

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.

LEA PARENT AND FAMILY ENGAGEMENT POLICY

Each Local Educational Agency (LEA) that receives Title I funds must jointly develop, and agree on with, and distribute to parents and family members of children receiving services a written parent and family engagement policy. The LEA parent and family engagement policy outlines how the district will implement programs, activities, and procedures for the engagement of parents in Title I programs. The policy will establish the district's expectations for parent and family engagement and how the district will carry out the parent and family engagement requirements.

To better assist districts in the development of the LEA parent and family engagement policy, the Georgia Department of Education provides two different examples of LEA parent and family engagement policies. The Traditional Template outlines the various components of the policy that districts must implement and describe how they will address. The Innovative Template provides schools with an example of a family-friendly format of the LEA parent and family engagement policy that addresses and describes all the necessary components. School districts are encouraged to use these sample policies along with the LEA parent and family engagement policy Guide to Quality with the compliance rubrics. The LEA Level Parent and Family Engagement Checklist to review and understand the required components of the LEA parent and family engagement policy has been integrated into the compliance rubric for the Comprehensive LEA Improvement Plan (CLIP).

To view the CLIP rubric, visit the Federal Programs webpage at:

<http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/default.aspx>

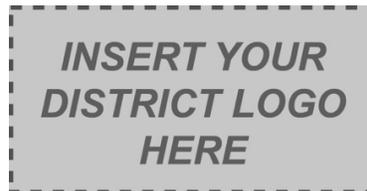
LEA Parent and Family Engagement Policy Traditional Template

LEA Parent and Family Engagement Policy Guide to Quality

LEA Parent and Family Engagement Policy Innovative Template

LEA Parent and Family Engagement Policy Traditional Template

NOTE TO THE LEA: School districts, in meaningful consultation with parents, may use the sample template below as a framework for the information to be included in their parent and family engagement policy. School districts are not required to follow this sample template or framework, but if they establish the LEA's expectations for parent and family engagement and include all of the components listed under "Description of How District Will Implement Required LEA Parent and Family Engagement Policy Components" below, they will have incorporated the information that Section 1116(a)(2) requires to be in the LEA parent and family engagement policy. School districts, 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. (This template is available as a downloadable Word document at partnerships.gadoe.org.)



**Local Educational Agency (LEA)/District Level
Parent and Family Engagement Policy/Plan**
[Insert District Name]
[School Year XXXX - XXXX]
[Insert Revision Date MM/DD/YYYY]

In support of strengthening student academic achievement, [Insert name of school district] receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA's plan submitted to the Georgia Department of Education.

The [Insert name of school district] agrees to implement the following requirements as outlined by Section 1116:

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of

Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESEA.

- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state Department of Education.
- The school district will be governed by the following definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

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

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) 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) Other activities are carried out, such as those described in Section 1116 of the ESEA

DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

JOINTLY DEVELOPED

The name of school district will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

(Describe/List how parents will be involved in the development of the district parent and family engagement policy, Comprehensive LEA Improvement Plan (CLIP), and how parents will be involved in the development and review of the School Improvement/Title I Schoolwide/Title I Targeted Assistance Plan and if applicable the Comprehensive Support and Improvement and the Targeted Support and Improvement plans.)

TECHNICAL ASSISTANCE

The name of school district will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools

in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

(Describe/List how the district will provide support and technical assistance to all its Title I schools in planning and implementing effective parent and family involvement practices inclusive of school parent and family engagement policies/plans, school-parent compacts, and all Title I parent and family engagement requirements.)

ANNUAL EVALUATION

The name of school district will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, its parent and family engagement policies.

(Describe/List actions for how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents and family members will play.)

RESERVATION OF FUNDS

The name of school district will involve the parents and family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

(Describe/List how the district will share with parents and family members the budget for parent and family engagement activities and programs and how parents and family members will be involved in providing input into how the funds are used.)

COORDINATION OF SERVICES

The name of school district will coordinate and integrate parent and family engagement strategies with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs: ***[Insert programs, such as: Head Start or other public preschool programs, parent resource centers, and other***

programs] that encourage and support parents in more fully participating in the education of their children by:

(Describe/List how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families such as public preschool programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.)

BUILDING CAPACITY OF PARENTS

The name of school district will, with the assistance of its Title I schools, build parents' capacity for strong parental involvement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The challenging State academic standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators

(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team (APTT) meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)

BUILDING CAPACITY OF SCHOOL STAFF

The name of school district will, with the assistance of its schools and parents, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff 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 schools by:

(Describe/List activities such as workshops, conferences, trainings, webinars, Academic Parent-Teacher Team (APTT) meetings, and online resources that will be used with school staff to build their capacity to work with parents as equal partners. Include information about how the district and/or schools will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

BUILDING CAPACITY FOR INVOLVEMENT

NOTE TO THE LEA: The LEA parent and family engagement policy may include additional paragraphs listing and describing other discretionary activities that the school district, in meaningful consultation with its parents, chooses to undertake to build parents' capacity for

involvement in the school and school district to support their children’s academic achievement, such as the following discretionary activities listed under Section 1116(e) of the ESSA:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- Training parents to enhance the involvement of other parents
- Maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times or conducting in-home conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend those conferences at school
- Adopting and implementing model approaches to improving parental involvement
- Establishing a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities

NOTE TO THE LEA: *Describe how each discretionary item your district and parents chose will be implemented.*

ADOPTION

This LEA parent and family engagement policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs, as evidenced by _____.

This policy was adopted by the name of school district on mm/dd/yy and will be in effect for the period of the 2017-2018 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before _____.

