

# Title I, Part A Parent and Family Engagement Requirements

**Lynn Dotson & Henry LaFollette**

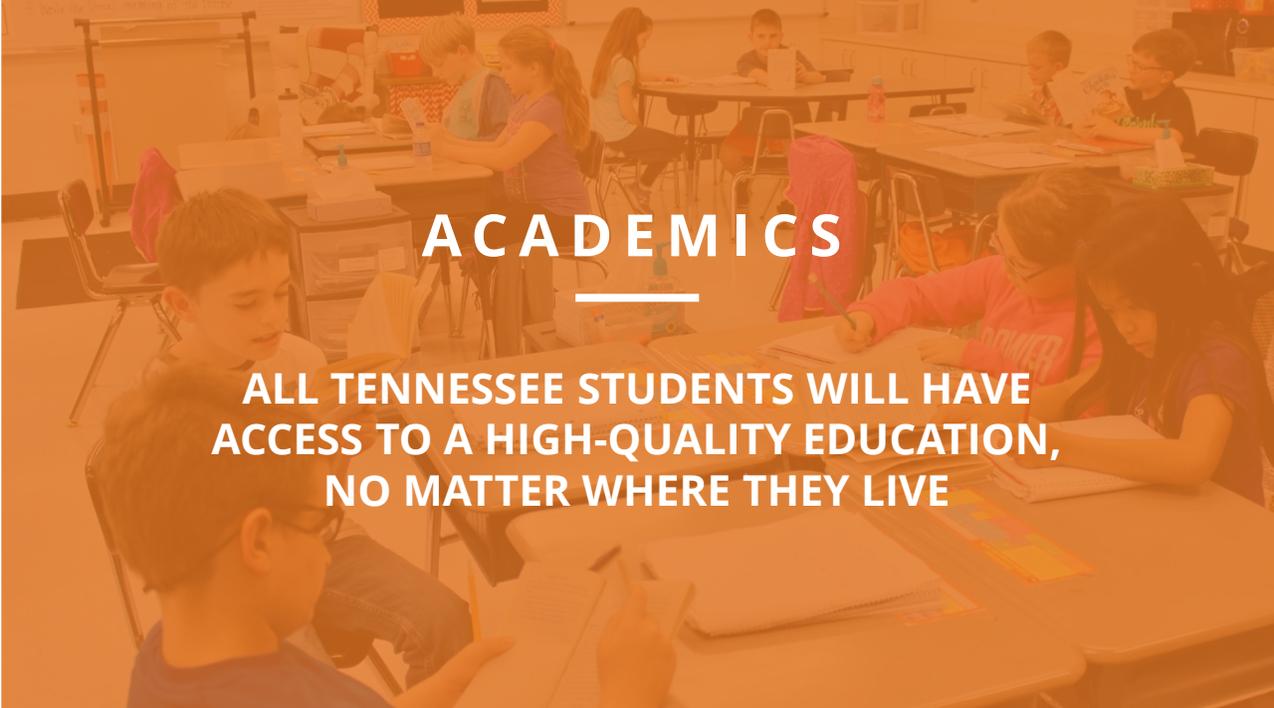
*ESSA Coordinators | Federal Programs & Oversight*

*Aug. 21-25, 2023*



# BEST FOR ALL

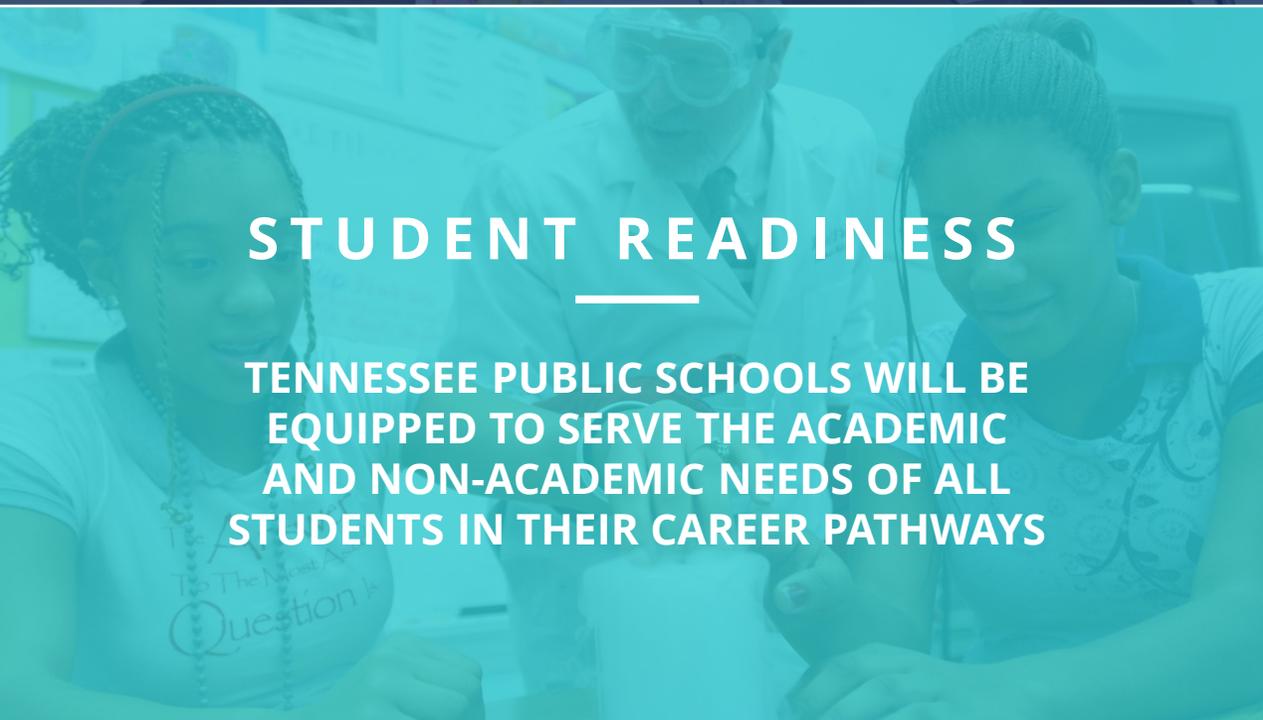
We will set all students on a path to success.



