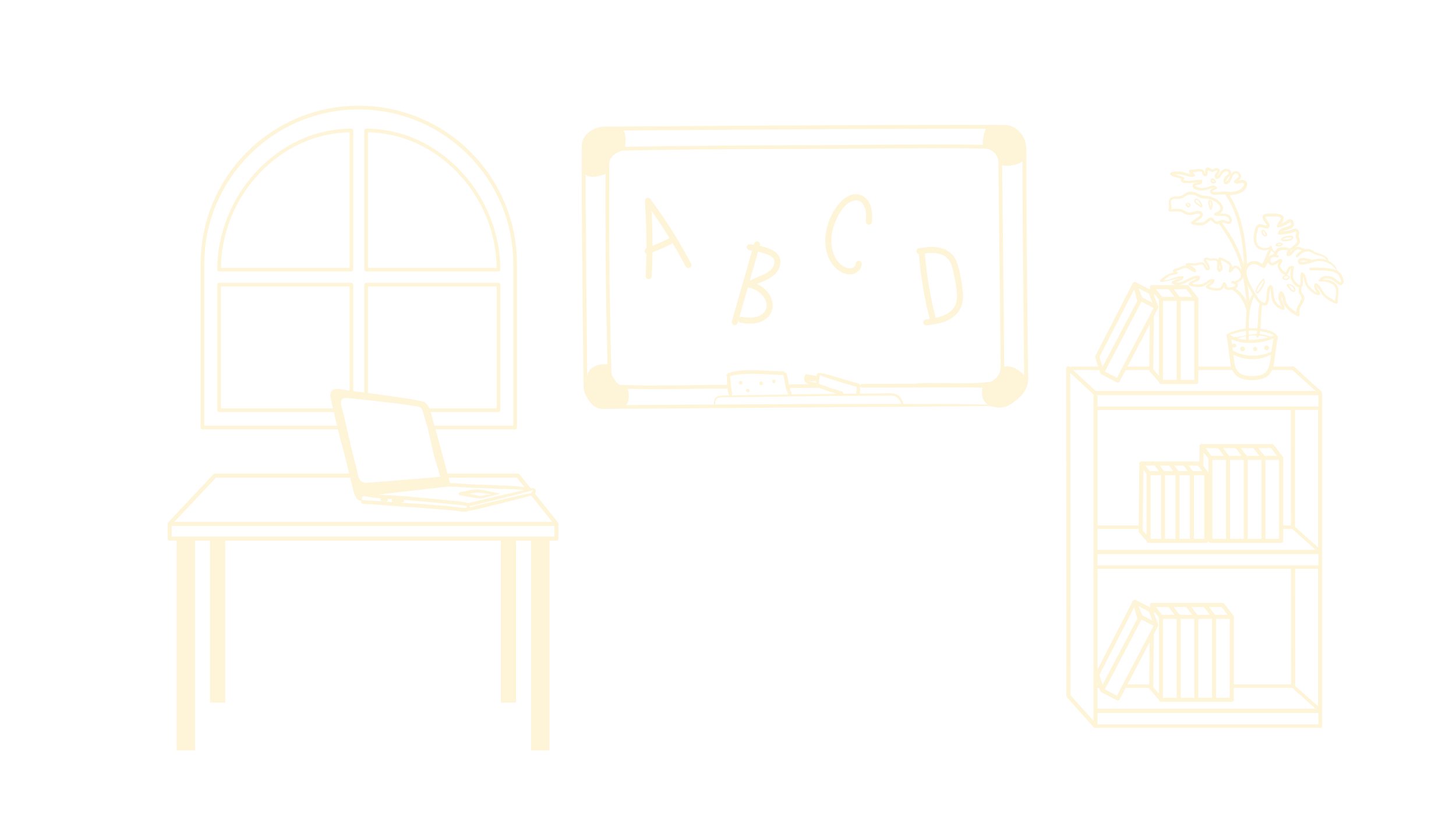
**Reservation of Funds**

If Applicable, the LEA’s name will reserve 1 percent from the total amount of Title I, Part A funds it receives in 20XX-20XX to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, the LEA’s name will distribute 90 percent of the amount reserved to Title I, Part A schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I, Part A school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.The LEA made sure each Title I, Part A school hosted an annual school parent meeting in enter month for parents to provide suggestions on how these family engagement funds could be used in the upcoming year at the district and school-level. Comment cards and minutes from these meetings were reviewed by the district to determine areas of need for the

upcoming school year and consider

changes to the family engagement

budget. If you have suggestions, please contact the district office.



