*This template may be customized by elementary schools receiving Title I funds by completing all highlighted fields. Schools are not required to use this template provided by the Kentucky Department of Education (KDE). Please note that removing information and/or not completing highlighted fields not designated as optional by KDE will result in the policy not meeting ESSA requirements. Schools may add information at their discretion. Distributing the policy to parents at the beginning of the school year will help establish expectations and set the tone for the remainder of the school year.*

**[School Name] Title I, Part A Parent and Family Engagement Policy**

**[School Year Here]**

Section 1116(b) of the Every Student Succeeds Act (ESSA) states that schools served under Title I, Part A must jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy establishes the school’s expectations and objectives for meaningful parent and family involvement and describes how the school will meet the requirements of ESSA 1116(c) – (f). The term “parent” refers to parents, guardians, family members and caregivers.

**Section I: Policy Involvement [ESSA 1116(c)]**

[School Name] will:

1. Involve parents in an organized, ongoing and timely way in the planning, review and improvement of the Title I, Part A program as well as the parent and family engagement policy.

[Describe specific actions the school will take to involve parents in this process.]

1. Convene an annual meeting at a convenient time, which all parents of participating children shall be invited to and encouraged to attend, to inform parents of their school’s participation in Title I and explain the requirements of Title I and the right of parents to be involved.

[Provide specific information about the annual meeting such as when and where it will be held, how information about the Title I, Part A program will be shared and how the school will make parents aware of the meeting.]

1. Offer a flexible number of meetings, such as meetings in the morning or evening, and provide, with funds provided by Title I, childcare or home visits, as such services relate to parental involvement.

[Describe how the school will provide flexibilities to maximize parents’ ability to participate.]

1. Provide parents of participating children:
   1. Timely information about Title I;

[Describe specific actions here.]

* 1. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards;

[Describe specific actions here.]

* 1. 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 practically possible; and

[Describe specific actions here.]

* 1. If the schoolwide program plan (i.e., the comprehensive school improvement plan (CSIP)) under ESSA 1114(b) is not satisfactory to parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

[Describe how the school will submit comments regarding the plan being unsatisfactory to parents of participating children to the district if any such comments are received.]

**Section II: Shared Responsibilities for High Student Academic Achievement [ESSA 1116(d)]**

[School Name] will:

1. Jointly develop with parents a school-family compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement, and how the school and parents will build and develop a partnership to help children achieve Kentucky’s high standards. The compact will:
   1. Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children served to meet the state academic standards, and the ways in which each parent 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 extra-curricular time; and

[Describe how the school will develop a compact jointly with parents.]

* 1. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
     1. Parent-teacher conferences, at least annually, during which the compact shall be discussed as it relates to the individual child’s achievement.

[Describe how the school will ensure the compact is discussed during parent conferences as it relates to the individual child’s achievement.]

* + 1. Frequent reports to parents on their children’s progress.

[Describe specific actions here.]

* + 1. Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities; and

[Describe specific actions here.]

* + 1. 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.

[Describe specific actions here.]

* 1. Be signed by all involved parties and kept on file at the school as documentation.

[Describe specific actions here.]

**Section III: Build Capacity for Involvement [ESSA 1116(e)]**

To ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, [School Name] **must:**

1. Assist parents in understanding topics such as the Kentucky’s challenging state academic standards, Kentucky and [District Name] academic assessments, the requirements of the Title I, Part A program, and how to monitor their child’s progress and work with educators to improve the achievement of their children.

[Describe specific actions the school will take to support this requirement.]

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 parental involvement.

[Describe specific actions the school will take to support this requirement.]

1. Educate school 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 the school.

[Describe specific actions the school will take to support this requirement.]

1. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state and local 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.

[Describe specific actions the school will take to support this requirement.]

1. 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.

[Describe specific actions the school will take to support this requirement.]

In addition to the above required activities, [School Name] **may**: [Delete any of the following items that do not apply to your school.]

1. Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training.
2. Provide necessary literacy training from Title I, Part A funds if the district has exhausted all other reasonably available sources of funding for such training.
3. Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
4. Train parents to enhance the involvement of other parents.
5. 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 such conferences at school, in order to maximize parental involvement and participation.
6. Adopt and implement model approaches to improving parental involvement.
7. Establish a school parent advisory council to provide advice on all matters related to parental involvement programs.
8. Develop appropriate roles for community-based organizations and business in parent involvement activities.
9. Provide such other reasonable support for parental involvement activities under this section as parents may request.

[Describe specific actions the school will take to support any of the allowable activities listed above if the school intends to implement any of these optional activities. *Note: parent and family engagement activities must be needs-based and designed to engage parents in their child’s education. Social/entertainment activities should not be paid for with Title I funds.*]

**Section IV: Accessibility and Requirements [ESSA 1116(f)]**

In carrying out Title I, Part A parent and family engagement requirements and with the support of the district, [School Name] will:

1. To the extent practicable, shall provide opportunities for informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities and parents and family members of migratory children), including providing information and school reports required under ESSA 1111 in a format, and to the extent practicable, in a language such parents understand.

[Describe specific actions the school will take to provide such opportunities.]

1. Notify parents of this policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. The policy will be distributed to parents and made available to parents and members of the local community.

[Describe specific actions the school will take to make the policy available to parents and community members.]

**Section V: Policy Review and Revision**

[School name] will work jointly with parents to review and revise this policy as necessary to meet the changing needs of the parents and the school.

[Describe the process the school will follow to review and update the policy jointly with parents.]

The policy was last reviewed and/or revised on: [Date]