## ACADEMICS

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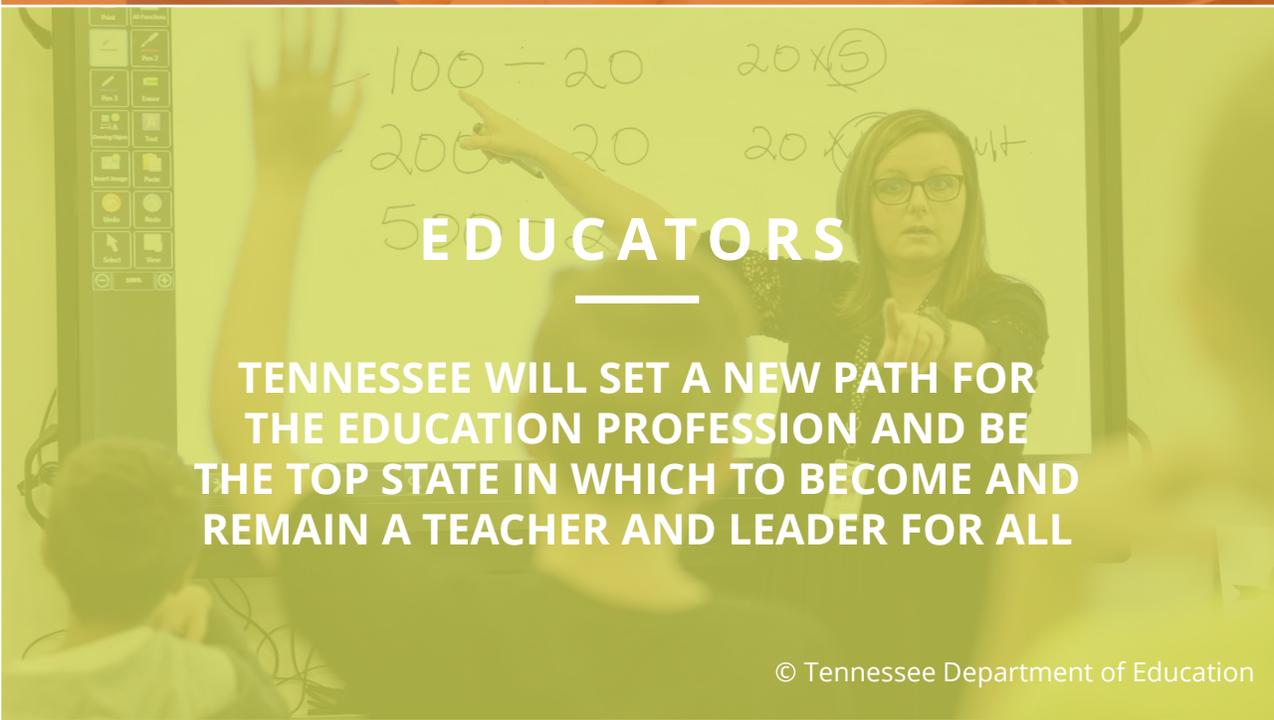
ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE



## STUDENT READINESS

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TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS



## EDUCATORS

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TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL



# Agenda

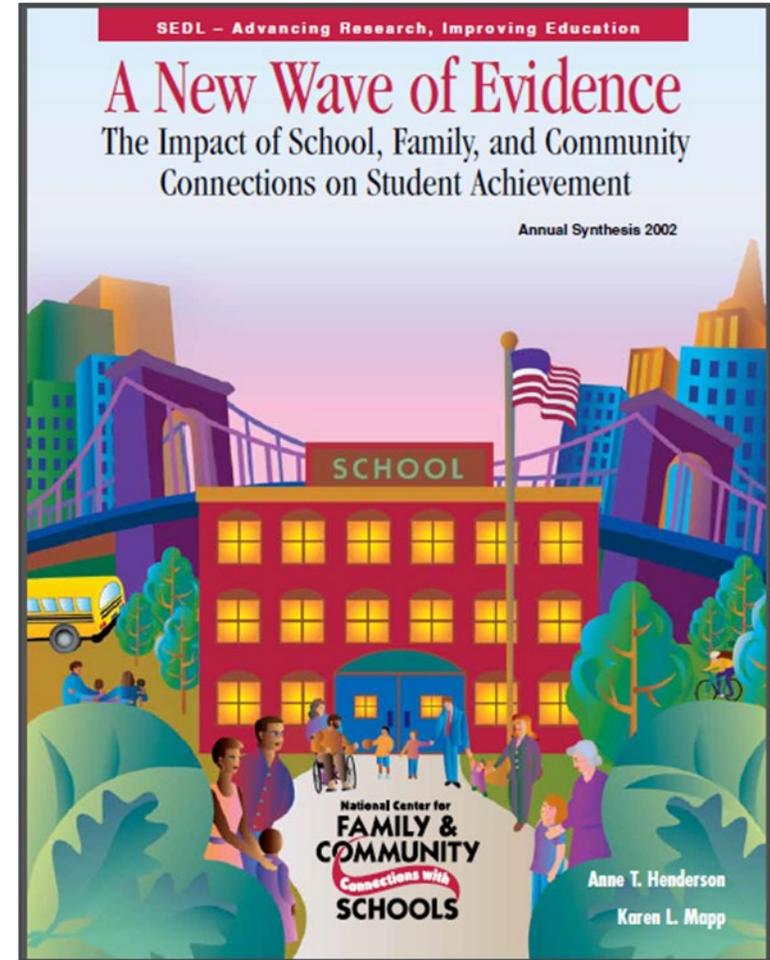
- Family Engagement Research
- LEA Requirements & Resources
- School Requirements & Resources
- Documenting Work with Stakeholders
- Common Monitoring Issues
- Allowable Use of Family Engagement Funds



# Family Engagement Research



- Programs and interventions that engage families in **supporting their children's learning at home** are linked to improved student achievement.
- Family and community engagement that is **linked to student learning** has a greater effect on achievement than more general forms of involvement.
- Effective connections embrace a philosophy of partnership where **power is shared**— the responsibility for children's educational development is a **collaborative** effort among families, school staff, and community members.