**Opportunities for Meaningful Consultation**

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.

**LEA’s Name Meeting ~ *Month Day, Year***

All parents are welcome to hear the latest updates from the LEA’s name School District as well as review and provide input into the district parent and family engagement policy and the Consolidated Grant Application (CGA), the School Improvement Plan | Schoolwide Plan, or Targeted Assistance Protocols 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 Meeting ~ *Month Day, Year***

During this week, each Title I, Part A school will host a meeting for parents and family members to participate in roundtable discussions to review the schoolwide plan Targeted Assistance Protocols, 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 meeting. Information regarding the School Improvement meeting will also be made available on the school websites.

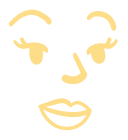
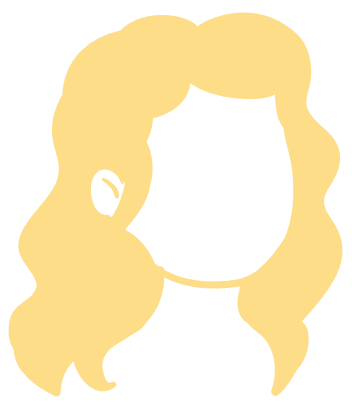
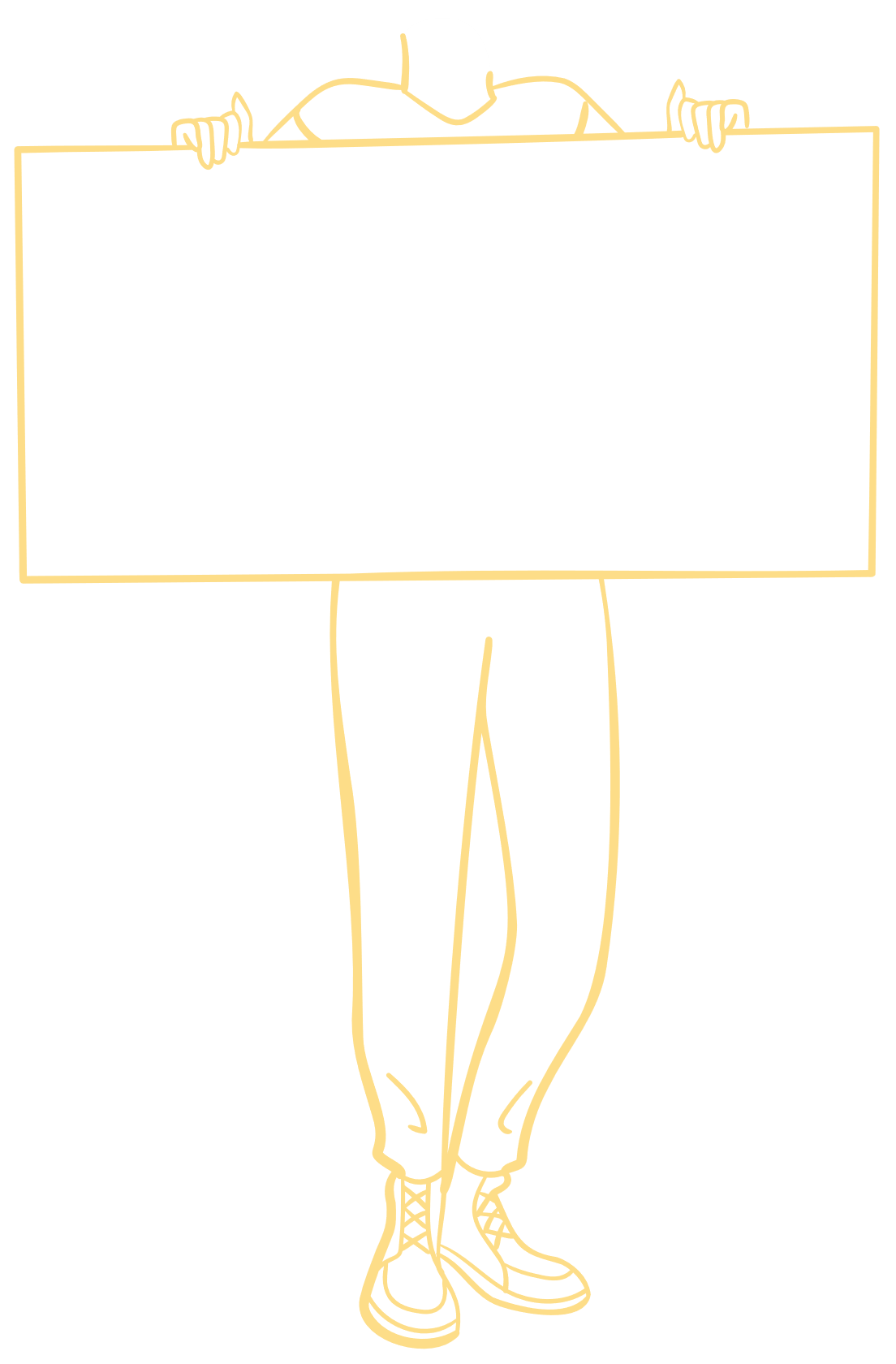
Input on the use of Title I, Part A funds to support family engagement programs may also be provided through the annual district survey. The survey will contain questions related to the family engagement budget and school staff training for parents to provide their comments.