(Signature of Authorized Official)

(Date)

NOTE TO THE LEA: *It is not a requirement that the LEA parent and family engagement policy is signed. This sample template is not an official U.S. Department of Education document. It is provided only as an example.*

LEA Parent and Family Engagement Policy Innovative Template

Guide to Quality: Title I, Part A LEA Parent and Family Engagement Policy

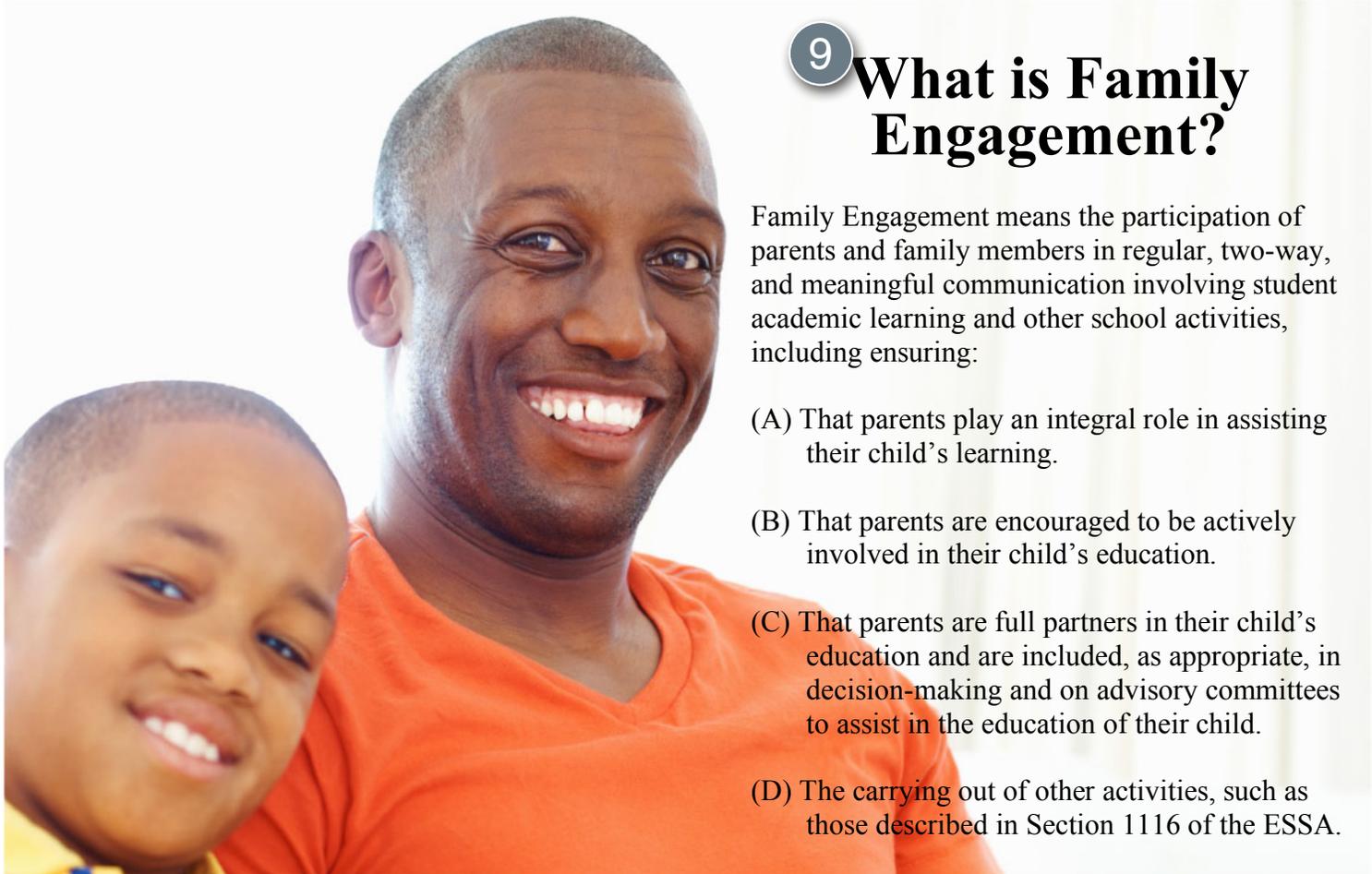
School districts may use the guide below to identify the requirements for the local educational agency (LEA) parent and family engagement policy and match these requirements with the sample policy provided by the Georgia Department of Education. Title I, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each LEA receiving Title I, Part A funds jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy. Therefore, districts are encouraged to use this guide with the sample policies, in meaningful consultation with parents, to develop a LEA parent and family engagement policy that will establish the expectations for family engagement and strengthen student academic achievement for the district.

	Does the LEA Parent and Family Engagement Policy:	Section of Title I Law	To make the policy more effective:
Jointly Developed	1A Describe the purpose of the parent and family engagement policy along with information about the Title I program.	1116(a)(2)	<ul style="list-style-type: none"> Provide a brief overview of Title I and its purpose as well as what is included in the district parent and family engagement policy.
	1B 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) 1116(a)(2)(F)	<ul style="list-style-type: none"> Ensure all parents have the opportunity to provide input on the LEA Parent and Family Engagement Policy by providing several attempts and ways for parents to provide feedback.
Parent Input	2A Describe how parents and family members will be involved in the development of the Comprehensive LEA Improvement Plan (CLIP).	1116(a)(2)(A)	<ul style="list-style-type: none"> List the specific opportunities that exist for parents to provide input and feedback on the CLIP.
	2B Describe how parents and family members will be involved in developing school improvement plans.	1116(a)(2)(A)	<ul style="list-style-type: none"> Utilize parent leaders to co-facilitate a schoolwide plan meeting.
	2C Describe how parents and family members will be involved in the decisions regarding how parent and family engagement funds are allotted.	1116(a)(3)(B)	<ul style="list-style-type: none"> Provide various times, ways, and places for parents to provide input on the parent and family engagement budget.
Technical Assistance	3 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)	<ul style="list-style-type: none"> Provide ongoing guidance and professional development to schools on effective parent and family engagement activities, school parent and family engagement plans, and school-parent compacts.
Reservation of Funds	4A Describe how the LEA will reserve 1 percent of Title I funds to carry out parent and family engagement requirements.	1116(a)(3)(A)	<ul style="list-style-type: none"> Describe how the district will establish an adequate budget for parent and family engagement activities and programs.
	4B Describe how the LEA will distribute 90 percent of the 1 percent reserve to schools.	1116(a)(3)(C)	<ul style="list-style-type: none"> Describe how the district will assist schools in developing parent and family engagement budgets.
Integration	5 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) 1116(e)(4)	<ul style="list-style-type: none"> Distribute and share information with these programs concerning school events and activities for parents that help support student learning and promote academic achievement.
Annual Evaluation	6 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)	<ul style="list-style-type: none"> Describe various combinations of evaluation methods—surveys, focus groups, open discussion forums, to provide parents with multiple ways to provide evaluation feedback on the parent and family engagement policy.

