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Federal Programs Institute

SEPTEMBER 10-12 • Chattanooga Convention Center





All Aboard! Title I, Part A, Parent and Family Engagement Strategies

Henry Lafollette and Lynn Dotson

*ESEA Divisional Coordinators
Division of Federal Programs and Oversight*

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2024 Federal Programs Institute:
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- Family Engagement Research
- LEA Requirements & Resources
- School Requirements & Resources
- Documenting Work with Stakeholders
- Common Monitoring Issues
- Allowable Use of Family Engagement Funds
- Checklist
- Resources

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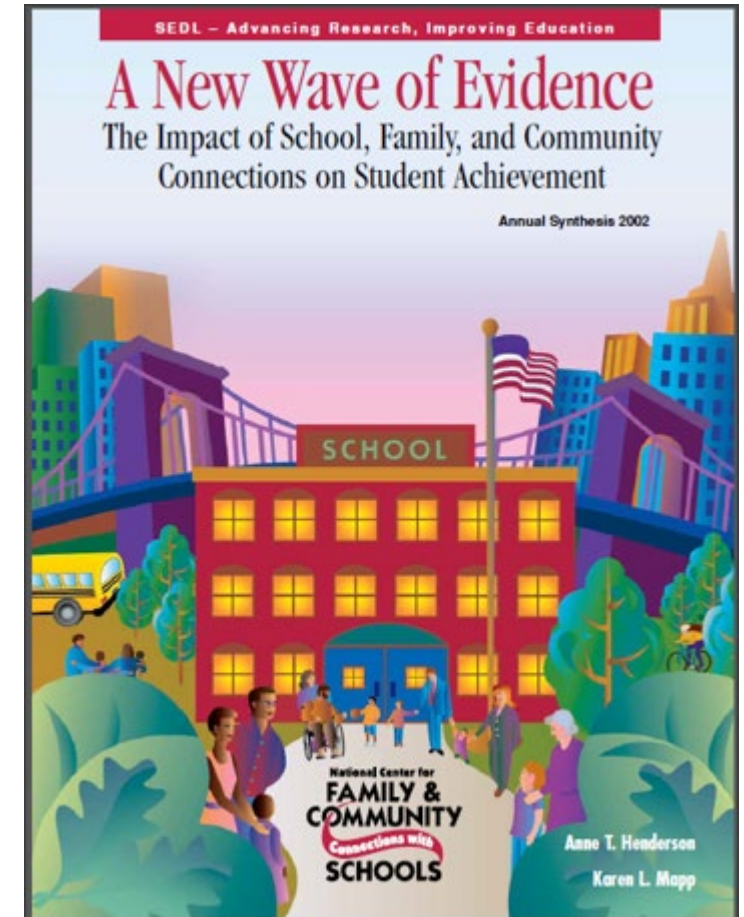


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Family Engagement Research

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.



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LEA Requirements

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. *See* 20 U.S.C. § 6318(a)(1).
- Such programs, activities, and procedures shall be **planned and implemented with meaningful consultation with the parents of participating children**. *See* 20 U.S.C. § 6318(a)(1).



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

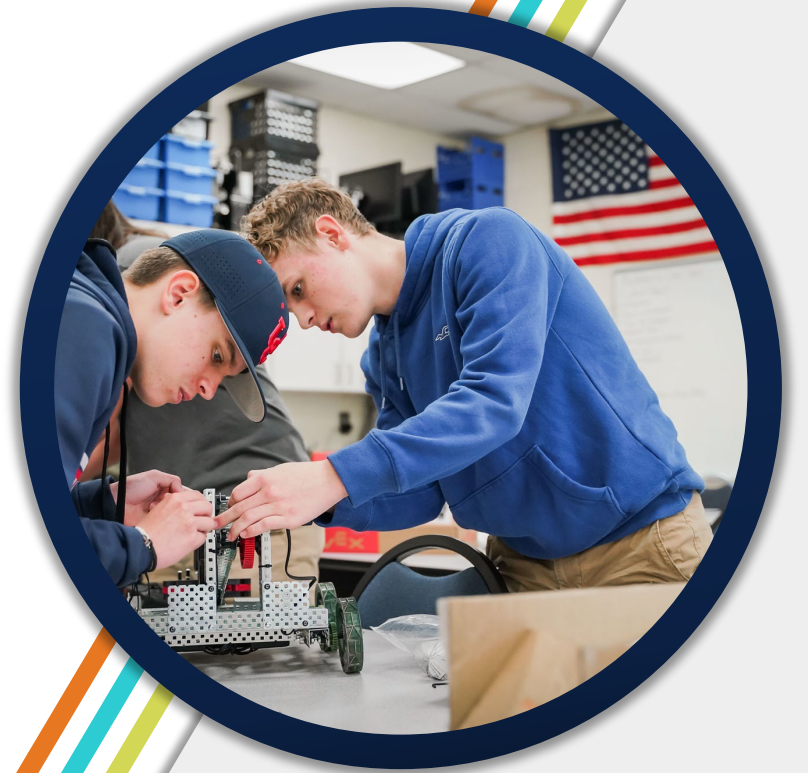
See 20 U.S.C. § 6318(a)(3)(D).

