

1-Pager: Examples of Content and Information to Include in District and Title I School Parent and Family Engagement (PFE) Policies

Note: The guidance in this one-page document is abbreviated. Public School Units (PSUs) and users should refer to the U.S. Department of Education's [Every Student Succeeds Act \(ESSA\)](#) in Section 1116 for comprehensive information and interpretation. The content in this document has been organized to reflect what applies to both the District and Title I School levels; other content applies to either the District-only or the Title I School-only, as indicated below.

District and Title I School (PFE Policies)

- Coordinating PFE strategies with other (state, federal, local) programs.
- Ensuring information related to school and parent programs, and other activities, is in an understandable format and language.
- Assist parents and family members in understanding academic standards, state and local assessments, requirements of Title I, and how to monitor a child's progress and work with educators.
- Train teachers, leaders, and other personnel with evidence-based PFE practices and to engage with parents as partners.
- Provide training and material to parents and family members to help them work with their children to improve their academic achievement, such as literacy and math training, and using technology.
- Involve parents and family members in jointly developing plans and use of PFE Funds.
- Involving parents, families, and community members in developing plans (i.e.: school improvement, strategic planning, etc.)
- With the meaningful involvement of family members, conduct an annual evaluation (see #1-4) of the content and effectiveness of the PFE policy while keeping in mind, to improve student achievement and academic programs:
 - (1) assess and address barriers to greater participation by family members with particular attention to those who are economically disadvantaged, individuals with disabilities, limited English proficiency, and minority backgrounds.
 - (2) assess the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 - (3) assess and develop strategies to support successful school and family interactions; and
 - (4) use the findings from the annual evaluation to design evidence-based strategies for more effective parental involvement and to improve the PFE policy or policies.

District level (PFE Policy)

- Annually, each local educational agency (LEA) that receives Title I funds shall jointly develop or update, agree on with, and distribute a written PFE Policy to parents and family members of participating children.
- May establish a parent advisory board comprised of a representative group of parents or family members served by the LEA's Title I schools to adequately represent the needs of the agency's population to develop, revise, and review the parent and family engagement policy.
- Provide coordination and the support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective family involvement activities to improve student achievement and school performance; may include employers, business leaders, and philanthropic organizations, and individuals with expertise to engage family members.

Title I School (PFE Policy)

- Annually, each Title I school shall jointly develop or update, and distribute to parents and family members a written PFE Policy; describing the means for carrying out the requirements including subsections (c) policy involvement, (d) school-parent compact, (e) building capacity for involvement, and (f) accessibility. The policy shall be made available to parents and the local community and updated periodically to meet the changing needs of parents and the school.
- Convene an annual meeting or meetings, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend to inform parents of their school's Title I participation and explain the requirements and the right(s) of the parents to be involved. Additionally, they offer a flexible number of meetings, such as meetings in the morning and evening, and Title I schools may provide funds under this part (i.e., transportation, childcare, and home visits). At the annual meeting, provide parents/family members of participating children:
 - (1) timely information about Title I programs and services (may include the Parents Right to Know, Compact, etc.)
 - (2) a description and explanation of the curriculum in use at the school, the academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and
 - (3) 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 suggestions as soon as possible,
 - (4) if the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments when the school makes the plan available to the local educational agency.
- Involve parents in an organized and timely way in Title I planning and the improvement of programs, and the schoolwide (SW) program as applicable.