	Does the LEA Parent and Family Engagement Policy:	Section of Title I Law	To make the policy more effective:
Format and Language	7 Ensure that the format and language of the policy are family-friendly.	1116(f)	<ul style="list-style-type: none"> Describe how district reports, letters, information, and materials will be available in a format and language that all parents can understand.
Building Capacity	8 A Describe how the LEA will provide assistance to parents in understanding the challenging state academic standards, state and local academic assessments, Title I requirements, and how to monitor their child’s progress and work with educators.	1116(e)(1)	<ul style="list-style-type: none"> Gather feedback from parents to determine their specific understanding of the state academic standards, academic assessments, and school curriculum so the school can provide necessary resources and materials.
	8 B Describe how the LEA 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 (including education about the harms of copyright piracy).	1116(e)(2)	<ul style="list-style-type: none"> Develop educational classes for students and parents to attend to provide them with resources for at-home learning opportunities.
	8 C Describe how the LEA 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)	<ul style="list-style-type: none"> Encourage communication between the district and schools to consistently share, in multiple ways, best practices and ideas how to effectively reach out to parents and family members in a meaningful and productive manner.
	8 D Describe how the LEA will coordinate and integrate parental 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)	<ul style="list-style-type: none"> Coordinate with the corresponding organizations to strengthen communication and enhance potential opportunities for parent and family engagement, including providing information and resources to support school orientation for parents and students to assist in successful student transitions to school.
	8 E Describe how the LEA will 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.	1116(e)(5)	<ul style="list-style-type: none"> Provide all parents with materials, correspondence, and information in appropriate languages, according to the school population, and a format that is family-friendly.
	8 F Describe how the LEA will provide such other reasonable support for parental involvement activities under this section. (For example, the discretionary items described in Section 1116[e][6-13] to build effective partnerships between the school and parents).	1116(e)(14)	<ul style="list-style-type: none"> Utilize the discretionary items described in Section 1116 to develop strategies to improve parent and family engagement. Provide opportunities for parents to request additional support and offer input on the improvement of parent and family engagement programs.
Measures of Effectiveness	9 Describe the strategies, activities, and information that the school will provide to support a strong partnership between the school, parents, and the community to improve student academic achievement.	This is a best practice and not required.	<ul style="list-style-type: none"> Provide parents with resources and assistance based on the district and school’s needs assessment and parent input.

Achieve County School District Parent and Family Engagement Policy

2017–2018
Revised June 15, 2017
555 Main Street
Yourtown, GA 12345
achievecountyschools.org



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 ESSA.

About the Parent and Family Engagement Policy

Support of strengthening student academic achievement, the Achieve County School District (ACSD) 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 schools. This plan will describe ACSD’s commitment to engage families in the education of their children and to build the capacity in its Title I 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 the Every Student Succeeds Act (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. Consistent with Section 1116, the ACSD will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESSA.

1 Jointly Developed

During the annual State of the District meeting in May, all parents were invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the 2017-2018 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 Comprehensive LEA Improvement Plan (CLIP). Additionally, each Title I school used its Parent Advisory Council to review the district parent and family engagement policy before the end of the school year.

2A

Upon final revision, the district parent and family engagement policy was incorporated into the CLIP 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 July was included with the policy for this school year.

The district parent and family engagement policy was posted on district and school websites, distributed during the annual Title I school meetings early this school year, and made available in the schools' parent resource centers.

3 Strengthening Our School

3

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

Additionally, the district will convene a summit in March for principals and FECs 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

4A

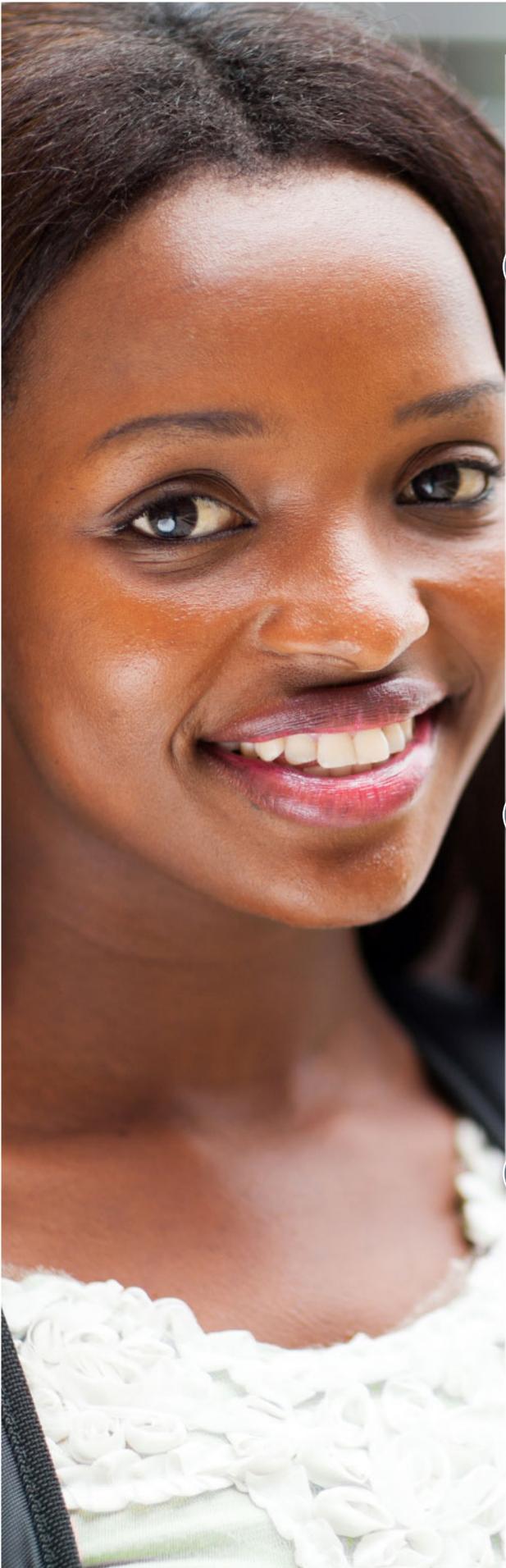
The ACSD will reserve 1 percent from the total amount of Title I funds it receives in FY18 to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. Furthermore, the ACSD will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

4B

2C

Each Title I school will host an annual School Improvement Forum in May for parents to provide suggestions how these family engagement funds will be used in the upcoming year at the district and school-level. Comment cards and minutes from these meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget.