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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. See 20 U.S.C. § 6318(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.

See 20 U.S.C. § 6318(a)(2).

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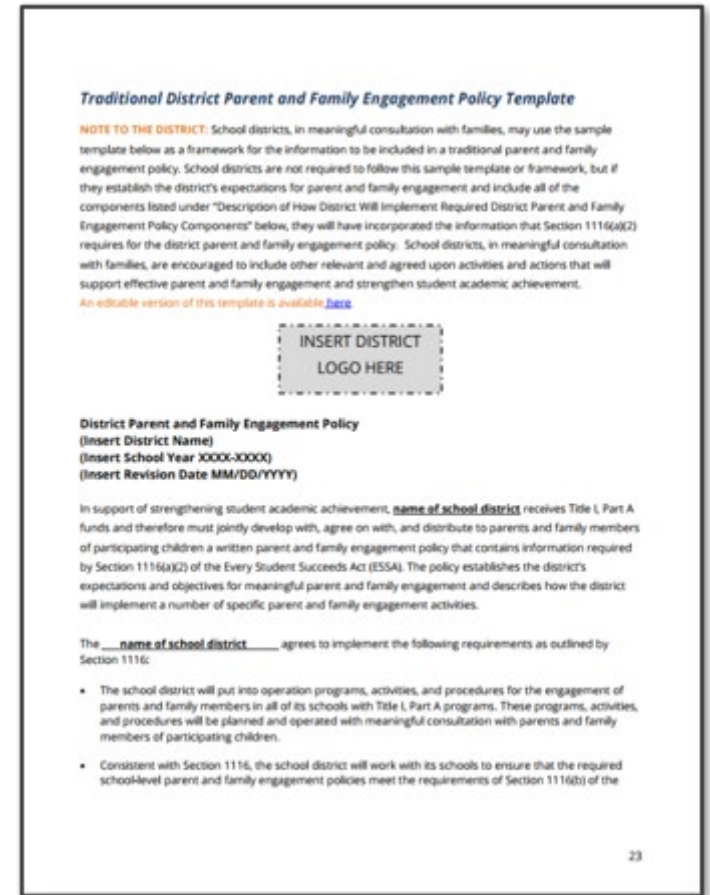
Resource: Parent and Family Engagement Policy Guide

- 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](#).



Resource: Parent and Family Engagement Policy Guide

- 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

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 20 U.S.C. § 6318(c)-(f). *See* 20 U.S.C. § 6318(a)(2).
- 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**. *See* 20 U.S.C. § 6318(b)(1).
- Such policy shall be **made available to the local community and updated** periodically to meet the changing needs of parents and the school. *See* 20 U.S.C. § 6318(b)(1).



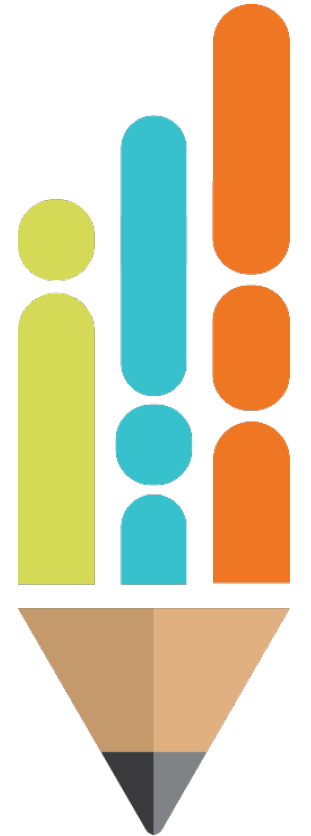
What is required in the school Parent and Family Engagement Policy?

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.