SUPPORTING WORK



# Family Engagement Research

# LEA Requirements & Resources



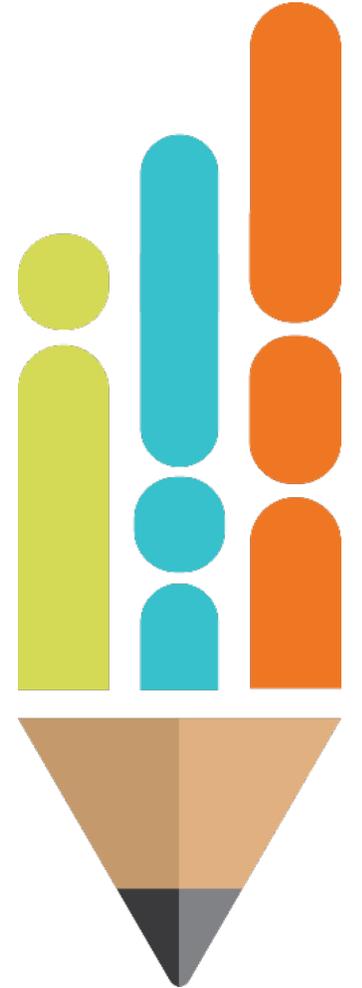
A stylized illustration of a hand holding a pencil. The hand is composed of several colored segments: a yellow segment for the thumb, a light blue segment for the index finger, a teal segment for the middle finger, and an orange segment for the ring and pinky fingers. The pencil is brown with a black eraser and a grey lead tip.

# LEA Basic Requirements

- Title I, Part A, of the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), requires that local educational agencies (LEAs), conduct outreach to **all parents and family members** and implement programs, activities, and procedures for the involvement of parents and family members.
- Such programs, activities, and procedures shall be **planned and implemented with meaningful consultation with the parents of participating children** [ESSA § 1116(a)(1)].

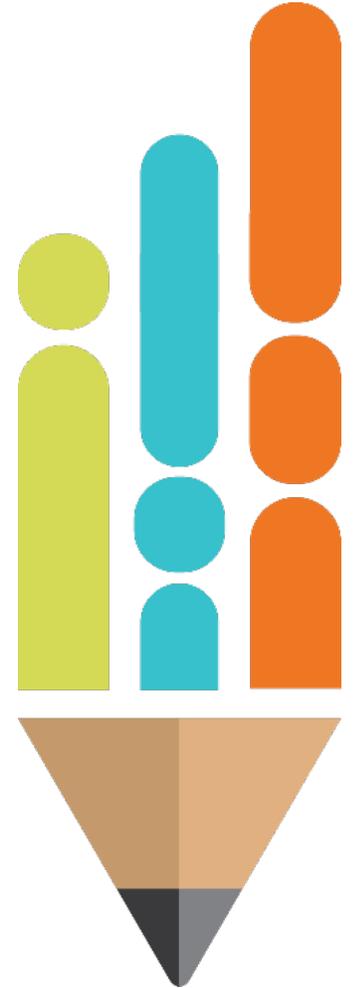
# LEA Basic Requirements

- Each LEA that receives **more than \$500,000** in Title I, Part A funds, shall reserve at least **one percent** of its allocation to assist schools to carry out parental engagement activities.
- Funds reserved by an LEA shall be used to carry out activities and strategies **consistent with the LEA's Parent and Family Engagement Policy**.
- Parents and family members of children receiving services shall be **involved in the decisions** regarding how the funds reserved are allotted for parental involvement activities.
- Not less than **90 percent** of the funds reserved shall be distributed to schools served with priority given to high-need schools [ESSA § 1116(a)(3)(A-C)].



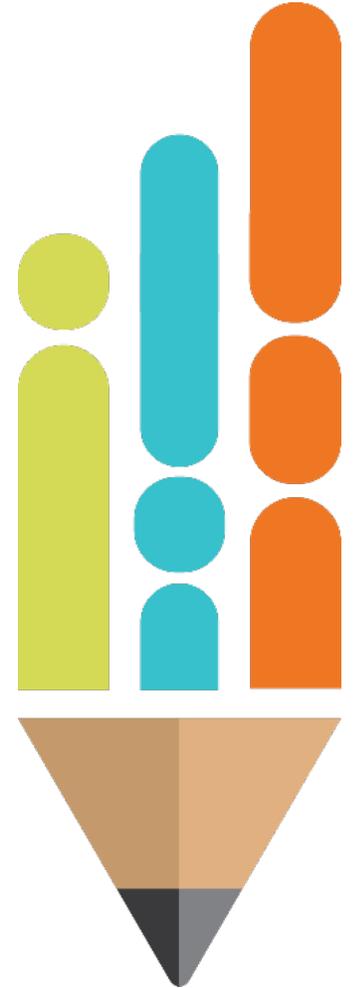
# LEA Basic Requirements

- LEA parent and family engagement funds must be used for at least **one** of the following activities:
  - supporting schools in training school staff regarding engagement strategies;
  - supporting programs that reach families at home, in the community, and at school;
  - disseminating information on best practices focused on engagement, especially for increasing engagement of economically disadvantaged families;
  - providing subgrants to schools to collaborate with community-based organizations or businesses that have a track record of improving family engagement; and/or
  - engaging in any other activities that the LEA believes are appropriate in increasing engagement.



# Allowable Uses of Family Engagement Funds

- Necessary supporting materials
- Printing costs
- Media/communications
- Stipends
- Potential shared costs for equipment



# LEA Requirements – Parent and Family Engagement Policy

- An LEA that receives Title I, Part A funds shall develop jointly with, agree on with, and distribute to, parents and family members of participating children a written **parent and family engagement policy** [ESSA § 1116(a)(2)].