Opportunities for Meaningful Parent Consultation

1 Input and suggestions from parents and family members 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 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. 2A

State of the District Meeting ~ May 22, 2018

All parents are welcome to hear the latest updates from the Achieve County School District as well as review and provide input into the district parent and family engagement policy and the Comprehensive LEA Improvement Plan for the 2018-19 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.

2B

School Improvement Forums ~ May 1-3, 2018

During this week, each Title I 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 programs. Each Title I school will send invitations home and email and text parents notifying them about the date and time of the forum. Information regarding the School Improvement Forum will also be made available on the school websites. 2C

9

Parent input on the use of Title I 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 as well as a section for parents to provide their comments.

Unable to attend these meetings? Please visit www.achieveschools.org/TitleI to review the meeting documents and minutes and leave your input.



Scan the code with your smartphone or tablet to access family engagement information from the ACSD website.

2B Building Capacity

The ACSD will build the schools' and parents' capacity for strong family engagement, in order to ensure effective involvement of parents and family members and to support a partnership among the Title I schools, parents, and the community to improve student academic achievement through the following districtwide activities and programs such as Academic Parent-Teacher Teams (APTT). APTT is an evidence-based family engagement model that builds partnerships with parents. With the teacher, families set student academic goals to be addressed through at-home learning activities and strategies.

8A ***Of Parents*** - The ACSD will work as a district and through its Title I schools to provide assistance to parents in understanding state and district academic information connected to their student's learning and progress, as well as information regarding the Title I program and APTT. The ACSD will provide classes for parents to gain knowledge about the challenging state academic standards, local academic assessments, as well as the required assessments for Georgia students including alternative forms of assessment. The dates and locations for these classes and APTT meetings will be posted on the district website and shared through each Title I school's newsletter.

The ACSD will also coordinate pages on the district and school websites that will contain resources and materials, including parent guides, study guides, practice assessments, and APTT activities, to help parents work with their children at home. Copies of these materials will be made available at all Title I schools for those families who may have limited internet access, including copies in Spanish. To assist parents with understanding the online student information system and other digital educational resources (including education about the harms of copyright piracy), the ACSD technology specialists will partner with Title I schools to host workshops for parents. Dates and times for these workshops will be determined and announced by each individual school.

8F The ACSD has established a districtwide Parent Advisory Council comprised of parent representatives from each Title I school's Parent Advisory Council to provide advice on all matters related to family engagement in Title I, Part A programs. Community leaders and business partners will be invited to serve on this council. The district will also encourage collaboration and participation with community partners by posting recordings of council and other district meetings on the website and increase participation by utilizing video conferencing technology to accommodate the schedules of these valuable partners.

8D The ACSD will coordinate and integrate the district's family engagement programs with the local preschool program and other federal and state funded preschool programs in the district by inviting faculty and staff from those programs to attend planning meetings focused on family engagement activities. In the spring, the elementary schools will host Kindergarten Ready days so parents may tour the schools and receive information to help prepare them and their children for kindergarten. The ACSD will also coordinate with these programs to ensure that parents are informed about available resources.

5

Of School Staff - The ACSD will conduct three trainings during the school year for principals and school FECs 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 schools. If the school is implementing APTT, the ACSD Family Engagement Leadership Team (FELT) will conduct an APTT training for the entire school staff. The purpose of the FELT is to coordinate the sustainability and growth of APTT in the district. The ACSD will also host a training for appropriate school staff and faculty that will focus on creating welcoming environments and improving two-way communication with families.

8C

8E To ensure that information related to district, school, parent programs, APTT meetings, and activities is available to all parents, each Title I 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' native language, where applicable, and providing interpreters at parent events and APTT 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 other school message systems to post information for parents.

6 Parent and Family Engagement Evaluation

Each year, the ACSD 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 schools through an annual parent survey and the School Improvement Forums.

Beginning in April, each Title I 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 school will also use the School Improvement Forum to facilitate group discussions to discuss the needs parents of children eligible to receive Title I services to design strategies for more effective family engagement.

The ACSD 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.

8E 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 Office for Student Support Services 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.

9 Mark Your Calendars

For Parents

Annual Parent Survey
April 3-17, 2018

School Improvement Forum
May 1-3, 2018 –
Local school site

State of the District
May 22, 2018 –
County Board Office

For Schools

Welcoming Schools Training
August 23, 2017 –
County Board Office

Principal and FEC Meetings
First Wednesday of every
month

9 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 State of the District meeting.

This policy was adopted by the Achieve County School District on June 15, 2017 and will be in effect for the 2017-2018 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children on or before September 1, 2017.



SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY

Each school that receives Title I funds must jointly develop, agree on with, and distribute to parents and family members of children receiving services a written parent and family engagement policy. The school parent and family engagement policy describes how the school will carry out the parent and family engagement requirements to ensure effective engagement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.

To better assist schools in the development of the school parent and family engagement policy, the Georgia Department of Education provides two different examples of school parent and family engagement policies. The Traditional Template outlines the various components of the policy that schools must describe how they will implement and address. The Innovative Template provides schools with an example of a family-friendly format of the school parent and family engagement policy that addresses and describes all the necessary components. School districts are encouraged to use these sample policies along with the school parent and family engagement Guide to Quality in addition to the compliance rubrics and school parent and family engagement checklist to review and understand the required components of the school parent and family engagement policy.

School Parent and Family Engagement Policy Checklist

School Parent and Family Engagement Policy Traditional Template

School Parent and Family Engagement Policy Guide to Quality

School Parent and Family Engagement Policy Innovative Template

School Parent and Family Engagement Policy Checklist

INSERT YOUR
SCHOOL LOGO
HERE

Checklist for the School Parent and Family Engagement Policy

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each school served under Title I, Part A, develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy/plan.