See 20 U.S.C. § 6318(c).

Resource: Utilize the [Parent and Family Engagement Policy Guide](#) for guidance, tools, and templates.



School Requirements – School-Parent Compact

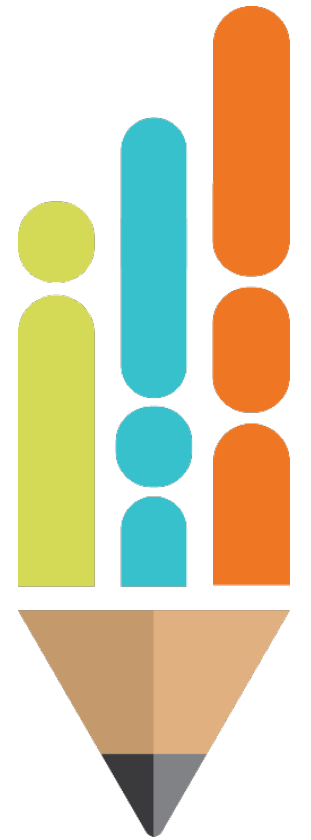
- Title I, Part A, requires that schools **shall jointly develop with parents** a school-parent compact that outlines how parents, the entire school staff, and students will **share the responsibility** for improved student academic achievement and the means by which the school and parents will **build and develop a partnership** to help children achieve the state’s high standards. See 20 U.S.C. § 6318(d).



What is required in the School-Parent Compact?

- 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; and
 - 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.

See 20 U.S.C. § 6318(d)(2).



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 and on the [TDOE website](#).

Resource: Compact Templates and Examples

<p>What is a School-Home Compact?</p>	<p>Activities to Build Partnerships</p>	<p>SCHOOL NAME</p> <p>School-Parent Compact</p> <p>School Year</p> <p>School Website</p> <p>School Phone Number</p>
<p>Jointly Developed</p>	<p>Communication About Student Learning</p>	<p>Insert School Logo or Picture</p>

<p>Classroom At Home</p>	
<p>Students</p>	

School Goals

What is a School-Home Compact?

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.

Effective compacts:

- Link to academic achievement goals
- Focus on student learning
- Share strategies that staff, parents, and students can use
- Explain how parents and teachers can communicate about student progress
- Describe opportunities for parents to observe, volunteer, and participate in the classroom

Jointly Developed

The families, students, and staff worked together to share ideas in defining 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.

Parents 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, www.connectmiddle.org for more information.

Building Partnerships & Communicating About Student Learning

Connect Middle School offers ongoing events and programs to provide parents and students with access to our staff. Please contact our school for more information about these great opportunities and more.

- Fall & Spring Open House
- Teacher Inclusion Night
- Family Resource Center (at 7:00) and support
- Grade level instruction
- Parent teacher conferences
- Credit level curriculum night (parent/teacher)
- Family Meeting
- To make a reservation with your child's teacher, visit the school website or webpage, or call 615-555-1212.

Family Engagement

There are many opportunities at our school for parents to volunteer and play a role in their child's education. Please consider joining the family, staff, and your student through some of the following events and programs:

- Parent Classroom Observation Day: 2nd Friday of each month
- Parent-teacher mentor program
- Family Engagement Day- November 19
- Family Tutor and Volunteer Program

To participate or learn more about these opportunities or other ways to share and volunteer, please contact Susan Smith at 615-555-1212.

My Mission, Principal!
615-555-1212
www.connectmiddle.org

As students, we will...

- Complete the homework assignments with my friends and work my best and hardest problems that I do not understand to ensure with my teacher.
- Attend/donated math seminars to receive extra assistance with math problems that I need help solving.
- Finish the math packet every six weeks or more including creating my own paper airplane using materials that I collect.
- Use the included dry-eraseable sheets with me to complete science and math practice test and activities.

MY GOALS

My own personal goal for MATH is: _____

My own personal goal for SCIENCE is: _____

My TEACHER can help me reach my goal by: _____

My FAMILY can help me reach my goal by: _____

As families, we will...

- Use the interactive homework assignments to ensure problems that my child does not understand to make sure feedback to the teacher on the space provided.
- Attend or donated before the monthly math seminars with my child to ensure what is being taught in class.
- Review the math packet to work with my student on solving math word problems and ensure the packet is completed every six weeks.
- Visit www.connectmiddle.org and other social-media websites with the intention to learn new math and science facts and problems.

When families, teachers, and students CONNECT, we can achieve our goals!





