



This handbook, *Systemic Family Engagement: A Comprehensive Guide to Implementing an Effective Title I Parent and Family Engagement Program*, is designed to guide school and district staff, such as Title I directors/coordinators and family engagement coordinators, through the process of developing and maintaining an effective Title I Parent and Family Engagement Program. The handbook will explain and clarify the requirements of the parent and family engagement provisions of Title I, Part A, Section 1116, Section 1112(e)(3)(C), and Section 1112(e)(4) of the Every Student Succeeds Act (ESSA).

While this handbook is based on the interpretation of the ESSA, the regulations and the guidance issued by the U.S. Department of Education (US ED), the samples and templates included are not intended to be applicable to every situation. These samples are not official templates and, if used, should be adapted to specific school and district requirements. Prior to using them, the Georgia Department of Education (Department) strongly urges that the samples and templates be carefully reviewed for their applicability to the specific facts of the school or the district’s situation. If there is any doubt as to the applicability of the samples, the Department advises each district to consult *legal* counsel.

This handbook will answer many questions regarding Title I parent and family engagement requirements; however, the Department staff also provides various methods of technical assistance throughout the year. Please feel free to contact the Department’s Family-School Partnership Program with any questions or feedback you may have.

Georgia Department of Education
 Office of Federal Programs
 Family-School Partnership Program
 205 Jesse Hill Jr Dr, SE
 1854 Twin Towers East
 Atlanta, Georgia 30334

John Wight
 Director
 Federal Programs
 (404) 463-1857
 jwight@doe.k12.ga.us

Harriet Neal
 Administrative Assistant
 Federal Programs
 (404) 656-0644
 hneal@doe.k12.ga.us

Dawn Scott
 Family Engagement Specialist
 (404) 694-4209
 dscott@doe.k12.ga.us

Susan Holcomb
 Family Engagement Specialist
 (404) 326-4395
 sholcomb@doe.k12.ga.us

Mandi Griffin
 Family Engagement Specialist
 (404) 232-1148
 mgriffin@doe.k12.ga.us

This handbook is organized into eight main sections to provide a comprehensive overview of Title I parent and family engagement regulations as well as effective family engagement resources to assist in strengthening Title I parent and family engagement programs.

Section One

TITLE I, PART A OVERVIEW

This section provides an overview of the strong focus that the ESSA has on parent and family engagement. Included in this section is the purpose of Title I, federal definitions, the responsibilities of the Department's Family-School Partnership Program.

Section Two

INPUT

This section provides Title I schools and districts with a guide for meaningful consultation with parents and family members. Included in this section are Summary of Evaluation Tools, Assessing the Findings of the Annual Title I Parent and Family Engagement Evaluation, Checklist for Input, and Annual Evaluation Materials.

Section Three

LEA TECHNICAL ASSISTANCE TO SCHOOLS

This section provides Title I districts with guidance on compliance with section 1116(a)(2)(B) of Title I, Part A of the Every Student Succeeds Act, the requirement of LEAs to provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent and family engagement programs.

Section Four

DISTRIBUTION

This section provides resources for parent notifications required by Title I, Part A in the ESSA. Included in this section are templates for conducting the Annual Title I Parent Meeting to disseminate information and a Checklist for Distribution of required documents.

Section Five

POLICIES

This section provides necessary documentation samples and templates to help schools and districts implement the required provisions of Title I parent and family engagement law, as well as enhance their parent and family engagement programs. Included in this section are parent and family engagement checklists and school and district parent and family engagement policy templates.

Section Six

COMPACTS

This section provides Title I schools and districts with a guide of specific criteria to assist them in understanding and meeting Title I School-Parent Compact compliance monitoring requirements. Included in this section are templates, checklists, and sample compacts.



Section Seven

BUILDING CAPACITY

This section provides a crosswalk of the National PTA Standards for Family-School Partnerships and Section 1116(e) of the Every Student Succeeds Act, Title I, Part A. Also included in this section is a graphic of the Dual Capacity-Building Framework for Family-School Partnerships which the U.S. Department of Education published in 2013.