School: _____

CONTENT: *Jointly Developed*

What are the Federal and State Requirements?

- Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f).
- Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Section 1116(b)(1)

- Each school served under this part shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.

Section 1116(c)(3)

- 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 practicably possible.

Section 1116(c)(4)(C)

- If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, each school served under this part shall submit any parent comments on the plan when the school makes the plan available to the local educational agency [or district].

Section 1116(c)(5)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

The School Parent and Family Engagement Policy/Plan Describes:

- How parents will be involved in the development of the school parent and family engagement plan
- How the school will make the school parent and family engagement plan available to the local community
- How the school will update, at least annually, the school parent and family engagement plan to meet the changing needs of parents and the school
- How the school will submit any parent comments to the district if the Title I Schoolwide Plan is not satisfactory to parents
- How the schools will address opportunities for regular meetings if requested by parents

See sample text in the School Parent and Family Engagement Policy template on the Georgia Department of Education Family-School Partnerships Program's website at <http://partnerships.gadoe.org>.

CONTENT: Annual Title I Meeting

What are the Federal and State Requirements?

Each school served under this part shall —

- 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.

Section 1116(c)(1)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

Describes how the school will:

- Conduct an annual meeting (prior to November 1st) to inform parents of the requirements of Title I and the school’s participation as well as the parents’ rights under Title I.

The purpose of the annual Title I meeting is to disseminate information only and cannot be used as an opportunity for gathering input into the Parent and Family Engagement Plan and School-Parent Compacts.

See sample text in the School Parent and Family Engagement Policy template on the Georgia Department of Education Family-School Partnerships Program’s website at <http://partnerships.gadoe.org>.

CONTENT: Communications

What are the Federal and State Requirements?

- Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.

Section 1116(b)(1)

- Each school served under this part shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parent and family engagement.

Section 1116(c)(2)

- Each school served under this part shall provide parents of participating children timely information about programs under this part.

Section 1116(c)(4)(A)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

The School Parent and Family Engagement Policy/Plan Describes:

- How the school will ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand
- How the school will offer meetings at various times (such as in the morning and evening)
- How the school will offer meetings in different formats (such as offered online and in-person group meetings as well as home visits or other types of individual meetings)
- How the school may offer transportation as such services relate to preventing barriers to parent and family engagement
- How the school may offer child care as such services relate to preventing barriers to parent and family engagement

See sample text in the School Parent and Family Engagement Policy template on the Georgia Department of Education Family-School Partnerships Program's website at <http://partnerships.gadoe.org>.

CONTENT: School-Parent Compact

What are the Federal and State Requirements?

- As a component of the school-level parent and family engagement developed under subsection (b), each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines 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.

Section 1116(d)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

Describes how the school will:

- Jointly develop a School-Parent Compact
- Outline in the School-Parent Compact how parents, the entire school staff, and students will share the responsibility for improved student academic achievement
- Build and develop a partnership to help children achieve the challenging State academic standards

See sample text in the School Parent and Family Engagement Policy template on the Georgia Department of Education Family-School Partnerships Program's website at <http://partnerships.gadoe.org>.

CONTENT: Reservation of Funds

What are the State Requirements?

- Parents and family members of children receiving services shall be involved in the decisions regarding how funds reserved are allotted for parent and family engagement activities.

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

Describes how the school will:

- Involve parents and family members of children receiving services under Title I in the decisions regarding how reserved funds are allotted for parent and family engagement activities, if the school system receives more than \$500,000 Title I, Part A allocation and a percentage of the 1 percent reservation of funds is allocated to the school.

See sample text in the School Parent and Family Engagement Policy template on the Georgia Department of Education Family-School Partnerships Program's website at <http://partnerships.gadoe.org>.

CONTENT: *Coordination of Services*

What are the Federal and State Requirements?

- To the extent feasible and appropriate, coordinate and integrate parent and family 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 parents in more fully participating in the education of their children.

Section 1116 (e)(4)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

Describes how the school will:

- Coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs (*applicable to elementary schools*), college and career ready resources or organizations (*applicable to middle and high schools*), parent resource centers, or other programs

See sample text in the School Parent and Family Engagement Policy template on the Georgia Department of Education Family-School Partnerships Program's website at <http://partnerships.gadoe.org>.

CONTENT: *Building Capacity of Parents*

What are the Federal and State Requirements?

- A description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards students are expected to meet.
Section 1116(c)(4)(B)
- The school will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following:
 - The challenging State’s academic standards
 - The State and local academic assessments including alternate assessments
 - The requirements of Title I, Part A
 - How to monitor their child’s progress
 - How to work with educators to improve the achievement of their child
Section 1116(e)(1)
- 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 (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.
Section 1116(e)(2)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

Describes how the School will:

- Provide parents with a description and explanation of the curriculum in use at the school
- Provide parents with individual student academic assessment results and interpretation of those results
- Provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards
- Provide assistance to parents of children served by the school in understanding topics such as:
 - The Georgia Standards of Excellence
 - Georgia Milestones
 - Title I, Part A requirements
 - Strategies parents can use to support their child’s academic progress
 - Partnering with teachers to support their child’s academic achievements
- 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 (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement

See sample text in the School Parent and Family Engagement Policy template on the Georgia Department of Education Family-School Partnerships Program's website at <http://partnerships.gadoe.org>.

CONTENT: *Building Capacity of School Staff*

What are the Federal and State Requirements?

Each school and local educational agency assisted under this part will —

- Educate teachers, pupil services personnel, principals, 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 home and school.
Section 1116(e)(3)
- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of students in Title I programs in a format and, to the extent practicable, in a language the parents can understand.
Section 1116(e)(5)
- Provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request.
Section 1116(e)(14)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

Describes how the school will train 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
- In how to reach out to, communicate with, and work with parents as equal partners,
- To implement and coordinate parent programs and build ties between home and school
- To provide information in a format, to the extent practicable, in a language the parents can understand
- To respond to parent requests for parent and family engagement activities

See sample text in the School Parent and Family Engagement Policy template on the Georgia Department of Education Family-School Partnerships Program's website at <http://partnerships.gadoe.org>.