# What is required in the LEA Parent and Family Engagement Policy?

**At a minimum, it must describe how the LEA will:**

- involve parents and family members in the **joint development of the district plan**;
- provide the support necessary to **assist schools** in implementing effective family engagement activities to improve student performance;
- conduct an **annual evaluation** of the effectiveness of the policy in improving the academic quality of Title I schools, including identifying barriers to greater participation by families (especially family members who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are a racial or ethnic minority), and use the findings to **revise engagement policies** and design strategies to support successful school and family interactions; and
- **involve families** in school activities, which may include establishing an advisory board to develop, revise, and review the engagement policy.

# Resource: Parent and Family Engagement Policy Guide



- Contains numerous [tools](#) to assist **LEAs and schools** in the development of the parent and family engagement policy.
- Located in [ePlan > TDOE Resources](#) > ESSA Information, Guidance, PPTs, & Webinars > Parent and Family Engagement Resources.



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# Resource: Parent and Family Engagement Policy Guide



**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 a traditional 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 for 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.  
An editable version of this template is available [here](#).

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

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- The guide includes traditional and innovative policy templates that cover all federal requirements.
- Templates for the school-level policy are also available.
- All templates can be edited to meet LEA and school needs.

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# School Requirements & Resources



# School Requirements – Parent and Family Engagement Policy

- Each school served under Title I, Part A 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 ESSA § 1116(c-f).
- 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**.
- Such policy shall be **made available to the local community and updated** periodically to meet the changing needs of parents and the school [ESSA § 1116(b)(1)].



# What is required in the school Parent and Family Engagement Policy?

- **At a minimum, it must describe how the school will:**
  - convene an **annual meeting** to describe the school’s participation in the Title I, Part A program and the rights of families to be involved;
  - offer a **flexible** number of meetings along with times;
  - **include families** in the planning, review, and improvement of the parent and family engagement policy and programs;
  - provide timely information about **family activities**, a description and explanation of the **school’s curriculum**, forms of **academic assessment**, and expected **achievement levels**; and
  - jointly develop with families, a **school-parent compact** that outlines how families, school staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help students achieve state standards.
- Resource: Utilize the [Parent and Family Engagement Policy Guide](#) for guidance, tools, and templates.

# School Requirements – School-Parent Compact

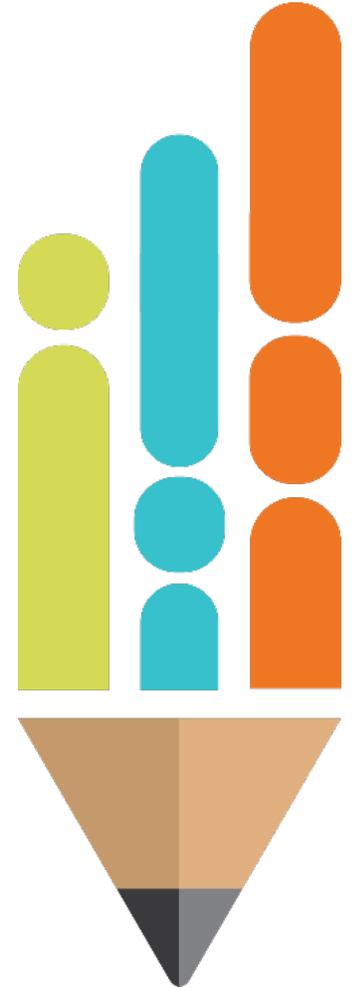
- Title I, Part A, Section 1116 requires that schools **shall**:
  - **jointly develop with parents**...a school-parent compact that outlines how parents, the entire school staff, and students will **share the responsibility** for improved student academic achievement and the means by which the school and parents will **build and develop a partnership** to help children achieve the state’s high standards.



# What is required in the School-Parent Compact?

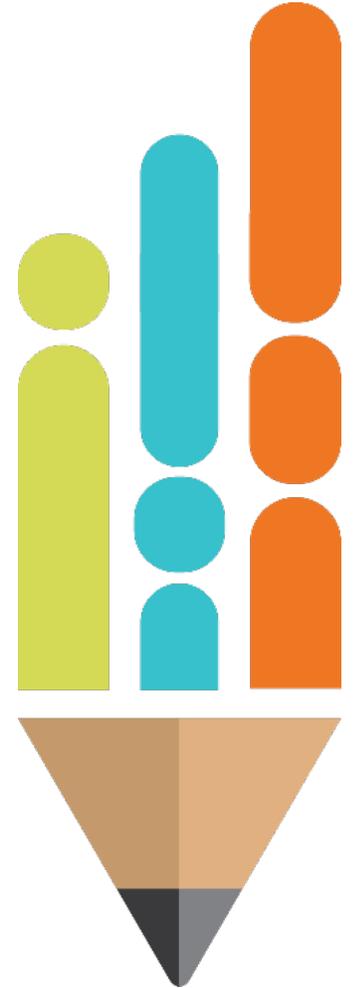
## Such compact shall:

- describe the **school's responsibility** to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging state academic standards, and the **ways in which each family will be responsible for supporting their children's learning**, volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and *(continued)*



# What is required in the School-Parent Compact? *(continued)*

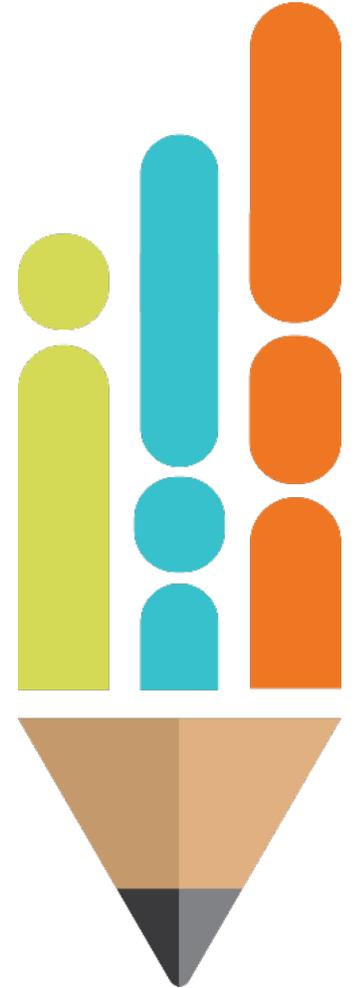
- address the **importance of communication** between teachers and parents on an ongoing basis through, **at a minimum**:
  - (A) **parent-teacher conferences** in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - (B) **frequent reports** to parents on their children's progress;
  - (C) **reasonable access** to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - (D) ensuring **regular two-way, meaningful communication** between family members and school staff, and, to the extent practicable, in a language that family members can understand.