Section Eight

TITLE I, PART A 1112(E)(3)(A) TITLE I PARENT NOTIFICATION OF STUDENT ELIGIBILITY FOR SUPPLEMENTAL LANGUAGE SUPPORT SERVICES

This section provides guidance to districts on the requirements of section 1112(e)(3)(C).

Introduction	3
Utilizing the Handbook	4
Table of Contents	5

9 Section One

Title I, Part A Overview

Purpose of Title I	10
Federal Definitions	11
General SEA Responsibilities Under ESSA	12
Family-School Partnership Program	13
Every Student Succeeds Act, Title I, Part A, Section 1116	14
Overarching Requirements	21
Compliance Implementation Rubric Rating System	22

Section 1116(a)(1) and Section 1116(a)(2) Local Educational Agency Parent and Family Engagement Policy - <i>Policy Development</i>	24
Section 1116(a)(2)(A) Local Educational Agency Parent and Family Engagement Policy - <i>Written Jointly with Parents</i>	25
Section 1116(a)(2)(B) Local Educational Agency Parent and Family Engagement Policy - <i>Technical Assistance</i>	26
Section 1116(a)(2)(C) Local Educational Agency Parent and Family Engagement Policy - <i>Coordination and Integration of Programs</i>	27
Section 1116(a)(2)(D) and Section 1116(a)(2)(E) Local Educational Agency Parent and Family Engagement Policy - <i>Annual Evaluation</i>	28
Section 1116(a)(2)(F) Local Educational Agency Parent and Family Engagement Policy - <i>Involvement of Parents</i>	29
Section 1116(a)(3)(A), Section 1116(a)(3)(C), and Section 1116(a)(3)(D) - Title I Parent and Family Engagement Funding Allocations	30
Section 1116(a)(3)(B) Parent Input into the 1 Percent Parent and Family Engagement Set-Aside	32
Section 1116(b)(1) School Parent and Family Engagement Policy <i>Written Policy Development</i>	34
Section 1116(c)(1) School-Level Policy Involvement <i>Annual Title I Parent Meeting</i>	35
Section 1116(c)(2) School-Level Policy Involvement <i>Flexible Meetings</i>	36
Section 1116(c)(3) School-Level Policy Involvement <i>School Parent and Family Engagement Plan and Schoolwide Plan</i>	37
Section 1116(c)(4)(A) School-Level Policy Involvement <i>Timely Information</i>	38
Section 1116(c)(4)(B) School Level Policy Involvement <i>Description of Curriculum, Assessments, and Achievement Levels</i>	39
Section 1116(c)(4)(C) School Level Policy Involvement <i>Opportunity for Regular Meetings</i>	41
Section 1116(d)(1) and Section 1116(d)(2)(A)-(D) Shared Responsibilities for High Student Academic Achievement – School–Parent Compact	42
Section 1116(e)(1) Building Capacity for Involvement <i>Providing Information to Parents</i>	44
Section 1116(e)(2) Building Capacity for Involvement <i>Providing Materials and Training for Parents</i>	46
Section 1116(e)(3) Building Capacity for Involvement <i>Staff Training</i>	47
Section 1116(e)(4) Building Capacity for Involvement <i>Coordination and Integration of Programs</i>	48
Section 1116(e)(5) Building Capacity for Involvement <i>Appropriate Language and Format of Materials</i>	50
Section 1116(e)(6) Building Capacity for Involvement <i>Involving Parents In Staff Training</i>	51
Section 1116(e)(7) Building Capacity for Involvement <i>Literacy Training</i>	52
Section 1116(e)(8) Building Capacity for Involvement <i>Title I Funds for Transportation and Child Care Cost</i>	53