CONTENT: *Building Capacity for Involvement*

The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.

Did the School and Parents Choose to Include the Following Discretionary (Optional) Components in the School Parent and Family Engagement Policy/Plan?

- Trainings:** Involve parents in the development of training for teachers, principals, and educators to improve the effectiveness of the training. *Section 1116(e)(6)*
- Literacy Training:** Provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training. *Section 1116(e)(7)*
- Expenses to Enable Participation:** Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions. *Section 1116(e)(8)*
- Parent Leadership:** Train parents to enhance the involvement of other parents. *Section 1116(e)(9)*
- Flexible Options:** 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 those conferences at school to maximize parental involvement and participation in their children's education. *Section 1116(e)(10)*
- Model Approaches:** Adopt and implement model approaches to improving parent and family engagement. *Section 1116(e)(11)*
- Parent Advisory Council:** Establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs. *Section 1116(e)(12)*
- Community and Business Roles:** Develop appropriate roles for community-based organizations and businesses in parent and family engagement activities. *Section 1116(e)(13)*

CONTENT: *Revision Date and School Year*

What are the State Requirements?

- The School Parent and Family Engagement Policy/Plan must reflect a revision date (month/day/year) as well as school year (school year example 2017-2018).

Does the School Parent and Family Engagement Plan Include the Following Required Components?

Revision Date and School Year

- A revision date (month/day/year) prior to November 1st
- Does not include multiple revision dates
- A revision date that is after parents provided input, but before November 1st
- The school year (2017-2018)

School Parent and Family Engagement Policy Traditional Template

NOTE TO SCHOOLS: Schools, in meaningful consultation with parents, may use the sample template below as a framework for the information to be included in their school parent and family engagement plan/policy. Schools are not required to follow this sample template or framework, but if they establish the school’s expectations for parent and family engagement and include all of the components listed under “Description of How The School Will Implement Required School Parent and Family Engagement Policy Components,” they will have incorporated the information that Section 1116(b) and (c) of the Every Student Succeeds Act (ESSA) requires to be in the school parent and family engagement plan/policy. Schools, in meaningful consultation with parents, are encouraged to include other relevant and agreed upon activities and actions, as well, that will support effective parent and family engagement and strengthen student academic achievement. (This template is available as a downloadable Word document at <http://partnerships.gadoe.org>.)

INSERT YOUR
SCHOOL LOGO
HERE

School Parent and Family Engagement Policy

[Insert School Name]
[School Year XXXX - XXXX]
[Insert Revision Date MM/DD/YYYY]

In support of strengthening student academic achievement, **[Insert name of school]** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school’s expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school’s plan submitted to the local educational agency (LEA).

The **Insert school name** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA 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 local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

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

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) 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) Other activities are carried out, such as those described in Section 1116 of the ESSA

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

***NOTE TO SCHOOLS:** The school parent and family engagement policy must include a description of how the school will implement or accomplish each of the following components [Section 1116(b)(1) of ESSA]. This is a sample template, as there is no required format for these descriptions. However, regardless of the format the school chooses to use, a description of each of the following components below must be included to satisfy statutory requirements.*

JOINTLY DEVELOPED

[Insert school name] will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

(Describe/List how parents will be involved in the development of the school parent and family engagement policy and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

ANNUAL TITLE I MEETING

[Insert school name] will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

(Describe/List when the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)

COMMUNICATIONS

[Insert school name] will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs

- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

SCHOOL-PARENT COMPACT

[Insert school name] will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines 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.

(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)

RESERVATION OF FUNDS

If applicable, **[Insert school name]** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)

COORDINATION OF SERVICES

[Insert school name] will, to the extent feasible and appropriate, coordinate and integrate parent and family 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 parents in more fully participating in the education of their children by:

(Describe/List how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)

BUILDING CAPACITY OF PARENTS

[Insert school name] will build the parents’ capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child to improve their child’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging State’s academic standards
 - The State and local academic assessments including alternate assessments
 - The requirements of Title I, Part A
 - How to monitor their child’s progress
 - How to work with educators to improve the achievement of their child

(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student’s academic success.)

BUILDING CAPACITY OF SCHOOL STAFF

[Insert school name] will provide training to 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 by:

(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents’ assistance for building staff capacity.)

[Insert school name] will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

(Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)

DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT

POLICY COMPONENTS

NOTE TO SCHOOLS: *The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under Section 1116(e) of the ESSA.*

Indicate which of the following discretionary (optional) school parent and family engagement policy components the school will implement to improve family-school partnerships:

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the engagement of other parents.
- To maximize parent and family engagement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
- Adopt and implement model approaches to improving parent and family engagement
- Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

NOTE TO THE SCHOOLS: *Describe how each discretionary item checked above will be implemented.*

School Parent and Family Engagement Policy Innovative Template

Guide to Quality: Title I, Part A School Parent and Family Engagement Policy

School districts may use the guide below to identify the requirements for the school parent and family engagement policy and match these requirements with the sample policy provided by the Georgia Department of Education. Title I, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each school receiving Title I, Part A funds jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy. Therefore, schools are encouraged to use this guide with the sample policies, in meaningful consultation with parents, to develop, revise, and review annually a school parent and family engagement policy that will establish the expectations for family engagement and strengthen student academic achievement.