School Requirements – Annual Meeting

- Each school receiving Title I, Part A funds is required to convene an **annual meeting**. See 20 U.S.C. § 6318(c)(1).
- 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** of 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.



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)].



What is required in the annual meeting?

The annual meeting should address, at a minimum:

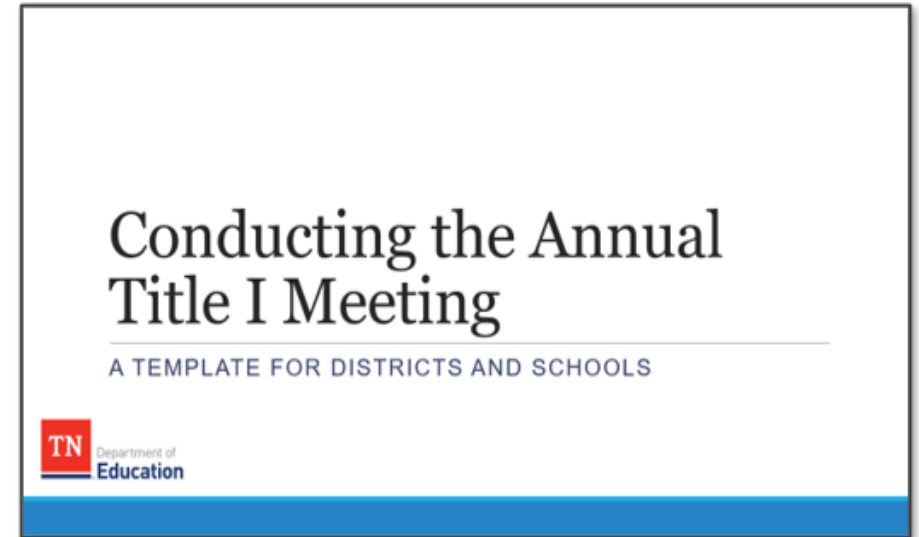
- An **explanation of the Title I, Part A program**, including:
 - an explanation of the **school's curriculum**,
 - information on the forms of **academic assessment** used to measure student progress, and
 - information on the **proficiency levels** students are expected to meet;
- The Title I, Part 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.

See 20 U.S.C. § 6318(c)(1).



Resource: Annual Title I Meeting

- 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 focuses 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 the TDOE Resources and on the TDOE website.





Resource: Annual Title I Meeting

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



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Documenting Work with Stakeholders

When do stakeholders need to be involved?

Stakeholder involvement is required during the development of:

- District plan
- School plans
- LEA Parent and Family Engagement Policy
- School Parent and Family Engagement Policies
- School-Parent Compacts





What stakeholders need to be involved?

At a minimum:

- School leaders
- Teachers and Staff
- Parents and Family Members
- Community Members
- Students



Documenting Your Work With Stakeholders

Tips for documenting your work with key stakeholders:

- Create a standard sign in sheet with the following components:
 - **Meeting Title:** Title I Annual Meeting
 - **Date and Time:** August 17, 2024; 5:00-6:00 p.m.
 - **Agenda Items:** Title I Information, Parent and Family Policy, School-Parent Compact, Family Engagement Opportunities.
 - **Name and role of attendee:**

Name	Role (i.e.) parent guardian, grandparent, teacher, community member)
Matthew/Hannah Jones	Parents
Sally Hansen	3 rd grade teacher



Documenting Your Work With Stakeholders

Tips for documenting your work with key stakeholders:

- Save all **meeting and event invitations** (flyers, emails, website blurbs, etc.).
- 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.



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Common Monitoring Issues

Common Monitoring Findings Overview

- Annual meeting agenda does not have a specific time when combined when 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 of 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 update for both family engagement policies and school-parent compact.
- Only including members of a paid parent organization in group being engaged.



Common Recommendations

- Offering flexible meeting times.
 - Examples of events that should be adjusted to include more families:
 - Having all events at 12 noon
 - Having all events before school starts or right after it ends
- Ensure that all family engagement events are **linked to learning and how 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



Allowable Use of Parent and Family Engagement Funds Examples

- Trainings for staff on engaging families
- Family nights with substance
- Provide training that helps families work with their students to improve achievement
- Provide child-care and transportation, when needed, for on-site parent engagement events
- Make and take activities. These materials could be taken home or handed out at in-person events.



