# Traditional District Parent and Family Engagement Policy Template

***NOTE TO THE DISTRICT:*** *School districts, in meaningful consultation with families, 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 district’s expectations for parent and family engagement and include all of the components listed under “Description of How District Will Implement Required District Parent and Family Engagement Policy Components” below, they will have incorporated the information that Section 1116(a)(2) requires to be in the district parent and family engagement policy. School districts, in meaningful consultation with families, 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.*

INSERT DISTRICT LOGO HERE

**District Parent and Family Engagement Policy**

**(Insert District Name)**

**(Insert School Year XXXX-XXXX)**

**(Insert Revision Date MM/DD/YYYY)**

In support of strengthening student academic achievement, 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 district’s expectations and objectives for meaningful parent and family engagement and describes how the district will implement a number of specific parent and family engagement activities.

The ***\_\_* 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 families 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 families understand.
* If the district plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the families 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 family engagement 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:

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

(A) families play an integral role in assisting their child’s learning;

(B) families are encouraged to be actively involved in their child’s education at school;

(C) families 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; and

(D) other activities are carried out, such as those described in Section 1116 of the ESEA.

Description of how the district will implement required district parent and family engagement policy components:

***NOTE TO THE DISTRICT:*** *The district 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**

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 families will be involved in the development of the district parent and family engagement policy, the district improvement plan, and how families 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 engagement 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 engagement 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 families in activities (with particular attention to families 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 family engagement, 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 families 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 AND FAMILY MEMBERS**

The \_\_**name of school district**\_\_\_\_\_\_\_\_ will, with the assistance of its Title I schools, build families’ capacity for strong family engagement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help families work with their children to improve their children’s academic achievement. Assistance will also be provided to parents and families 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; and
* How to work with educators.

(Describe/List activities, such as workshops, conferences, classes, online resources, meetings, and any equipment or other materials that may be necessary to support families 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 families, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and schools by:

***NOTE TO THE DISTRICT****: The district parent and family engagement policy may include additional paragraphs listing and describing other discretionary activities that the school district, in meaningful consultation with its families, chooses to undertake to build families’ capacity for involvement in the school and school district to support their children’s academic achievement, including the following discretionary activities listed under Section 1116(e) of the ESSA:*

* Involving families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
* Providing necessary literacy training for families 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 family engagement activities, including transportation and child care costs, to enable families to participate in school-related meetings and training sessions.
* Training families to enhance the involvement of other families.
* Maximize family engagement 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 families who are unable to attend those conferences at school.
* Adopting and implementing model approaches to improving family engagement.
* Establishing a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
* Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family engagement activities.

***NOTE TO THE DISTRICT:***  *Describe how each discretionary item will be implemented.*

**ADOPTION**

This district 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 families of participating Title I, Part A children on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Signature of Authorized Official)

 (Date)

***NOTE TO THE DISTRICT:*** *It is not a requirement that the district 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.*