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

***Enter LEA’s 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 name website.* |

**We get educators at every level ready to engage with families from diverse backgrounds!**



***For Parents***

Annual Parent Survey

Month Day(s), Year

School Improvement Meeting

Month Day(s), Year –   
Name of location

Annual District Meeting

Month Day, Year –   
Name of location

***For Schools***

Welcoming Schools Training

Month Day, Year –

Name of location

Principal’s Meetings

First Wednesday of every month

**Mark Your Calendars**

**Accessibility & Trainings**

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district family engagement coordinator and Title I, Part A staff will communicate and collaborate with add office | department name 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. 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.

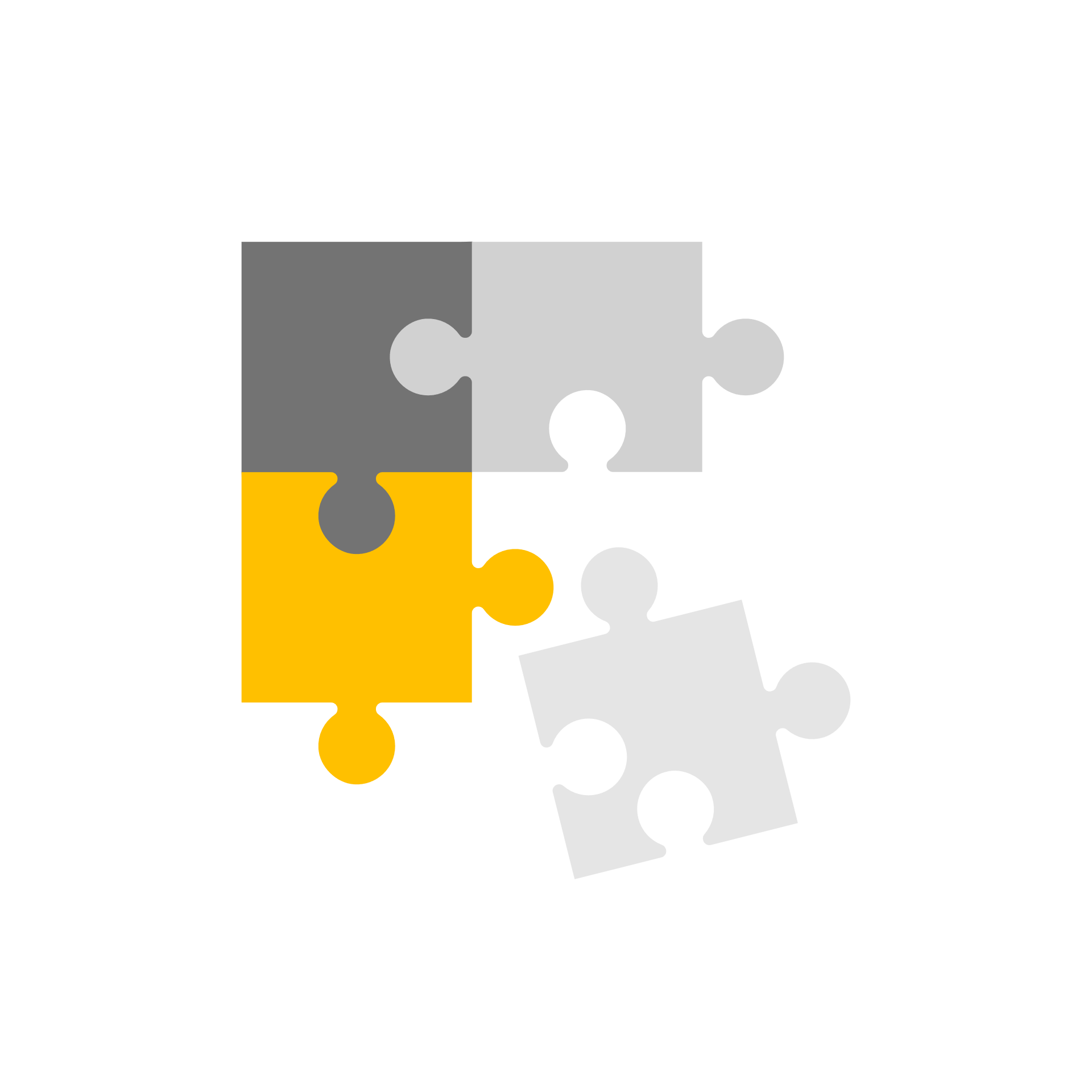
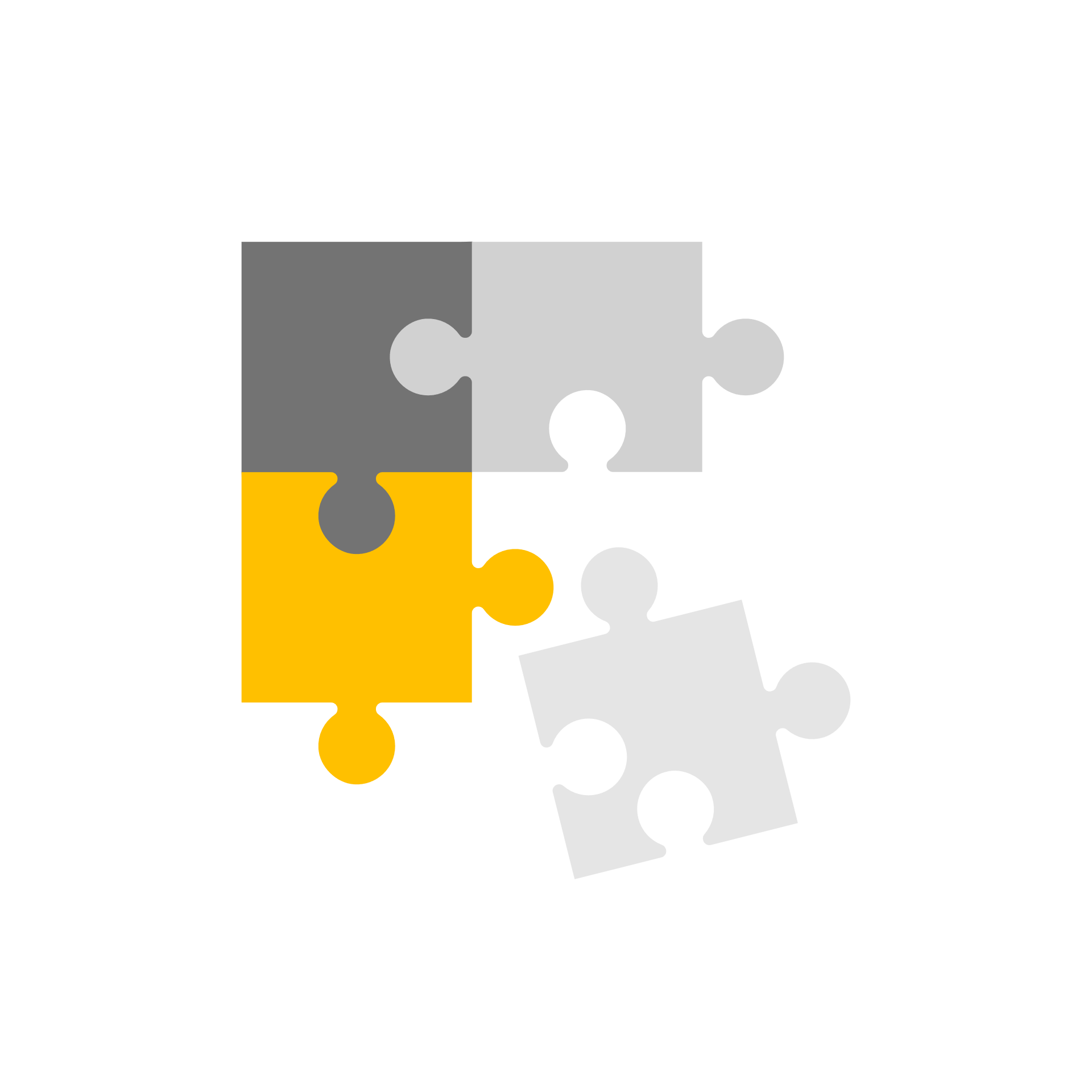
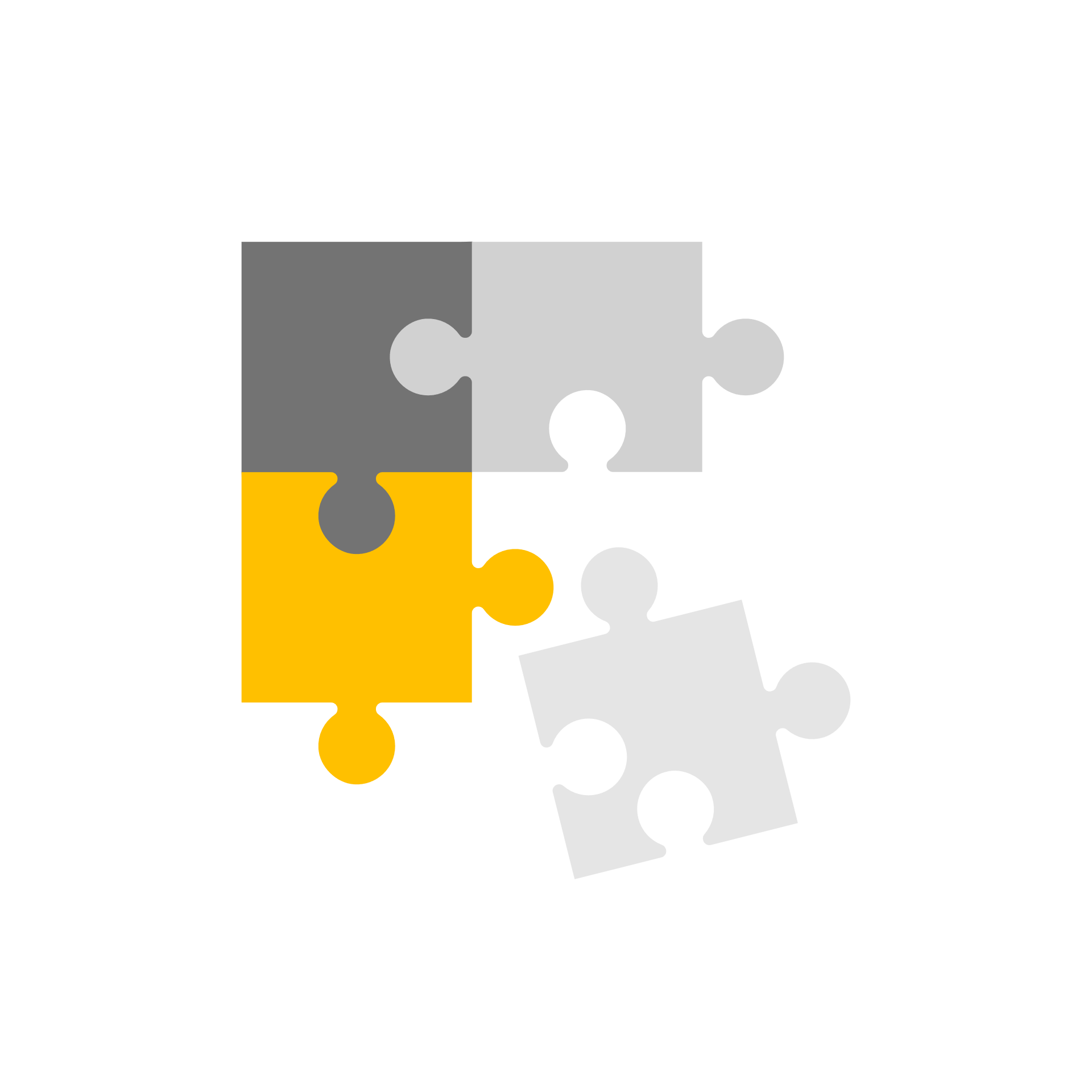
Each year, the LEA’s name will conduct an evaluation of the content and effectiveness of this parent and family engagement policy and the family engagement activities to improve the academic quality of the Title I, Part A schools through an annual parent survey and the School Improvement Meetings.

Beginning in enter 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 forums 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 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 name school board 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 children before or during the first week of fall semester.