# What is required in the School-Parent Compact?

## Note:

- While some schools previously utilized compacts that required signatures from parents, teachers, and students; this is not required in the federal law. **Signing compacts is optional.**
- A compact is most useful as a communication tool to strengthen home-school relationships, not a contract to be used for corrective purposes.



# Resource: School-Parent Compact Toolkit



- Outlines a step-by-step process for creating an effective school-parent compact.
- Interactive [toolkit](#) with numerous tips and tools to make the process simple and efficient, including several compact templates.
- Located in [ePlan > TDOE Resources > ESSA Information, Guidance, PPTs, & Webinars > Parent and Family Engagement Resources](#).

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# Resource: Compact Templates and Examples



<p>What is a School-Home Compact?</p>	<p>Activities to Build Partnerships <span style="float: right;">4</span></p>	<p><b>SCHOOL NAME</b> <b>School-Parent Compact</b></p> <p>School Year School Website School Phone Number <span style="float: right;">7</span></p>	
<p>Jointly Developed <span style="float: right;">5</span></p>	<p>Communication About Student Learning <span style="float: right;">6</span></p>	<p>Insert School Logo or Picture</p>	
<p><b>Teachers, Families, Students – Together for Success</b></p>			
<p>In the Classroom <span style="float: right;">1B</span></p>		<p>At Home <span style="float: right;">2</span></p>	
<p>School Goals</p>		<p>Students <span style="float: right;">3</span></p>	

<p><b>What is a School-Home Compact?</b></p> <p>Our annual school-parent compact offers ways that we can work together to help our students succeed. This compact provides strategies to help connect learning at school and at home.</p> <p>Effective compacts:</p> <ul style="list-style-type: none"> <li>• Link to academic achievement goals</li> <li>• Focus on student learning</li> <li>• Share strategies that staff, parents, and students can use</li> <li>• Explain how parents and teachers can communicate about student progress</li> <li>• Describe opportunities for parents to observe, volunteer, and participate in the classroom</li> </ul>	<p><b>Building Partnerships &amp; Communicating About Student Learning</b> <span style="float: right;">4</span></p> <p>Connect Middle School offers ongoing events and programs to provide parents and students with access to our staff. Please contact our school to learn more about these great opportunities and more.</p> <ul style="list-style-type: none"> <li>• Fall &amp; Spring Open House</li> <li>• Teacher websites/blogs</li> <li>• Family Resource Center (M-F 8:00 am -5:00pm)</li> <li>• Grade level newsletters</li> <li>• Parent-teacher conferences</li> <li>• Grade level curriculum night potluck dinners</li> <li>• Parent Portal</li> <li>• To make an appointment with your child's teachers, visit the school faculty webpage or call 615 555-1212.</li> </ul>				
<p><b>Jointly Developed</b> <span style="float: right;">5</span></p> <p>The families, students, and staff worked together to share ideas to develop the school-parent compact. Teachers met with their subject area teams to design practical strategies for parents to use at home. Parents provided valuable feedback on their needs to help their students. Students completed comment cards to add ideas for the compact. Meetings are held each year to review and revise the compact based on the school's academic goals and students' needs.</p> <p>Parent are welcome to provide feedback on the compact at anytime during the school year. All feedback will be collected and reviewed during the annual revision meeting with families. Please call Susan Smith at 615 555-1212 or visit our website, <a href="http://www.connectmiddle.org">www.connectmiddle.org</a> for more information.</p>		<p><b>Family Engagement</b> <span style="float: right;">4</span></p> <p>There are many opportunities at our school for parents to volunteer and play a role in their child's education. Please consider joining the faculty, staff, and your student through some of the following events and programs:</p> <ul style="list-style-type: none"> <li>• Parental Classroom Observation Days: 2nd Friday of each month</li> <li>• Parent-teacher mentor program</li> <li>• Family Engagement Day—November 19</li> <li>• Family Tutor and Volunteer Program</li> </ul> <p>To participate or learn more about these opportunities or other ways to observe and volunteer, please contact Susan Smith at 615 555-1212.</p>	<p style="text-align: center;"><b>CONNECT MIDDLE SCHOOL</b></p> <p style="text-align: center;"><b>2017-18 School-Parent Compact</b></p>  <p style="text-align: center;"><b>Mary Pleasant, Principal</b> 615 555-1212 <a href="http://www.connectmiddle.org">www.connectmiddle.org</a></p>		
<p><b>Areas of Focus</b></p> <ul style="list-style-type: none"> <li>• <b>6th Grade Focus:</b> Use concepts of ratio and rate to solve problems.</li> <li>• <b>7th Grade Focus:</b> Use proportional relationships to solve multistep rational problems.</li> <li>• <b>8th Grade Focus:</b> Compare two different proportional relationships represented in different ways.</li> </ul>		<p><b>As families, we will...</b> <span style="float: right;">2</span></p> <ul style="list-style-type: none"> <li>• Use the interactive homework assignments to review problems that my student was unable to solve and send feedback to the teacher in the space provided.</li> <li>• Attend or download online the monthly math seminars with my child to learn what is being taught in class.</li> <li>• Review the math packet to work with my student on solving real world problems and ensure the packet is completed every six weeks.</li> <li>• Visit <a href="http://www.connectmiddle.org">www.connectmiddle.org</a> and other recommended websites with my student to learn new math and science facts and problems.</li> </ul>		<p><b>As a school, we will...</b> <span style="float: right;">1B</span></p> <p>Develop homework assignments that allow parent participation as well as provide sections for parents to send feedback to the teacher about the assignment.</p> <p>Conduct and post online monthly math seminars for students and parents to review lessons at school or online.</p> <p>Give families a math packet with instructions for solving real world problems involving ratios and proportional relationships to solve with their student every six weeks.</p> <p>Post new ratio problems and explanations on the school website every week for students and parents.</p>  <p><b>As students, we will...</b> <span style="float: right;">3</span></p> <ul style="list-style-type: none"> <li>• Complete the homework assignments with my family and mark the math and science problems that I do not understand to review with my teachers.</li> <li>• Attend/download math seminars to receive extra assistance with math problems that I need help solving.</li> <li>• Finish the math packet every six weeks at home including creating my own linear equations using variables that I observe.</li> <li>• Use the websites my teachers share with me to complete science and math practice test and activities.</li> </ul> <p style="text-align: center;"><b>MY Goals</b></p> <p>My own personal goal for MATH is: _____</p> <p>My own personal goal for SCIENCE is: _____</p> <p>My TEACHER can help me reach my goal by: _____</p> <p>My FAMILY can help me reach my goal by: _____</p> <div style="text-align: center;">    </div> <p style="text-align: center;"><b>When families, teachers, and students CONNECT, we can achieve our goals!</b></p>	