	Does the School Parent and Family Engagement Policy:	Section of Title I Law	To make the policy more effective:
Jointly Developed	1A Describe the purpose of the parent and family engagement policy along with information about the Title I program.	1116(b)(1)	<ul style="list-style-type: none"> Provide a brief overview of Title I and its purpose as well as what is included in the school parent and family engagement policy.
	1B Describe how parents and family members will be involved in the development of the school parent and family engagement policy.	1116(b)(1)	<ul style="list-style-type: none"> Ensure all parents have the opportunity to provide input on the school parent and family engagement policy by providing several attempts and ways for parents to provide feedback.
Parent Input	2A Describe how parents will be involved in the planning, review, and improvement of parent and family engagement programs.	1116(c)(3)	<ul style="list-style-type: none"> Develop multiple opportunities throughout the year for parents to provide feedback and suggestions.
	2B 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(c)(3) 1116(c)(4)(C)	<ul style="list-style-type: none"> Provide parents with multiple opportunities to provide suggestions and participate in decision-making.
	2C Describe how parents will be involved in the development of the schoolwide plan.	1116(c)(3)	<ul style="list-style-type: none"> List the specific opportunities that exist for parents to provide input on the schoolwide plan.
Annual Title I Meeting	3 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)	<ul style="list-style-type: none"> Describe how the school will offer a flexible number of Title I Annual Parent Meetings at various times and in varying formats.
Communications	4A Describe how the school will notify parents and family of the parent and family engagement policy in an understandable format.	1116(b)(1)	<ul style="list-style-type: none"> Ensure that necessary information is received by parents and family members by providing updates in multiple ways.
	4B Describe how the school will provide parents with timely information about Title I programs.	1116(c)(4)(A)	<ul style="list-style-type: none"> Describe the various methods the school will use to communicate information with parents
	4C Describe how the school will offer parents a flexible number of meetings and transportation, child care, or home visits.	1116(c)(2)	<ul style="list-style-type: none"> Describe how the school will offer multiple meetings at convenient times for parents to increase participation
School-Parent Compact	5 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)	<ul style="list-style-type: none"> Work with parents to evaluate commitments and determine how successful each party was throughout the school year in honoring the compact.

	Does the School Parent and Family Engagement Policy:	Section of Title I Law	To make the policy more effective:
Family Friendly	7 Ensure that the format and language of the policy are family-friendly.	1116(f) 1116(b)(1)	<ul style="list-style-type: none"> Describe how district reports, letters, information, and materials will be available in a format and language that all parents can understand.
Building Capacity	8 Describe how the school will build parent capacity for strong parental involvement.	1116(e)	<ul style="list-style-type: none"> Describe the various ways the district will implement procedures to build the schools' and parents' capacity.
	8 A Describe how the school will provide assistance to 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)	<ul style="list-style-type: none"> Provide grade-level educational workshops designed to help parents understand the corresponding subjects, assessments, and requirements.
	8 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)	<ul style="list-style-type: none"> Develop parent guides and resources that align with the classroom instruction to bridge student learning with parent support at home.
	8 C 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)	<ul style="list-style-type: none"> Create regularly scheduled, at least quarterly, staff development classes highlighting different ways that the school, families, and students can work together to obtain goals.
	8 D 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)	<ul style="list-style-type: none"> Coordinate with the corresponding organizations to strengthen communication and enhance potential opportunities for parental involvement, including providing information and resources to support school orientation for parents and students to assist in successful student transitions to school.
	8 E Describe how the school will 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.	1116(e)(5)	<ul style="list-style-type: none"> Provide all parents with materials, correspondence, and information in appropriate languages, according to the school population, and a format that is family-friendly.
	8 F Describe how the school will provide other reasonable support for parental involvement activities under this section as parents may request.	1116(e)(14)	<ul style="list-style-type: none"> Utilize the discretionary items described in Section 1116 to develop strategies to improve parent and family engagement. Provide opportunities for parents to request additional support and offer input on the improvement of parent and family engagement programs.
Measures of Effectiveness	9 Describe the strategies, activities, and information that the school will provide to support a strong partnership between the school, parents, and the community to improve student academic achievement.	This is a best practice and not required.	<ul style="list-style-type: none"> Provide parents with resources and assistance based on the school's needs assessment and parent input. Develop multiple opportunities for parents to receive information and to be engaged in the child's education.

SAMPLE TEMPLATE

Schools, in meaningful consultation with parents, may use the sample template on the following pages as a framework for the information to be included in their parent and family engagement policy. [Schools are not required to follow this sample template or framework, but if they establish the school's expectations for parent and family engagement and include all of the components listed, then they will have incorporated the information that Section 1116(b)(1) of the Every Student Succeeds Act (ESSA) requires for the school-level parent and family engagement policy.]

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy, that contains information required by Section 1116(b)(1) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

[NOTE: Schools, 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. If schools choose to use the following template, this document provides additional space for schools to include these actions and additional activities in their school parent and family engagement policy. Additionally, schools are not required to use the parent comment form that is provided; however, this is provided as one method that schools can use to submit parent comments with the plan to the LEA as required by Section 1116(c)(5).]

The school-level parental involvement policy template two begins on the next page.



Oak Elementary School

Parent and Family Engagement Policy and Plan for Shared Student Success

7

2017–2018 School Year

Oak Elementary School

Dr. John Smiley, Principal

123 Tree Street

(123) 456-7890

www.sampleschoolwebsite.com

Plan Revised May 31, 2017

What is Title I?

1A

Oak Elementary is identified as a Title I school as part of the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support family

engagement. All Title I schools must jointly develop with parents and family members a written parent and family engagement policy.

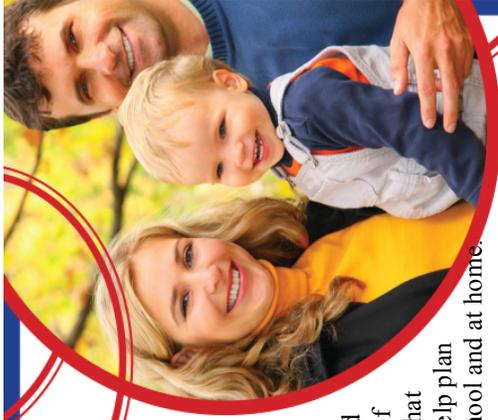


School Plan for Shared Student Achievement

1A

What is it?

This is a plan that describes how Oak Elementary will provide opportunities to improve family engagement to support student learning. Oak Elementary values the contributions and involvement of parents and family members to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that Oak Elementary will support family engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.



How is it revised?

1B

Oak Elementary School invited all parents to attend our annual School Forum last spring to review and revise this parent and family engagement policy, as well as the schoolwide plan, our school-parent compact, and the family engagement budget. Additionally, parent input and comments regarding this plan are welcome during the school year through an online form. The plan is posted on our school website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and by mail to ask parents for their suggestions on the plan and the use of funds for family engagement. Parents and family members can also give feedback during several parent meetings and activities during the school year including our annual Community Cares event.

2C

2B

Who is it for?

