*This template may be customized by districts receiving Title I funds by completing all highlighted fields. Districts 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. Districts 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 year.*

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

**[School Year Here]**

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

**Section I: Involve Parents in Policy and Plan Development**

[District Name] will:

1. Involve parents in jointly developing and agreeing on the district parent and family engagement policy.

[Describe specific actions the district will take to involve parents in developing the policy.]

1. Involve parents and family members in jointly developing the comprehensive district improvement plan (CDIP) and the development of the comprehensive school improvement plans (CSIPs).

[Describe specific actions the district will take to involve parents in CDIP/CSIP development.]

**Section II: Coordinate and Integrate Support and Strategies**

[District Name] will:

1. Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools within the district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders and philanthropic organizations or individuals with expertise in effectively engaging parents and family members in education.

[Provide specific information about how the district will support schools served by Title I in implementing effective parent and family engagement programs and developing effective school parent and family engagement policies.]

1. Coordinate and integrate parent and family engagement strategies under Title I, Part A with parent and family engagement strategies, to the extent feasible and appropriate, with other federal, state and local laws and programs.

[Describe how the district will coordinate and integrate parent and family engagement strategies with other laws and programs.]

**Section III: Evaluate the Policy**

[District Name] will:

1. Conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served by Title I, including identifying:
   1. Barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);

[Describe how the district will identify barriers to greater participation during the policy evaluation.]

* 1. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

[Describe how the district will identify needs of parents and families during the policy evaluation.]

* 1. Strategies to support successful school and family interactions.

[Describe how the district will identify strategies to support interactions during the policy evaluation.]

1. Use the findings of the annual evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the district and/or school parent and family engagement policies.

[Describe how the district will analyze evaluation results and use those results to revise the district and/or school policy and/or program.]

**Section IV: Involve Parents at the School Level**

[District Name] will:

1. Involve parents in the activities of the schools served under Title I, [which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, reviewing and revising the parent and family engagement policy. *ESSA gives parent advisory boards as an example. If your district does not plan to establish a parent advisory board, you may delete the language in the brackets.*].

[Describe specific actions the district will take to support schools served under Title I in involving parents in parent and family engagement activities.]

1. Involve parents in the decisions regarding how funds reserved for parent and family engagement are allotted for parental involvement activities at the district and/or school level.

[Describe specific actions the district will take to involve parents in the decisions of how reserved funds are allotted for parent and family engagement activities at the district and/or school.]

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

In carrying out Title I, Part A parent and family engagement requirements [District 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 district 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 district will take to make the policy available to parents and community members.]

**Section VI: Policy Review and Revision**

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

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

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