



Title I, Part A Parent and Family Engagement School Plan/Policy

All school districts receiving Title I funds are required under Section 1116(a)(2) of the Every Student Succeeds Act (ESSA) to develop a written Parent and Family Engagement Policy for the school district. In addition, ESEA requires schools to develop their own parent and family engagement plans/policies and disseminate them to parents. These policies should be aligned to the district's parent and family engagement policy, but they should be distinct and facilitate building-level parental engagement.

TITLE I SCHOOLS MUST DEVELOP AND SHARE WRITTEN PARENT AND FAMILY ENGAGEMENT PLANS/POLICIES

- A school parent and family engagement policy must describe how the school will carry out parent and family engagement, including the development of a school-parent compact. ESEA [Section 1116\(b\)\(1\)](#) and ESEA [Section 1116\(d\)](#).
- If the school already has a parent and family engagement policy that applies to all parents and family members, the school may amend that existing policy, if necessary. Schools must update these policies periodically to meet the changing needs of parents and the school. ESEA [Section 1116\(b\)\(1\)](#) and ESEA [Section 1116\(b\)\(2\)](#).

SCHOOLS MUST INVOLVE PARENTS IN CREATING PLAN/POLICY

- Schools must involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of programs, including the planning, review, amendment, and improvement of the school parent and family engagement policy and the joint development of any schoolwide program plan. The parent and family engagement policy must reflect the specific academic improvement needs of the school. ESEA [Section 1116\(c\)\(3\)](#).

SCHOOLS MUST DISSEMINATE PLAN/POLICY

- Each school served under Title I, Part A must notify parents of its written parent and family engagement policy in an understandable and uniform format, including alternative formats upon request, and -- to the extent practicable -- provide notice and the policy in a language the parents can understand. ESEA [Section 1116\(b\)\(1\)](#).
- Each school must make its written parent and family engagement policy available to the local community. ESEA [Section 1116\(b\)\(1\)](#).

SCHOOL MEETINGS TO INFORM PARENTS

- Each school served under Title I, Part A must convene an annual meeting at a time convenient for parents to inform them of their school's participation in Title I, Part A programs. They must explain the Title I, Part A requirements, the parent and family engagement policy, and the right of parents to be involved in those programs. ESEA [Section 1116\(c\)\(1\)](#) and ESEA [Section 1116\(c\)\(2\)](#).
- To keep parents informed, schools must invite all parents of children participating in Title I, Part A programs and encourage them to attend this meeting. Schools must offer a flexible number of additional parent and family engagement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. ESEA [Section 1116\(c\)\(1\)](#) and ESEA [Section 1116\(c\)\(2\)](#).
- As a way to improve parent attendance, schools may use Title I funds to provide food during these meetings or to provide childcare or transportation. ESEA [Section 1116\(e\)\(8\)](#).
- If a school specifically wants to use a portion of its family engagement set-aside for food, keep in mind that it will need to gather parent input that indicates approval for such expenditures. ESEA [Section 1116\(a\)\(3\)\(B\)](#).

SCHOOLS MUST PROVIDE INFORMATION TO PARENTS OF CHILDREN PARTICIPATING IN TITLE I, PART A PROGRAMS

- Schools served under Title I, Part A must provide parents of participating children, in a timely manner, information about the programs funded by Title I, Part A. ESEA [Section 1116\(c\)\(4\)\(A\)](#). That information must include:
 1. A description and explanation of the school's curriculum;
 2. Information on the forms of academic assessment used to measure student progress; and
 3. The achievement levels of the challenging state academic standards.

ESEA [Section 1116\(c\)\(4\)\(B\)](#).

- If requested by parents, schools must provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school must respond to any such suggestions as soon as practicably possible. ESEA [Section 1116\(c\)\(1\)](#); ESEA [Section 1116\(c\)\(2\)](#), and ESEA [Section 1116\(c\)\(4\)](#).

ALL PARENTS MAY PARTICIPATE IN PARENT AND FAMILY ENGAGEMENT ACTIVITIES IN A SCHOOLWIDE PROGRAM SCHOOL

- The purpose of a schoolwide program is to upgrade the academic programming for all students in a school that meets certain requirements under ESEA [Section 1114](#).

- All parents in a schoolwide program authorized under ESEA Section 1114 are eligible to participate in parent and family engagement activities funded by Title I. However, guidance from the U.S. Education Department suggests such schools must make sure activities include parents of students who are lowest-achieving. Activities should build parents' capacity to assist in providing educational services to such children.