1A

All students participating in the Title I, Part A program, and their families are encouraged and invited to fully participate in the opportunities described in this plan. Oak Elementary will provide full opportunity for the participation of parents and family members with limited English, with disabilities, and of migratory children.

Where is it available?

4A

At the beginning of the year, the plan is included in the student handbook that is given to all students. As a reminder, we will email the plan to all parents in August before the scheduled Open House event. The plan will also be posted on the school website and social media. Parents can also retrieve a copy of the plan in the Parent Resource Center.

2017–18 District Goals

All schools in the district will score in the 90th percentile or above as measured by the College and Career Readiness Performance Index (CCRPI).

8A

2017–18 School Goals

On the 2017 CCRPI report, increase the CCRPI performance indicator in reading and mathematics by 5 percent.

The focus for reading is:

K–1: Beginning sounds and sight words
K–4: Vocabulary development

The focus for math is:

K–6: Place value and estimation

School-Parent Compacts

As part of this plan, Oak Elementary and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students, and teachers during the

Community Cares event and the School Forum. The school-parent compacts also are shared with parents during parent-teacher conferences and kept with each child's teacher if parents need another copy.



5

Let's Get Together!

4C

Oak Elementary will host the following events to build the capacity for strong family engagement to support a partnership among the school, parents, and the community to improve student academic achievement. All meetings for parents and family members will be held twice during the day in the morning before school and in the evening at 7:00 pm.

3

Annual Title I Meeting – September 5, 2017 & September 6, 2017

We invite you to an evening of learning and sharing about our Title I program, including our parent and family engagement policy, the schoolwide plan, the school-parent compacts, and parents' requirements. Invitations will be emailed and posted in the school newsletter, social media, and local media.

Open House – September 13, 2017

Meet your child's teacher and our friendly and helpful school staff for the year.

8A

New Parent Breakfast – September 14, 2017

Learn helpful information to prepare for the school year.

Parent Math Night – October 10, 2017

Learn how to make math fun at home.

8B

Kindergarten Coffee House – November 8, 2017

Parents will enjoy hearing the latest writing samples and curriculum updates.

8A

Parent-Teacher and Student Conferences – October 4, 2017 & February 15, 2018

Scheduled updates on your child's progress.

Taste of Curriculum Night – October 19, 2017

Sample a little bite from the different areas of your child's academics.

8A

Technology Talk – January 17, 2018

Catch up with the latest resources to help support your child's learning.

8B

Lunch n Learn – Monthly

Gain knowledge about topics relevant to your child's education.

8A

Community Cares Fair – March 15, 2018

Connect with the school and community to build a better school and review school plans.

Parent Appreciation – April 4, 2018

A celebration of family engagement and the recognition of its impact on school and student success.

School Forum – May 2, 2018

A forum for parents and family members to participate in roundtable discussions with the principal and staff regarding the schoolwide plan, parent and family engagement policy, school-parent compacts, and the family engagement budget.

2A

2C



8D

Parent Resource Center

Come visit the Parent Resource Center to check out books, study materials, and activities to use at home with your child. Computers are available for parents to explore the Parent Portal and educational resources.

Monday – Friday, 7:30 am – 5:30 pm

Parent and Family Engagement

Oak Elementary believes that 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:

- That parents play an integral role in assisting their child’s learning.
- That parents are encouraged to be actively involved in their child’s education at school.
- 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.

4C

Oak Elementary is committed to helping our parents and families attend the family activities listed in this policy. Please call or email us if you need assistance with child care or transportation in order to participate in our programs.

Joe Smith
(123) 456-7890 or
email@address.com

Oak Elementary is Branching Out!

Oak Elementary will take the following measures to promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

- ✓ **8E** Ensure that all information related to school and parent programs, meetings, and other activities is published in both English and Spanish, posted on the school website, and included in the monthly school newsletter for all families. **4B**
- ✓ **8C** Provide monthly trainings for staff during their planning periods on strategies to improve communication with parents and ideas to increase family engagement with reading and math activities for our students outside of the classroom. Staff will also share best practices during regularly scheduled faculty meetings.
- ✓ **8D** Partner with early childhood programs, middle and high schools, college and career ready resources or organizations, parent resource centers, or other programs (as applicable) to help prepare parents and their children for successful school transitioning.
- ✓ **8A** Share information in English and Spanish on the school blog and in the school newsletter for parents to understand the school’s academic standards and assessments as well as the ways parents can monitor their child’s progress and work with educators. **8B**
- ✓ **2B** Communicate with all families and the community on a regular basis regarding schoolwide events and activities, through phone messages, social media, and flyers. **4A**
- ✓ **8F** Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent and family engagement and how to support student learning.
- ✓ **8B** Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child’s achievement.

8F

- ✓ Use our Partners in Education and School-Community Team to improve awareness of the activities and events listed in the school parent and family engagement policy.
- ✓ Offer literacy and computer classes for parents and family members to help further enhance their various educational levels.

- ✓ **8F** Collect feedback from parents and family members at all events, place input card around the building and a post suggestion form on the school website in order to respond to parents’ requests for additional support for parent and family engagement activities.



8F Parent and Family Engagement Standards

Oak Elementary and our parents have adopted the National PTA Standards for Family-School Partnerships as the school's model in engaging parents, students, and the community. These standards are:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community

2A School Community Team

Oak Elementary invites all parents to join the School Community Team to share ideas and ways to involve other parents and family members to build partnerships with school, families, and the community. The team will meet four times during the school year, but parents and family members can also submit their ideas or suggestions at any school activities and meetings, as well as through our parent surveys and website. If you would like to learn more about the School Community Team, please contact the principal at (123) 456-7890 or complete the interest form and leave it in the Main Office.



9 School Community Team

- Yes, I am interested and wish to join the School Community Team.
- Please contact me so I can learn more in joining the School Community Team.
- Please send me notifications about future meetings and updates.

Name: _____

Child's Name and Grade: _____

Address: _____

Phone Number: _____

Email address: _____

2A Share Your Thoughts

We want to hear from you. If you have any suggestions or if there is any part of this policy that you feel is not satisfactory with the students' and the school's goals for academic achievement, please provide us with your comments in the space provided and leave this form in the Main Office:

Name: (optional) _____

Telephone Number: (optional) _____