## SUPPORTING WORK





# School Requirements – Annual Meeting

- Each school receiving Title I, Part A funds is required to convene an **annual meeting**.
- The purpose of this meeting is to **inform parents and families** of the school's participation in the Title I program and the right of families to be involved.
- The annual meeting for **schoolwide programs** should include **all** the parents and families of a Title I, Part A school.
- The annual meeting for **targeted assistance programs** should target and include **only** the families of the students identified to receive Title I, Part A services.

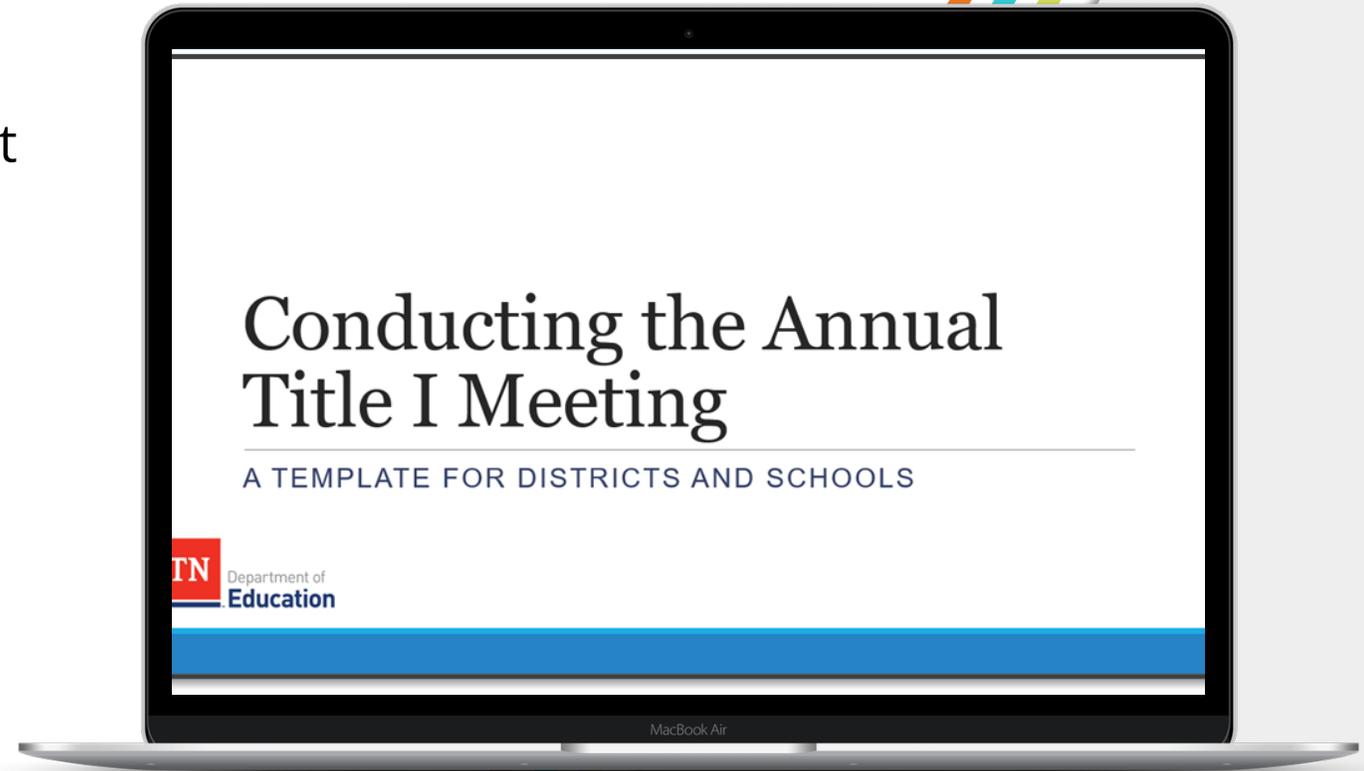


# What is required in the annual meeting?

- **The annual meeting should address, at a minimum:**
  - an **explanation of the Title I, Part A program**, including:
    - an explanation of the **school's curriculum**,
    - information on the forms of **academic assessment** used to measure student progress, and
    - information on the **proficiency levels** students are expected to meet;
  - the Title I, Part A 1% **set-aside** and the families' role in determining the distribution of funds;
  - the LEA and school **Parent and Family Engagement Policy**;
  - the **School-Parent Compact**; and
  - the **right of families** to be involved and how they can support their child's learning.

# Resource: Annual Title I Meeting Template

- The Annual Title I Meeting PowerPoint Template can be utilized by LEAs and schools to ensure all federal requirements are met.
- The template also contains several optional slides to help begin important discussions focused on parent and family engagement.
- The template should be edited to meet your needs.
- All resources are available in the Parent and Family Engagement Resources folder in TDOE Resources.



# Resource: Annual Title I Meeting

[Insert School Logo or Picture Here]

Please join us for this important meeting!

