

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 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

Amy Song  
 Program Manager  
 Family-School Partnership Program  
 (404) 463-1956  
 asong@doe.k12.ga.us

Dawn Scott  
 Family Engagement Specialist  
 (404) 657-9962  
 dscott@doe.k12.ga.us

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

Jason Clay  
 Communications Specialist  
 (404) 656-2633  
 jclay@doe.k12.ga.us

*This handbook is organized into six 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 of Input, and Annual Evaluation Materials.

## Section Three

### 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 Four

### 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 Five

### 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 Six

### 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.

<b>Introduction</b>	<b>3</b>
<b>Utilizing the Handbook</b>	<b>4</b>
<b>Table of Contents</b>	<b>5</b>

## 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
Compliance Implementation Rubric Rating System	21
Section 1116(a)(1) and Section 1116(a)(2) Local Educational Agency Parent and Family Engagement Policy - <i>Policy Development</i>	23
Section 1116(a)(2)(A) Local Educational Agency Parent and Family Engagement Policy - <i>Written Jointly with Parents</i>	24
Section 1116(a)(2)(B) Local Educational Agency Parent and Family Engagement Policy - <i>Technical Assistance</i>	25
Section 1116(a)(2)(C) Local Educational Agency Parent and Family Engagement Policy - <i>Coordination and Integration of Programs</i>	26
Section 1116(a)(2)(D) and Section 1116(a)(2)(E) Local Educational Agency Parent and Family Engagement Policy - <i>Annual Evaluation</i>	27
Section 1116(a)(2)(F) Local Educational Agency Parent and Family Engagement Policy - <i>Involvement of Parents</i>	28
Section 1116(a)(3)(A), Section 1116(a)(3)(C), and Section 1116(a)(3)(D) - Title I Parent and Family Engagement Funding Allocations	29
Section 1116(a)(3)(B) Parent Input into the 1 Percent Parent and Family Engagement Set-Aside	31

Section 1116(b)(1) School Parent and Family Engagement Policy <i>Written Policy Development</i>	33
Section 1116(c)(1) School-Level Policy Involvement <i>Annual Title I Parent Meeting</i>	34
Section 1116(c)(2) School-Level Policy Involvement <i>Flexible Meetings</i>	35
Section 1116(c)(3) School-Level Policy Involvement <i>School Parent and Family Engagement Plan and Schoolwide Plan</i>	36
Section 1116(c)(4)(A) School-Level Policy Involvement <i>Timely Information</i>	37
Section 1116(c)(4)(B) School Level Policy Involvement <i>Description of Curriculum, Assessments, and Achievement Levels</i>	38
Section 1116(c)(4)(C) School Level Policy Involvement <i>Opportunity for Regular Meetings</i>	40
Section 1116(d)(1) and Section 1116(d)(2)(A)-(D) Shared Responsibilities for High Student Academic Achievement – School–Parent Compact	41
Section 1116(e)(1) Building Capacity for Involvement <i>Providing Information to Parents</i>	43
Section 1116(e)(2) Building Capacity for Involvement <i>Providing Materials and Training for Parents</i>	45
Section 1116(e)(3) Building Capacity for Involvement <i>Staff Training</i>	46
Section 1116(e)(4) Building Capacity for Involvement <i>Coordination and Integration of Programs</i>	47
Section 1116(e)(5) Building Capacity for Involvement <i>Appropriate Language and Format of Materials</i>	49
Section 1116(e)(6) Building Capacity for Involvement <i>Involving Parents In Staff Training</i>	50
Section 1116(e)(7) Building Capacity for Involvement <i>Literacy Training</i>	51
Section 1116(e)(8) Building Capacity for Involvement <i>Title I Funds for Transportation and Child Care Cost</i>	52
Section 1116(e)(9) Building Capacity for Involvement <i>Training Parents to Involve Other Parents</i>	53
Section 1116(e)(10) Building Capacity for Involvement <i>Flexible Meetings</i>	54
Section 1116(e)(11) Building Capacity for Involvement <i>Model Approaches for Parental Involvement</i>	55
Section 1116(e)(12) Building Capacity for Involvement <i>Parent Advisory Council</i>	56
Section 1116(e)(13) Building Capacity for Involvement <i>Community-Based Organizations and Businesses</i>	57
Section 1116(e)(14) Building Capacity for Involvement <i>Other Reasonable Support</i>	58
Section 1116(f) Accessibility	59
Rubric Self-Evaluation Summary Table	60
Overarching Requirements	62
• <i>Parent and Family Engagement Compliance Checklists</i>	63
• <i>Parent and Family Engagement Budget Survey Sample</i>	77
• <i>Title I Parent and Family Engagement Expenditure Sheet Review Handout</i>	79
• <i>Title I Part A: Districtwide Parent Activity Project Assurance Form</i>	80

## 81 Section Two

### INPUT

Summary of Evaluation Tools	82
Assessing the Findings of the Annual Title I Parent and Family Engagement Evaluation	84
Checklist for Input	85
Annual Evaluation	95
• <i>Focus Group Facilitation Template</i>	96
• <i>Open Discussion Forum Template</i>	97
• <i>Checklist for Effective Title I Parent and Family Engagement Surveys</i>	98
• <i>Elementary School Title I Parent and Family Engagement Survey</i>	99
• <i>Middle School Title I Parent and Family Engagement Survey</i>	104
• <i>High School Title I Parent and Family Engagement Survey</i>	110
• <i>School District Title I Parent and Family Engagement Survey</i>	115

## 120 Section Three

### POLICIES

LEA Parent and Family Engagement Policy	121
• <i>Traditional Template</i>	122
• <i>Innovative Template</i>	127
School Parent and Family Engagement Policy	134
• <i>Checklist</i>	135
• <i>Traditional Template</i>	147
• <i>Innovative Template</i>	153

## 160 Section Four

### COMPACTS

School-Parent Compacts	161
• <i>School-Parent Compact Checklist</i>	162
• <i>School-Parent Compact Process</i>	169
• <i>School-Parent Compact Focus Area Suggestions</i>	172
• <i>School-Parent Compact Parent Input Meeting Template</i>	175
• <i>School-Parent Compact Traditional Template</i>	176
• <i>School-Parent Compact Innovative Template</i>	181
• <i>Signature Sheet Template</i>	184

## 193 Section Five

### BUILDING CAPACITY

Building Capacity: A Crosswalk for Parent Engagement	195
Parent Teacher Association National Standards for Family-School Partnerships	196

## 201 Section Six

### *DISTRIBUTION*

Checklist for Distribution	202
Annual Title I Parent Meeting	204
• <i>Annual Title I Parent Meeting: Traditional Format</i>	205
• <i>Annual Title I Parent Meeting: Traditional Meeting Sample</i>	206
• <i>Annual Title I Parent Meeting: Facilitated Discussion Format</i>	208
• <i>Annual Title I Parent Meeting: Facilitated Discussion Meeting Sample</i>	213
Notification to Parents of English Learners	215
School Designation Status	216
Professional Qualifications	217
Intradistrict Transfers	218

## 220 References