LEA and School(s) Requirements

LEA	School(s)
<p>LEA Parent and Family Engagement Policy:</p> <ul style="list-style-type: none"> - Invitation(s) - Agenda - Sign-in sheet <p>Ensure Title I schools meet the requirements of Title I meetings, Parent and Family Policy, and School Parent Compact</p>	<p>Annual Title I Meeting</p> <ul style="list-style-type: none"> - Invitation(s) - Agenda - Presentation materials - Sign-in sheet <p>Parent and Family Engagement Policy</p> <ul style="list-style-type: none"> - Invitation(s) - Agenda - Sign-in sheet <p>School-Parent Compact</p> <ul style="list-style-type: none"> - Invitation(s) - Agenda - Sign-in sheet
<p>Note: Remind school administrators and staff about the resources and templates in ePlan under TDOE resources.</p>	<p>It is allowable for the Parent and Family Engagement Policy and School-Parent Compact to be created and/or revised and agreed upon at the Title I meeting. Ensure all topics are listed on the agenda.</p>





Resources

- [Title I Meeting Q & A](#)
- [Annual Title I Meeting: Presentation Template for Schoolwide Programs \(PowerPoint\)](#)
- [Annual Title I Meeting: Traditional Format - Sample Protocol and Agenda](#)
- [Annual Title I Meeting: Flyer Template](#)
- [Annual Title I Meeting: Sign In Sheet Template](#)
- [Developing a Written Parent and Family Engagement Policy - A Guide for Districts and Schools](#)
- [School Parent and Family Engagement Policy Checklist](#)
- [Make the Connection: Creating an Effective School-Parent Compact \(Toolkit\)](#)
- [School-Parent Compact Checklist](#)





Questions?

ESEA Divisional Coordinators

- East: Henry.LaFollotte@tn.gov
- West: Lynn.Dotson@tn.gov
- Middle: Alisha.Gilmore@tn.gov
- 20 Most Populous: Heather.Farley@tn.gov

Brinn Obermiller | Senior Director of ESEA Oversight

Brinn.Obermiller@tn.gov

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Thank You!

Contact Info or Questions?

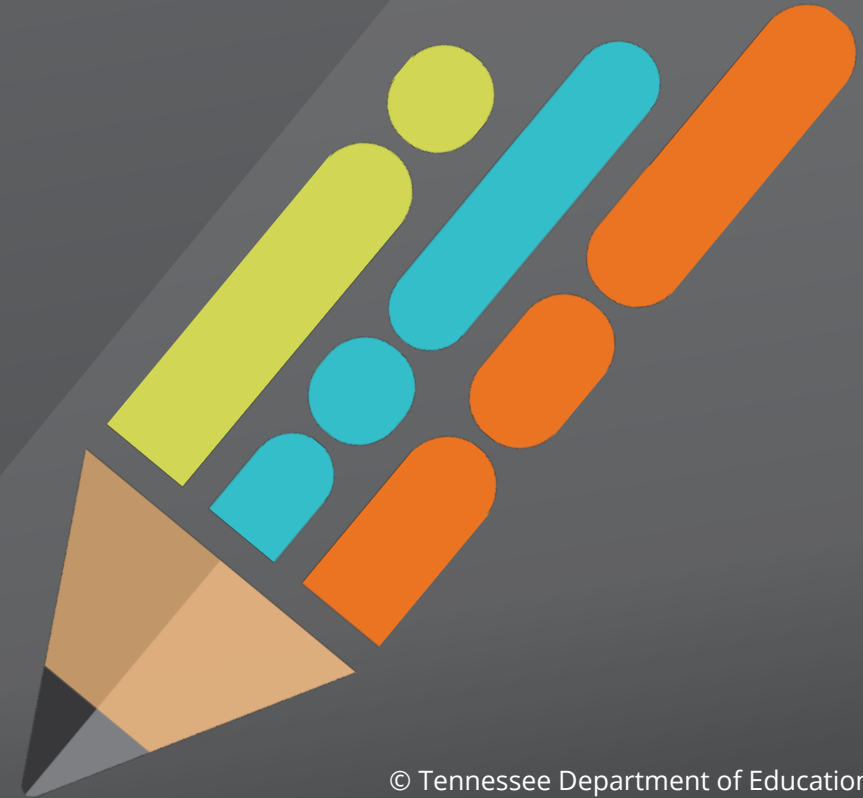
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You may access the survey by navigating here:

https://stateoftennessee.formstack.com/forms/2024_federal_programs_institute_presentation_survey



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