The Title I, Part A Parent and Family Engagement section of the Every Student Succeeds (ESSA) requires each Title I, Part A School to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The School must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I, Part A children.

**Evidence that the school parent and family engagement policy [Section 1116(b)(1)-(4)]**

- [ ] was jointly developed with parents (sign in sheet, agenda, minutes)
- [ ] was distributed to parents of participating children, to the extent practicable, in a format and language parents can understand
- [ ] was provided to the local community
- [ ] The above items are generally monitored through compliance reports and desk audits.

**CAMPUS POLICY REQUIREMENTS [Section 1116(c)(1) (2)(3)(4)(5)]:**

The parent and family engagement policy states **how the district...**

1. **will convene an annual meeting**, 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 participation under this part and to explain the requirements of this part, and the right of the parents to be involved

2. **will offer a flexible number** of meetings, such as meetings in the morning or evening

3. **will involve parents, in an organized**, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and:

   3.1 **will jointly develop the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children**

4. **will provide parents of participating children** —

   4.1 **timely information** about programs under this part

   4.2 **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 up the state academic standards.

   4.3 **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 any such suggestions as soon as practicably possible

**Note Location in Policy:**

- [ ] will be annually reviewed and revised as necessary

---

**School Name:**

**Date of Distribution to Parents:**

**LEA Name:**

**Title I Contact:**

---

---
### CAMPUS POLICY REQUIREMENTS CONTINUED

**The parent and family engagement policy states how the district...**

<table>
<thead>
<tr>
<th>YES indicates evidence of the policy requirement and a description of how the activity will be implemented.</th>
<th>Note Location in Policy:</th>
</tr>
</thead>
</table>

5. **if the schoolwide program plan** under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA.

6. **SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**:

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part 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 academic standards [Section 1116(d)]

- **Such Compact Shall**-
  - **1. 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 State's student academic achievement standards.
  - **1.1 Ways in which each parent will** be responsible for supporting their children's learning by volunteering in their child's classroom
  - **1.2 Ways in which parents will** participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time
  - **2. Address the importance of communication** between teachers and parents on an ongoing basis through, at a minimum:
    - **2.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.
    - **2.B Frequent Reports** to parents on their children's progress
    - **2.C Reasonable access to staff**, opportunities to volunteer and participate in their child's class, and observation of classroom activities
    - **2.D Ensuring regular two-way, meaningful communication** between family members and school staff, and to the extent practicable, in a language family members can understand.

---

**Notes:**