[Add details here or delete]

[Add details here or delete]

For more information, please contact: [insert contact info]

### Annual Title I Meeting: Traditional Format

Suggested Protocol and Agenda

**What is required?**  
The annual meeting should address, at a minimum:

- an explanation of the Title I, Part A program, including:
  - whether the school participates in a schoolwide or targeted assistance program and the requirements for the selected program,
  - an explanation of the school's curriculum,
  - information on the forms of academic assessment used to measure student progress, and
  - information on the proficiency levels students are expected to meet;
- the Title I, Part A 1% set-aside and the families' role in determining the distribution of funds;
- the district Parent and Family Engagement Policy;
- the school Parent and Family Engagement Policy;
- the School-Parent Compact;
- the right of families to be involved in the school's programs and how they may do so; and
- the right of families to be given the opportunity to participate in regular meetings 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 practically possible).

**What You Will Need:**

- Facilitator
- Time keeper
- Other key staff as needed
- Chart paper
- Markers
- Screen/projector/computer for presentation slides or visuals
- Light refreshments/child care/transportation (optional)

**Documenting Your Work:**

[Insert School Year] Annual Title I Meeting

**Sign in Sheet**

[Insert school name]  
[Insert principal name]

[Insert meeting location]  
[Insert date of meeting]  
[Insert time of meeting]

Name (Please Print)	Role (i.e. parent, guardian, grandparent, teacher, etc.)	Student Name	Contact (email or phone)

- Additional resources include:
  - Q & A document
  - Sample meeting protocols and agendas
  - Meeting flyer template
  - Meeting sign-in sheet template
  - Meeting evaluation form sample

## SUPPORTING WORK



# Documenting Work with Stakeholders

# When do stakeholders need to be involved?

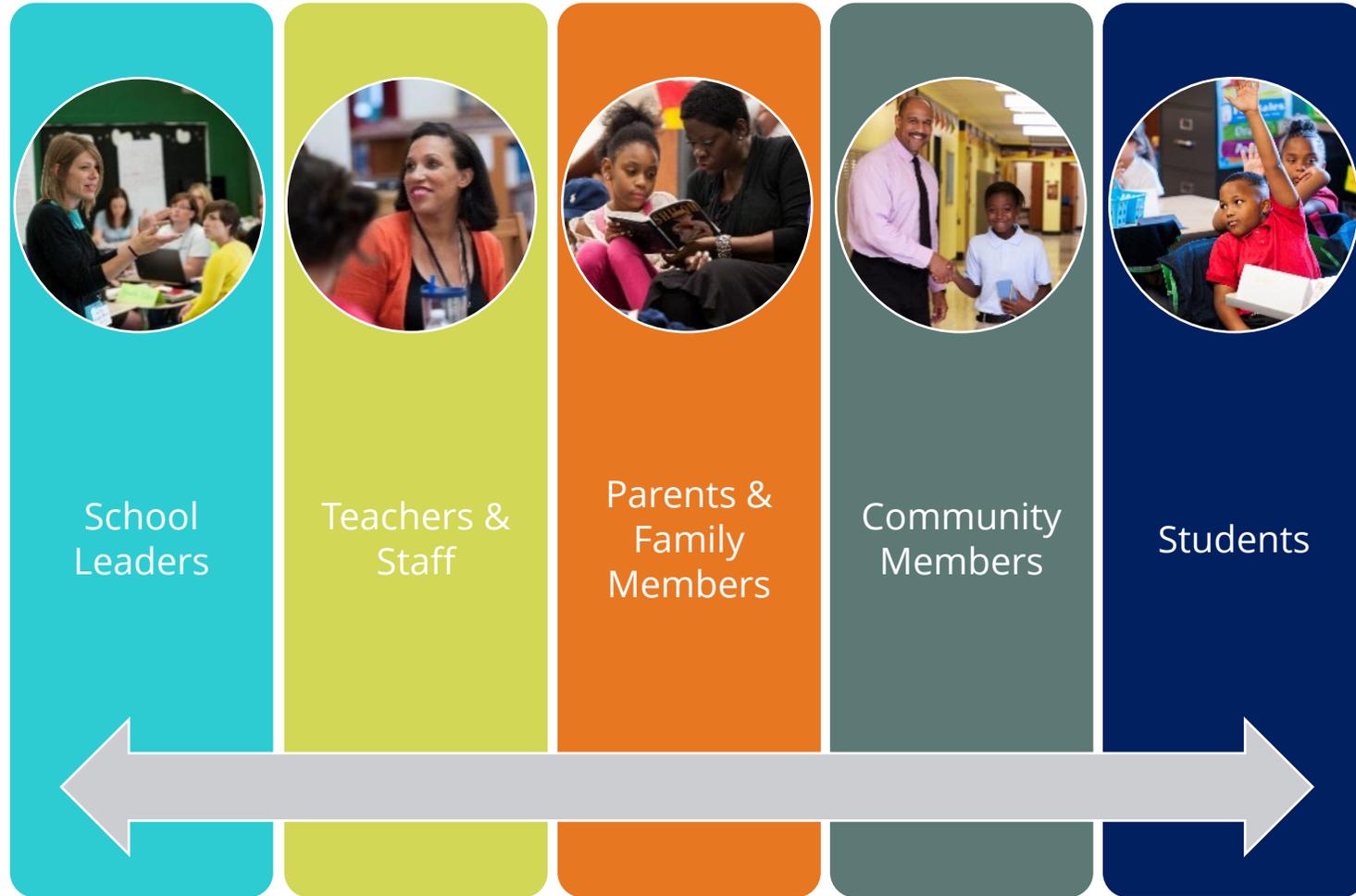
- Stakeholder involvement is required during the development of:
  - District plans
  - School plans
  - LEA Parent and Family Engagement Policies
  - School Parent and Family Engagement Policies
  - School-Parent Compacts



# Which stakeholders should be involved?



- Key stakeholders should include:
  - School leaders
  - Teachers
  - Parents and family members
  - Students (best practice)
  - Community members (best practice)



SUPPORTING WORK



# Documenting Your Work With Stakeholders



Tips for documenting your work with key stakeholders:

- Create a standard **sign-in sheet** for all meetings and events that includes space for participants' name, position, and role; and the name and date of the meeting.