Section 1116(e)(9) Building Capacity for Involvement <i>Training Parents to Involve Other Parents</i>	54
Section 1116(e)(10) Building Capacity for Involvement <i>Flexible Meetings</i>	55
Section 1116(e)(11) Building Capacity for Involvement <i>Model Approaches for Parental Involvement</i>	56
Section 1116(e)(12) Building Capacity for Involvement <i>Parent Advisory Council</i>	57
Section 1116(e)(13) Building Capacity for Involvement <i>Community-Based Organizations and Businesses</i>	58
Section 1116(e)(14) Building Capacity for Involvement <i>Other Reasonable Support</i>	59
Section 1116(f) Accessibility	60
Rubric Self-Evaluation Summary Table	61
Parent and Family Engagement Budget Survey Sample	63

65 Section Two

INPUT AND ANNUAL EVALUATION

Stakeholder Feedback	66
• <i>Input Meeting Agenda Template</i>	67
• <i>Input Meeting Sample Narrative</i>	68
• <i>Checklist for Input</i>	73
• <i>Summary of Evaluation Tools</i>	76
• <i>Assessing the Findings of the Annual Title I Parent and Family Engagement Evaluation</i>	78
• <i>Focus Group Facilitation Template</i>	79
• <i>Open Discussion Forum Template</i>	80
• <i>Checklist for Effective Title I Parent and Family Engagement Surveys</i>	81
• <i>Title I Family Engagement Survey</i>	82

91 Section Three

LEA - TECHNICAL ASSISTANCE TO SCHOOLS

94 Section Four

DISTRIBUTION

Checklist for Distribution	95
Annual Title I Parent Meeting	97
• <i>Annual Title I Parent Meeting: Traditional Sample Narrative</i>	98
• <i>Annual Title I Parent Meeting: Traditional Meeting Sample</i>	99
• <i>Annual Title I Parent Meeting: Facilitated Sample Narrative</i>	101
• <i>Annual Title I Parent Meeting: Facilitated Meeting Sample</i>	106
Notification to Parents of Participating English Learners	108
Determining Support for English Learners	110
School Designation Status	111
Professional Qualifications	112
Intradistrict Transfers	113

111 Section Five

POLICIES

LEA Parent and Family Engagement Policy	112
• <i>Traditional Template</i>	113
• <i>Innovative Template</i>	118
School Parent and Family Engagement Policy	125
• <i>Checklist</i>	126
• <i>Traditional Template</i>	137
• <i>Innovative Template</i>	143

164 Section Six

COMPACTS

School-Parent Compacts	165
• <i>School-Parent Compact Checklist</i>	166
• <i>School-Parent Compact Process</i>	174
• <i>School-Parent Compact Focus Area Suggestions</i>	177
• <i>Aligning the School-Parent Compact Responsibilities with the School Academic Goals</i>	180
• <i>School-Parent Compact Feedback Forms</i>	181
• <i>School-Parent Compact Parent Input Meeting Template</i>	189
• <i>School-Parent Compact Traditional Template</i>	190
• <i>School-Parent Compact Innovative Template</i>	195
• <i>Signature Sheet Template</i>	198
• <i>Sample School-Parent Compacts for Elementary, Middle, and High Schools</i>	200

207 Section Seven

BUILDING CAPACITY

• The Dual Capacity-Building Framework for Family-School Partnerships	208
• Building Capacity of Parents and School Staff Webpage Resources	209
• Building Capacity: A Crosswalk for Parent and Family Engagement	210

217 Section Eight

TITLE I, PART A 1112(E)(3)(A) “NOTICE” (TITLE I PARENT NOTIFICATION OF STUDENT ELIGIBILITY FOR SUPPLEMENTAL LANGUAGE SUPPORT SERVICES)

• Every Student Succeeds Act, Title I, Part A, Section 112	218
• Notification to Parents of Participating English Learners	221
• Determining Support for English Learners Infographic	226

227 References

TITLE I, PART A Overview



This section provides an overview of the strong focus that the ESSA has on parent and family engagement. Included in this section is the purpose of Title I, federal definitions, the responsibilities of the Department's Family-School Partnership Program.