<b>Event:</b> School-Parent Compact Planning Meeting		
<b>Date:</b> December 6, 2023		
<b>Name</b>	<b>Position</b>	<b>Role</b>
<b>Amy Smith</b>	<b>Teacher</b>	<b>3rd grade representative</b>
<b>Mark Johnson</b>	<b>Math Coach</b>	<b>Support staff</b>
<b>Jill Starks</b>	<b>Assistant Principal</b>	<b>School administration</b>
<b>Sara Jones</b>	<b>Afterschool Coordinator</b>	<b>Community representative</b>
<b>Bob Green</b>	<b>1st grade parent</b>	<b>Family representative</b>

SUPPORTING WORK



# Documenting Your Work With Stakeholders

- Tips for documenting your work with key stakeholders:
  - Save all **meeting and event invitations** (e.g., flyers, emails, website blurbs).
  - Create and save **detailed agendas** for all meetings and events.
  - Keep **minutes** of meetings and events to document discussions, ideas, and suggestions.
  - Remember, school employees who are also parents **cannot** be counted as true parent representatives on any school team or committee.



# Common Monitoring Issues

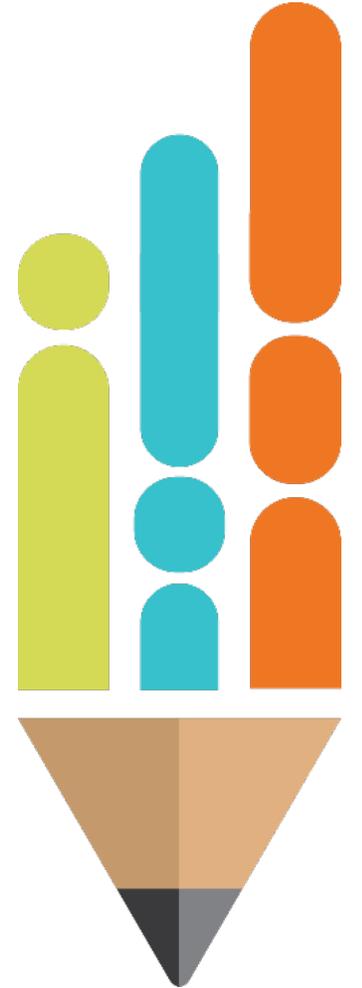


# Common Monitoring Findings Overview

- Annual meeting agenda does not have a specific time when combined with other events such as an Open House
- Lack of annual meeting sign-in sheets or sign-in sheets labeled with another event name
- Lack of proper advertisement for the annual meeting or other engagement opportunities
- Not having all components of family engagement policy or compact
- Lack of LEA-level family engagement plan
- Lack of yearly updates for both family engagement policies and school-parent compact
- Only including members of a paid parent organization in the group being engaged.

# Common Recommendations

- Offering flexible times
  - Examples of events that should be adjusted to include more families:
    - Having all events at noon
    - Having all events before school starts or right after it ends
- Ensure that all family engagement events are **linked to learning and ways families can support their student at home.**
  - Examples of events that would benefit from adding a learning component:
    - Donuts with Dad/Muffins with Mom
    - Student performances
    - Family game night



# Questions?





# Thank You!

[ESEA Divisional Coordinators](#)

**Heather Farley** | Director of ESEA Oversight  
[Heather.Farley@tn.gov](mailto:Heather.Farley@tn.gov)

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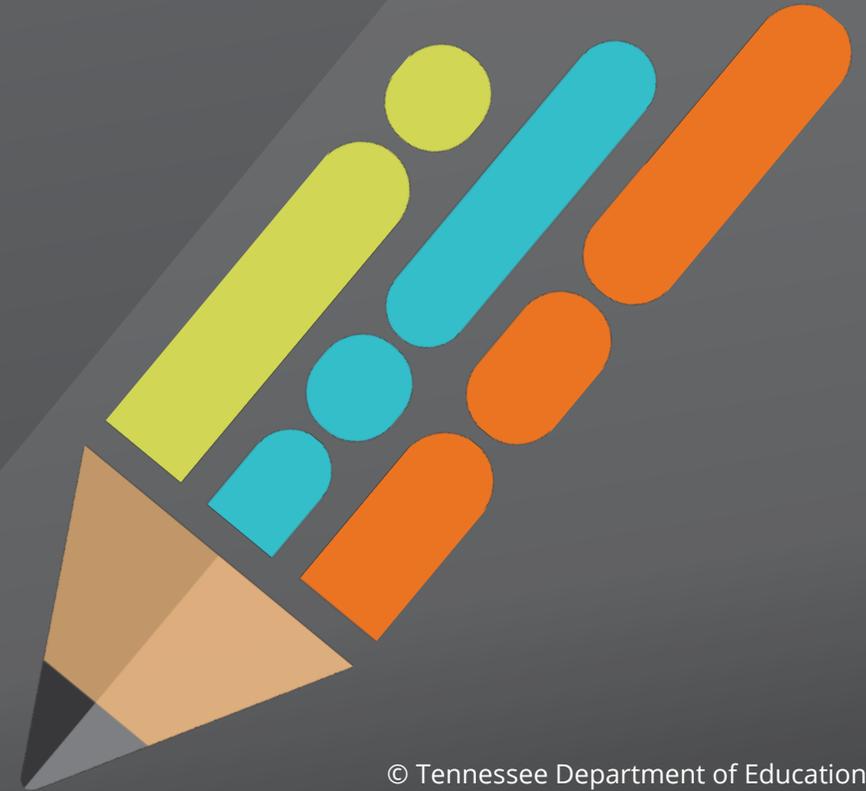


# Tuesday-Thursday

# Please Share Your Feedback:

You may access the PD by navigating here:

[https://stateoftennessee.formstack.com/forms/2023fpi\\_pd\\_survey](https://stateoftennessee.formstack.com/forms/2023fpi_pd_survey)



# Fraud, Waste or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

**1-800-232-5454**

Notifications can also be submitted electronically at:

**<http://www.comptroller.tn.gov/hotline>**